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Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **National Environment and Planning Agency (NEPA)**.

1. **Senior Internal Auditor (Level 8)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Manager, Human Resource Development and Performance Management (Level 8)**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **ICT Infrastructure Auditor (Level 8)**, salary range \$5,198,035 - \$6,990,779 per annum.
4. **Human Resource Officer (Staffing) (Level 7)**, salary range \$4,266,270 - \$5,737,659 per annum.
5. **Performance Management Officer (Level 7)**, salary range \$4,266,270 - \$5,737,659 per annum.
6. **Human Resource Officer (Information Systems) (Level 7)**, salary range \$4,266,270 - \$5,737,659 per annum.
7. **Human Resource Development Officer (Level 7)**, salary range \$4,266,270 - \$5,737,659 per annum.
8. **Internal Auditor (Level 7)**, salary range \$4,266,270 - \$5,737,659 per annum.
9. **Benefits Administration Officer (Level 5)**, salary range \$2,803,771 - \$3,770,760 per annum.

1. **Senior Internal Auditor (Level 8)**

Job Purpose

Under the leadership and direction of the Chief Audit Executive, the Senior Internal Auditor is responsible for managing the audit team(s) in the execution of varied internal assessments with multiple degrees of complexity, in accordance with Financial Administration and Audit Act, other laws, regulations, applicable procedures and guidelines established by GOJ and the Internal Audit standards, by examining the adequacy and effectiveness of the internal controls and governance processes, and making recommendations where necessary.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Branch's Corporate/Operational Plans, Budget and Individual Work Plans and Work Schedules;
- Prepares and supervises the preparation of reports to Chief Audit Executive;
- Represents Chief Audit Executive at meetings, conferences, workshops and seminars;
- Prepares reports and project documents as required;
- Prepares and delivers Internal Audit presentations, as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional:

- Supports the Chief Audit Executive actively in conducting strategic and risk-based examination of the Agency, to aid the crafting of the Audit Programmes and plans;
- Participates actively in the implementation of annual Audit Plan and Work Plan being guided by the Agency's policies, regulatory requirements and guidelines;

- Applies knowledge of the principles, procedures and practices of accounting, financial records/record keeping and general audit practices to the audit processes;
- Recommends the appropriate use of techniques, as well as tests and sampling methods, in the conduct of audits; ensures that team members conform to Internal Audit Standards, Accounting Standards and Financial Regulations;
- Determines audit methodology and scope of audits;
- Conducts Audit Entrance and Exit meetings with Division/Branches ensuring they are done in keeping with established policies and procedures and internal audit standards;
- Supervises the creation of Working Paper files, ensuring they are maintained and secured in accordance with International Internal Audit standards
- Reviews and approves audit programmes and control assessments prepared by internal auditors;
- Manages the pre-audit functions and activities involving the assessment of leave balance calculations, performance management, resignations, gratuity payments, etc.;
- Supports and maintains an approved quality assurance and improvement programme, covering relevant aspects of Internal Audit;
- Provides support to Internal Audit Branch by conducting quality self-assessments, as well as compliance monitoring and risk management activities, as required;
- Manages the preparation and content of audit reports, by drawing conclusions and making recommendations based on analysis of evidence gathered;
- Recommends changes to the Branch's standard operating procedures and methodologies in order to ensure consistency and the ability to support the goals, objectives and targets of the GOJ;
- Visits NEPA's outstations, projects, etc. that are being audited to ensure compliance with audit procedures, resolve challenges and maintain good client relations;
- Reports on deviations and/or departure from the approved internal control systems, as well as any perceived risks and recommend changes which will safeguard compliance and effectiveness;
- Manages the output of assigned audit team engaged in financial and non-financial audits within the sphere of their assigned responsibilities;
- Assesses the audit findings in order to identify any possible weaknesses, risk exposure and/or violations of rules and regulations;
- Provides input in developing and implementing financial and/or non-financial systems and controls whether automated or manual;
- Manages the Audit progress and reviews compliance with Audit procedures and quality assurance, which must be aligned to that of the Internal Audit Directorate;
- Provides guidelines and instructions to team members and tailor's instructions to each programme and/or functional area;
- Reviews working papers to provide assurance that their preparation conform to Internal Audit policies, processes and standards;
- Conducts follow up audits and site visits to assess the conformance in the implementation of approved changes, recommendations and systems;
- Conducts and/or supervises special audits which are assigned by the CAE;
- Manages and guides direct reports towards achieving the strategic objectives of the Internal Audit Branch and supporting the Agency's vision;
- Monitors assigned audits according to acceptable International Audit standards and practices, the GOJ's requirements, as well as agreed and measurable targets;
- Reviews adherence to audit procedures and agree performance targets;
- Convenes team meetings to assess accomplishments, discuss upcoming audits and job scheduling, as well as issues and concerns which could impact and/or prevent the team from delivering according to agreed timelines;
- Maintains cordial and professional relationships with external and internal stakeholders and clients;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness.

