



Jamaica Defence Force JOB POSTING

Applications are invited internally for suitable candidates to fill the post of

HUMAN RESOURCE OFFICER (GMG/AM 2) (NOT VACANT)

Salary Scale: \$843,432.00 – \$1,002,576.00 per annum

JOB PURPOSE

The incumbent is responsible for the effective and efficient administration of leave, benefits and orientation for new employees in accordance with the relevant Staff Orders, Public Service Regulations and other applicable guidelines.

KEY RESPONSIBILITIES AREAS

- Processes applications for Vacation, Maternity, Departmental, Sick, Special Sick Leave and No Pay Leave and submits for review;
- Processes applications for accumulation of Vacation Leave and submits for review;
- Processes Special leave for civilian employees of the JDF Reserve Force and employees serving on Jury Service;
- Advises employees on the quantum of their leave and how to manage their leave entitlement;
- Processes absences on the Monthly Attendance Records;
- Liaises with the JDF Accounts Unit regarding the payment of salary for employees;
- Attends to daily queries from both internal employees and external organizations;
- Requests from Supervisors Performance Evaluation Reports for Appointment, Assignment and Special Purposes;
- Assists with the preparation HREC Schedules for employees to be submitted to the Ministry of National Security and the Office of the Services Commission;
- Creates, updates and submits Period of Service Records;
- Prepares Pension documents for employees to be retired from the Public Service;
- Processes requests for expired identification cards;
- Processes Seniority Allowances for appointed members of Staff;

- Prepares Extension letters of employment to employees;
- Prepares reassignment letters for employees within the JDF;
- Prepares Relief Employment letters for new employees;
- Assists with the administration of the JDF Summer Employment programme which includes processing of salary particulars, orientation and deploying of summer employees to respective Units and issuing of employment contracts;
- Prepares requests for the recovery for excess days taken by employees through salary deduction;

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Good Oral and Written Communication Skills
- Excellent Customer & Quality Focus
- Good Planning and Organizing Skills
- Excellent Interpersonal Skills
- Ability to work effectively as part of a team
- Good knowledge of Microsoft Suite and Office Equipment
- Good Analytical, Problem solving and Decision Making Skills
- High level of Initiative

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Four (4) GCE O'Level/CXC including English and a numeric subject;
- Associate Degree in Human Resource Management, Public Administration Management, Business Administration or equivalent from a recognized institution;
- Two (2) years experience in a related field.

Interested persons should forward their Applications and Résumés NO LATER THAN **Friday, July 28, 2017** to the:-

**Human Resource & Administration Manager
Jamaica Defence Force,
Up Park Camp,
Kingston 5**

Email: humanresourceunit.civ@gmail.com

Subject: Human Resource Officer

Please note that we thank all for responding but only shortlisted applications will be contacted