Human Resource:

- Provides supervision and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing audit professionals who possess outstanding knowledge, experience, ethics and integrity;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Co-ordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;

- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and contributes to the development and succession planning for the Branch, to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the wellbeing of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.
- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Audit Principles and Techniques
- Excellent knowledge of the Government of Jamaica's Accounting and Audit standards
- Good knowledge of Accounting Principles and Practices
- Knowledge of GOJ ICT systems
- Knowledge of the GOJ Financial Administration and Audit Act and the Financial Instructions
- Good understanding of the public expenditure policy environment and the goals
- Knowledge of programme/system/policy monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Agency
- Familiarity with procedures, policies and legislation governing the machinery of government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office Suite

Minimum Required Qualification and Experience

- Bachelor's Degree in Finance, Accounting, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline, OR Association of Certified Chartered Accountant (ACCA) Level 2;
- Four (4) years' experience in an Auditing environment, with at least two (2) years in a supervisory capacity.

OR

- NVQJ Level 5 in Auditing, Finance, Accounting, Management Studies or related discipline;
- Four (4) years' experience in an Auditing environment, with at least two (2) years in a supervisory capacity.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Will be required to travel locally to conduct audits.

2. Manager, Human Resource Development and Performance Management (Level 8)

Job Purpose

Under the leadership and direction of the Director, Human Resource Management and Development, the Manager, Human Resource Development and Performance Management is

primarily responsible for strategically managing wide ranging people development, performance management and capacity building/training programmes that prepare employees to meet the needs of the NEPA, by way of fostering a culture of learning and productivity.

Key Responsibilities

Management/Administrative

- Participates in the development of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises the preparation of reports to Director, Senior Executives and other relevant stakeholders;
- Represents Director at meetings, conferences, workshops and seminars;
- Prepares reports and project documents as required;
- Prepares and delivers Human Resource Development & Performance Management presentations as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional

- Manages the design, implementation and monitoring of Human Resource Development and Employee Performance Management business processes and service level agreements, to support the achievement of NEPA's strategies, policy priorities and programmes;
- Manages capacity building and training interventions/programmes, ensuring relevance to NEPA's goals and objectives and/or the employees' career development;
- Designs, implements and monitors capacity building/training and other human resource development and employee performance manuals and related toolkits;
- Manages the maintenance of a database containing training providers and resource personnel, and procures their services in accordance with established procedures;
- Manages the implementation and monitoring of mechanisms to foster career guidance, counselling and people development initiatives;
- Leads the assessments of NEPA's general training needs for all categories of workers, and develops strategies to fulfil these needs;
- Manages the arrangements for local and overseas training programmes/courses;
- Liaises with relevant Government Departments/Agencies to identify general and special training opportunities, and keeps employees informed of available training;
- Leads the maintenance of an employee development programme, which provides opportunities for maximizing the potential of employees and for identifying career development, in collaboration with managers/directors;
- Manages the design of training programmes and materials for in-house courses, in collaboration with Heads of Divisions/Branches/Units;
- Prepares and reviews submissions for the training and development interventions of employees to the Human Resource Executive Committee (HREC) for consideration;
- Undertakes specific aspects of in-house training for selected categories of employees and co-ordinates the implementation of training by other officers to ensure that objectives are met;
- Supports the design, implementation and maintenance of onboarding and orientation interventions, to ensure transfer of organisational ethos and culture;
- Designs, implements, monitors and evaluates evidence-based approaches to manage internal metrics and statistics relating to HRD & PM business processes;
- Prepares the annual financial needs for training and makes the necessary submissions for inclusion in the Budget;
- Implements a performance management and improvement frameworks for NEPA that leads to the proper alignment of individual work plans with the Divisional Strategic Business Plans to facilitate an increase in organizational effectiveness and efficiency;
- Develops and maintains customized PMAS manuals, templates, forms, policies and procedures for NEPA, in keeping with GOJ PMAS Guidelines;
- Reviews and assesses PMAS with a view to identify weakness and develop appropriate solutions;
- Designs and conducts of PMAS sensitization sessions within NEPA, ensuring knowledge and importance of the PMAS;
- Leads in the development and maintenance of an organisation-wide competency framework to support performance management, recruitment and selection, and reinforce the NEPA's core values;
- Collaborates with Strategic Planning Branch in NEPA to develop an annual work plan for the oversight of the operation of the PMAS in the NEPA;

- Participates in the Corporate and Operational Planning activities of NEPA to gain a full understanding of the Mission and Objectives, so as to inform the activities of the HRM&D Branch, in providing guidance to line managers and staff in completing their individual work plans and other related requirements of the PMAS;
- Reviews the work plans and performance reports for the staff of NEPA and ensures that work plans are properly prepared and reflect measurable performance indicators as well as align to Divisional plans;
- Monitors and evaluates on NEPA's Performance Management and Appraisal Systems to discern achievements and weaknesses; develops attendant reports to aid decision making;
- Reviews Divisional Operational/Corporate plans and individual work plans to ensure quality of content (alignment and completeness in specification);
- Provides feedback to Divisional Heads and recommends areas for improvements as it relates to Performance Management;
- Reviews and advises the Director HRM&D, on the implementation of remedial and corrective action to address poor performance;
- Reviews and addresses all PMAS grievance that may arise;
- Recommends PMAS corrective action and related procedures specific to situations that may arise;
- Executes PMAS related change management initiatives in collaboration with other stakeholders;
- Prepares and submits activity/performance and other reports as directed;
- Provides guidance to staff in NEPA through coaching, mentoring and training as needed;
- Collaborates with other Managers and Director in HRM&D Division in developing and maintaining the Succession Planning and Career Pathing Programmes for NEPA;
- Collaborates with the Director, HRM&D in addressing Industrial/Labour Relations challenges to ensure the maintenance of a harmonious working environment;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development and performance management, to ensure adherence to international standards and competitiveness.

Human Resource:

- Provides management and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing accounting professionals who possess outstanding knowledge, experience, ethics, and integrity;
- Evaluates and monitors the performance of staff under direct supervision, and implements appropriate strategies;
- Co-ordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the wellbeing of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.
- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Good knowledge of Andragogy/Adult Learning strategies and practices
- Good knowledge of HRM&D/People Principles and Techniques
- Good knowledge of Performance Management principles and practices/approaches
- Good knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/People functioning, for example Public Service Regulations, Records and Information Management Policies, Access to Information, SHRMD Policies, etc.
- Good knowledge of programme monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes

- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Agency
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Development/Management, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline;
- Five (5) years' experience in a Human Resource Development/Performance Management environment in a large organisation, with at least three (3) years in a supervisory capacity.

OR

- NVQJ Level 5 in Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Five (5) years' experience in a Human Resource Development/Performance Management environment in a large organisation, with at least three (3) years in a supervisory capacity.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Will be required to travel locally and overseas to attend conferences, seminars, site visits and meetings.

3. ICT Infrastructure Auditor (Level 8)

Job Purpose

Under the leadership and direction of the Chief Audit Executive (CAE), the ICT Infrastructure Auditor will meet and consult directly with the auditees regarding their ICT systems and systems environment, to plan and conduct either ICT audits or computer control reviews to support performance and financial statement audits. The position requires a broad and current knowledge of ICT systems and processes and trends in information communications technology, as well as knowledge of the laws and policies impacting the machinery of the Government of Jamaica.

Key Responsibilities

Management:

- Participates in the development of the Branch's Corporate/Operational Plans, Budget and Individual Work Plans and Work Schedules;
- Prepares and supervises the preparation of reports to the Chief Audit Executive;
- Represents Chief Audit Executive at meetings, conferences, workshops and seminars;
- Prepares reports and project documents, as required;
- Prepares and delivers Internal Audit - ICT presentations, as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional:

- Supports the Chief Audit Executive, actively, in conducting strategic and risk-based examination of the Agency, to aid the crafting of the Audit Programmes and Plans;
- Supports the CAE and Audit Team in all phases of an ICT audit: planning, conducting and reporting. This includes:
 - defining the audit objectives, scope and criteria;
 - identifying required resources and timeframes to complete the audit; analysing the ICT environment in terms of risks and controls;
 - determining appropriate audit procedures for assigned projects;
- Participates, actively, in the implementation of the Annual Audit Plan and Work Plan being guided by the Agency's policies, regulatory requirements and guidelines;
- Applies knowledge of the principles, procedures and practices of accounting, financial

- records/record keeping and general audit practices, to the audit processes;
- Recommends the appropriate use of techniques, as well as tests and sampling methods in the conduct of audits; ensures that team members conform to Internal Audit Standards, Accounting Standards and Financial Regulations;
- Determines audit methodology and scope of audits;
- Conducts Audit Entrance and Exit Meetings with Division/Branches, ensuring they are done in keeping with established policies and procedures and internal audit standards;
- Conducts ICT performance audits and assessments to evaluate risks and controls in the auditee's computing environment, combined with business processes;
- Gains specific knowledge, sufficient to enable analysis of controls in key areas such as database management, operating system applications and IT infrastructure;
- Applies knowledge of auditing in areas such as ICT governance, ICT security policies and procedures, ICT strategic planning, systems development, system access, change management, business continuity and project management;
- Conducts general computer and application controls assessment and designs appropriate tests of controls in relation to financial reporting and business processes;
- Supervises the creation of Working Paper files, ensuring they are maintained and secured, in accordance with International Internal Audit standards;
- Reviews audit programmes and control assessments prepared by internal auditors;
- Participates in the planning and execution of Information Technology (IT) audit assignments;
- Manages the pre-audit functions and activities involving the assessment of leave balance calculations, performance management, resignations, gratuity payments, etc.;
- Supports and maintains an approved quality assurance and improvement programme, covering relevant aspects of Internal Audit;
- Provides support to Internal Audit Branches, by conducting quality self-assessments, as well as compliance monitoring and risk management activities, as required;
- Manages the preparation and content of audit reports, by drawing conclusions and making recommendations based on analysis of evidence gathered;
- Recommends changes to the Branch's Standard Operating Procedures and methodologies, in order to ensure consistency and the ability to support the goals, objectives and targets of the GOJ;
- Visits NEPA's outstations, projects, etc., that are being audited, to ensure compliance with audit procedures, resolve challenges and maintain good client relations;
- Reports on deviations and/or departure from the approved internal control systems, as well as any perceived risks, and recommends changes which will safeguard compliance and effectiveness;
- Manages the output of assigned audit team engaged in financial and non-financial audits within the sphere of their assigned responsibilities;
- Assesses the audit findings in order to identify any possible weaknesses, risk exposure and/or violations of rules and regulations;
- Provides input in developing and implementing financial and/or non-financial systems and controls, whether automated or manual;
- Manages the Audit process and reviews compliance with Audit procedures and quality assurance, which must be aligned to standard procedure;
- Provides guidelines and instructions to team members and tailors instructions to each programme and/or functional area;
- Reviews working papers to provide assurance that their preparation conforms to Internal Audit policies, processes and standards;
- Conducts follow up audits and site visits to assess the conformance in the implementation of approved changes, recommendations and systems;
- Conducts and/or supervises special audits which are assigned by the CAE;
- Monitors assigned audits, according to acceptable International Audit standards and practices, the GOJ's requirements, as well as agreed and measurable targets;
- Reviews adherence to audit procedures and agreed performance targets;
- Convenes Team Meetings to assess accomplishments, discuss upcoming audits and job scheduling, as well as issues and concerns which could impact and/or prevent the Team from delivering according to agreed timelines;
- Maintains cordial and professional relationships with external and internal stakeholders and clients;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines, to ensure adherence to international standards and competitiveness.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;

- Assists with the preparation of, and conducts presentations on role of Division/Unit, for the Orientation and Onboarding programme.

Other:

- The incumbent may, from time to time, be assigned duties not specifically outlined within the Job Description, but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Audit Principles and Techniques
- Excellent knowledge of ICT Audit
- Excellent knowledge of the Government of Jamaica's Accounting and Audit standards
- Good knowledge of Accounting Principles and Practices
- Knowledge of GOJ ICT systems
- Knowledge of the GOJ Financial Administration and Audit Act and the Financial Instructions
- Good understanding of the public expenditure policy environment and the goals
- Knowledge of programme/system/policy monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good oral and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members, both within and outside the Agency
- Familiarity with procedures, policies and legislation governing the machinery of government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite

Minimum Required Qualification and Experience

- Bachelor's Degree in ICT, Information Systems, Information Systems/ICT with Finance/Accounting/Management Studies/Public Sector Management, Public/Business Administration or a related discipline, **OR** Association of Certified Chartered Accountant (ACCA) Level 2;
 - Any of the following Certification (would be a distinct advantage):
 - Certified Information Security Manager (CISM)
 - Certified Information Systems Auditor (CISA)
 - Certified in the Governance of Enterprise IT (CGEIT)
 - Certified Risk and Information Systems Control (CRISC);
 - Four (4) years' experience in an Auditing environment, with at least two (2) years in a supervisory capacity;
- OR**
- NVQJ Level 5 in ICT, Information Systems, Information Systems/ICT with Finance/Accounting/Management Studies/Public Sector Management, Public/Business Administration or a related discipline or related discipline;
 - Any of the following Certification (would be a distinct advantage):
 - Certified Information Security Manager (CISM)
 - Certified Information Systems Auditor (CISA)
 - Certified in the Governance of Enterprise IT (CGEIT)
 - Certified Risk and Information Systems Control (CRISC);
 - Four (4) years' experience in an ICT Auditing environment, with at least two (2) years in a supervisory capacity.

Special Conditions Associated with the Job

- The work environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;

- Will be required to travel locally, to conduct audits.

4. Human Resource Officer (Staffing) (Level 7)

Job Purpose

Under the management of the Manager, Human Resource Management, the Human Resource Officer (Staffing) is primarily responsible for providing recruitment, people/staffing management support and advice to assigned Divisions in NEPA. This role will co-ordinate a range of tasks across the recruitment and people management functions, including but not limited to, shortlisting candidates, organizing interviews, acting, reassignment and service records management.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Represents Director/Manager at meetings, conferences, workshops and seminars;
- Prepares reports and project documents as required;
- Prepares and delivers Human Resource Management presentations as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional:

- Co-ordinates the workforce planning processes for assigned Divisions by conducting analysis to determine workforce numbers, skills and needs to meet the objectives of NEPA;
- Co-ordinates the talent acquisition processes such as advertisement, assessment of applications, administering of assessment centre, arrangement of interview for a wide of posts/positions in NEPA;
- Assists the Manager, HRM, in the talent acquisition processes for positions at the senior executive management level;
- Conducts and provides assistance with shortlisting of candidates and preparing for and arranging interviews;
- Chairs interviews for assigned staffing levels or classifications/bands;
- Researches and develops submissions for the attention of the Manager, HRM to be presented at the Human Resource Executive Committee (HREC);
- Acts on the actions of the HREC by reviewing and preparing letters of offer, employment contracts, new employee packs for successful candidates and related HREC outcomes;
- Liaises with unsuccessful candidates to provide feedback where required;
- Reviews and collates recruitment paperwork, creates new employee personnel files (electronic and hard copy) and inputs new employee details into the MYHR+ platform;
- Liaises with the Finance and Accounts and ICT Teams to make on-boarding arrangements;
- Updates and maintains the people management/HR records of employees on matters such as establishment gaps, vacancy levels, salaries; and prepares associated management reports;
- Updates and maintains people management/HR records tracking employment history, promotions, transfers, salaries, etc.;
- Provides advice and information to management and employees on people management/HR personnel policies and procedures, including establishment level, appointment, acting arrangements, promotions, reassignment, compensation, equal opportunity, etc.;
- Generates workforce statistics, reports and analysis on recruitment activities, establishment, retention, diversity and related information, highlighting trends and current or emerging issues to inform senior executives in their decision making;
- Participates in enterprise bargaining talks where employees, management and unions discuss the development of specific work arrangements and conditions;
- Analyses the skills and qualities required for each job and provides feedback to the OD and Change Management Specialist to inform the development/revision of Job Descriptions/specifications and duty statements;
- Supports the implementation of organisational changes resulting from industrial relations legislation, revised organisational and classification structures or technological changes;

- Provides input and support to the development and maintenance of recruitment and establishment procedures, guides, resources and tools to support Divisions in related activities;
- Creates and maintains records in electronic formats, in line with records management requirements to ensure all required records are retained and can be readily accessed;
- Conducts and documents the employee onboarding and orientation interventions, ensuring new recruits are aware of their rights and responsibilities as NEPA employee;
- Assists with developing and maintaining the Job Enrichment and Succession Planning Programmes for NEPA;
- Models and demonstrates constructive working relationships and information exchange across NEPA;
- Supports the broader HRM&D Team concerning brainstorming, professional development initiatives and workload support, as required;
- Keeps current with emerging HR changes, legislative and industry requirements to deliver high level support.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducting of presentations on role of Division/Unit for the Orientation and Onboarding programme.
- The incumbent may from time to time be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Knowledge of the principles of public sector management;
- Sound knowledge of Human Resource Management principles and practices;
- Working knowledge of the Public Service Regulations;
- Excellent presentation skills;
- Working knowledge of statutes, legislation, regulations policies and procedures administered by the SHRMD;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Ability to work independently and make sound and reasoned decisions;
- Advanced IT skills in relation to Word, PowerPoint, and Excel.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Development/Management, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline;
 - Three (3) years' relevant experience in a Human Resource Management environment.
- OR**
- NVQJ Level 5 in Human Resource Development/Management, Public Sector Management, Public/Business Administration or a related discipline;
 - Three (3) years' related experience in a Human Resource Management environment in a large organization

5. Performance Management Officer (Level 7)

Job Purpose

Under the direction of the Manager, Human Resource Development and Performance Management, the Performance Management Officer will provide technical support for the development and maintenance of NEPA's employee performance management systems, in accordance with directives of the Cabinet Office and SHRMD.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Represents the Director/Manager at meetings, conferences, workshops and seminars;
- Prepares reports and project documents as required;
- Prepares and delivers Performance Management/PMAS presentations as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional:

- Participates in the implementation of performance management and improvement frameworks for NEPA, that leads to the proper alignment of individual work plans with the Divisional strategic business plans and priorities;
- Collaborates with Strategic Planning Branch to develop an annual work plan for the oversight of the operation of the PMAS in the Agency;
- Co-ordinates PMAS orientation and refresher sessions for all categories of employees in NEPA, ensuring thorough understanding and re-enforcement;
- Administers monitoring and evaluation tools to gauge the effectiveness of the PMAS orientation and refresher intervention;
- Supports Managers/Directors and Supervisors in preparing Work Plans, to ensure that they are completed in the required standards for all relevant staff members within the agreed timeframes;
- Executes Performance Management and Appraisal System (PMAS) related change management initiatives, in collaboration with other stakeholders, both internal and external;
- Maintains a comprehensive register of employees, as well as their Appraising and Reviewing Managers/Directors;
- Analyzes Divisional/Branch plans and work plans against performance reports for the staff in assigned Divisions or category of workers of NEPA to ensure alignment;
- Recommends the implementation of remedial and corrective action to Managers and Directors in assigned Divisions, to address poor performance of employees;
- Escalates complex performance management challenges impacting divisions to the Manager, HRD & PM for more robust interventions;
- Disseminates approved customized manuals and forms with PMAS Guidelines;
- Tracks the deployment and alignment of performance management activities;
- Provides feedback to employees of the status of their performance queries;
- Assists in developing customized PMAS materials for employee orientation session;
- Identifies skills gaps and recommends appropriate training;
- Updates and maintains performance appraisal records, and generates/compiles reports to inform HR decision making;
- Examines the performance management and appraisal systems to determine systematic weaknesses e.g. subjectivity, lack of equity and fairness, lack of proper measurement tools, as well as activities that do not add value to the process by:
 - Conducting interviews with staff;
 - Reviewing the Agency's Strategic Business Plans;
 - Administering questionnaires;
 - Reviewing previous reports.
- Conducts research to support the development and maintenance of NEPA's Competency Framework;
- Updates the employee competency database to facilitate succession planning and career pathing;
- Updates a confidential register of performance ratings and applicable awards/sanctions;
- Generates the relevant reports that will facilitate employee increment and performance incentives payment, as well as to trigger the Agency's rewards and recognition initiatives;
- Assists with the planning and hosting of employee rewards and recognition events;
- Keeps current with emerging HR changes, legislative and industry requirements to deliver high level support.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducting of presentations on role of Division/Unit for the Orientation and Onboarding programme;

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills, and Competencies

- Knowledge of HRM&D/People Principles and Techniques
- Knowledge of Performance Management principles and practices/approaches;
- Knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/People functioning, for example Public Service Regulations, Records and Information Management Policies, Access to Information, SHRMD Policies, etc.
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Agency
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Development/Management, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline;
 - Three (3) years' related experience in a Human Resource Management/Development /Performance Management environment.
- OR**
- NVQJ Level 5 in Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
 - Three (3) years' related experience in a Human Resource Management/Development/ Performance Management environment.

6. Human Resource Officer (Information Systems) (Level 7)

Job Purpose

Under the direction of the Manager, Human Resource Management, the Human Resource Officer (Information Systems) is primarily responsible for managing the population and maintenance of HR information/data into ICT technical solutions/applications such as MyHR+ to foster efficient administration of service records, benefits administration and related accountabilities.

Key Responsibilities

Management/Administrative

- Participates in the development of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises the preparation of reports to Director/Manager, Senior Executives and other relevant stakeholders;
- Represents Director at meetings, conferences, workshops and seminars;
- Prepares reports and project documents as required;
- Prepares and delivers Human Resource Information Systems presentations as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional:

- Co-ordinates and maintains optimal function of the Organization's internal HR Information Systems, which may include database management relating to MyHR+, the Public Employee Pension Administration System (PEPAS) and related systems;
- Co-ordinates systems and procedures that govern the creation, updating and maintenance of discrete Human Resource records;

- Coordinates the preparation of the Agency's official staff list by:
 - Ensuring that post numbers are correct and correspond with the Executive Agencies Establishment Listing and other temporary approval directives;
 - Ensuring that officers are related to their correct posts;
 - Ensuring that all posts reflected/operating are approved by the Corporate Management and Establishment Branch (MoFPS);
- Co-ordinates the updating of Service Records for the Agency's staff in respect of:
 - Posts that have been reclassified;
 - Salary regrading;
 - Officers scheduled to proceed on retirement leave and other leave entitlements;
 - Officers who have been transferred or seconded;
 - Officers who have resigned;
- Reviews and submits documents to the Post Operation Committee (Ministry of Finance and the Public Service) for continued operation and reactivation of posts/positions;
- Partners with ICT Branch in the installation, implementation, modification, software and applications upgrades to meet changing business and technology;
- Provides technical support, troubleshooting and guidance to HR employees;
- Plans and executes MyHR+ training and continuous development initiatives to staff in the agency;
- Monitors and evaluates the effectiveness of MyHR+ training initiatives and its continuous implementation in the agency;
- Collaborates with executive leadership and HR staff to identify needed improvements and enhancements to existing information services and databases; recommends and implements solutions;
- Manages permissions, access control, personalization, and similar system operations and settings for HR services users;
- Establishes and maintains an ICT disk drive ("C" Drive) or related mechanisms for storage and accessing of key HRM&D documentation such as forms, templates, manuals and all versions of the agency's job descriptions and specifications;
- Serves as key representative and liaison among internal HRM&D, Finance and Accounts, ICT Branch and the Transformation Implementation Unit/MyHR+ concerning building the knowledgebase of MYHR+ solution, user support initiatives and ongoing implementation of the solution;
- Manages the migration of HR records to the GOJ enterprise-wide - MyHR+ in furtherance of centralized integration of employee information and payroll;
- Compiles or assists with acquisition of complex data reports, summaries and logs requested by senior executives and HR staff.
- Ensures system and user compliance with data security and privacy requirements;
- Maintains knowledge of trends and developments in data management and security, HR technology, and HRIS applications;

Human Resource:

- Provides management and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing accounting professionals who possess outstanding knowledge, experience, ethics, and integrity;
- Evaluates and monitors the performance of staff under direct supervision and implements appropriate strategies;
- Co-ordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the wellbeing of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.
- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Knowledge of the principles of public sector management
- Sound knowledge of Human Resource Management principles and practices

- Sound knowledge of Human Resource Information Systems principles and practices
- Working knowledge of the Public Service Regulations
- Excellent presentation skills
- Working knowledge of statutes, legislation, regulations policies and procedures administered by the SHRMD
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Ability to work independently and make sound and reasoned decisions
- Advanced IT skills in relation to Word, PowerPoint, and Excel

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Development/Management, Management Studies, Public Sector Management, Public/Business Administration, ICT or a related discipline;
 - Three (3) years' related experience in a Human Resource Management/HRIS environment;
- OR**
- NVQJ Level 5 in Human Resource Development/Management, Public Sector Management, Public/Business Administration, ICT or a related discipline;
 - Three (3) years' related experience in a Human Resource Management/HRIS environment in a large organization.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Will be required to travel locally and overseas to attend conferences, seminars, site visits and meetings.

7. Human Resource Development Officer (Level 7)

Job Purpose

Under the direction of the Manager, Human Resource Development and Performance Management, the Human Resource Development Officer will strategically co-ordinate the development and delivery of a range of learning and development activities in relation to building individual and organisational capability, aligned with specific outcomes, divisional business objectives and Agency wide strategies.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Prepares reports to Manager/Director, Senior Executives and other relevant stakeholders;
- Represents Director at meetings, conferences, workshops and seminars;
- Prepares reports and project documents, as required;
- Prepares and delivers Learning & Development presentations as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional:

- Co-ordinates the development, review and maintenance of NEPA's learning and capacity development programmes and plan, to ensure they align with organisational goals and objectives;
- Develops and maintains a comprehensively costed organisational-wide learning and development plan to address identified skill gaps and training needs;
- Establishes and maintains a detailed knowledge of all NEPA's strategies and the role that learning and development plays as a component and supporting part of the overall strategy for addressing skills gaps;
- Partners with key internal stakeholders to understand people impacts to guide the design of localised learning and development interventions and activities to achieve desired business outcome;

- Provides expert advice and recommendations on all learning and development activities to support the delivery of NEPA's desired business outcomes;
- Prepares and presents accurate and relevant strategic plans, position papers, reports including analysis and recommendations on organisational learning, training and development activities and initiatives to support informed decision making;
- Validates learning and development needs analysis and plans provided by direct reports and ensure adequate of genuine input and participation by all relevant stakeholders (i.e. employees, managers, directors etc.);
- Conducts learning and development needs assessments and utilises outputs thereof to develop and co-ordinate new training programmes and innovative training solutions, in line with the Agency's objectives;
- Co-ordinates career guidance, counselling and people development initiatives;
- Co-ordinates the development of learning and development content and materials and ensure content and materials are developed efficiently and enable maximum impact on skills gaps and training needs;
- Develops and maintains strong working relationships with internal and external stakeholders to develop and implement a cohesive, integrated and comprehensive offering of learning programmes in the Agency, to drive desired outcomes;
- Develops and co-ordinates training and capacity development schedules for all work stream of NEPA's function, in alignment with organisational goals and objectives;
- Prepares Human Resource Executive Committee (HREC) submissions regarding Day Release/Study Leave applications;
- Monitors and evaluates the effectiveness of NEPA's learning and development infrastructure and continuously seek out opportunities for more efficient and effective learning and development support;
- Establishes and maintains a mechanisms to systematically evaluate the effectiveness of training delivery and establishes corrective actions and continuous improvement;
- Maintains evidence-based approaches to manage internal metrics and statistics relating to learning and development business processes;
- Obtains guidance/advice/clarification from the Office of the Services Commissions and SHRMD regarding training for staff;
- Liaises with relevant Government Departments/Agencies to identify general and special training opportunities, and keeps employees informed of available training;
- Collaborates with key internal stakeholders and maintains a detailed understanding of NEPA's existing workforce composition and skills, and future workforce requirements;
- Provides regular skills gap and training needs reporting for the Director, HRM&D and other senior executives;
- Participates in the design, implementation and maintenance of onboarding and orientation interventions, to ensure transfer of organisational ethos and culture;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation of, and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.
- The incumbent may from time to time be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Knowledge of Andragogy/Adult Learning strategies and practices
- Knowledge of HRM&D/People Principles and Techniques
- Functional knowledge of the ADDIE learning management system
- Knowledge of Performance Management principles and practices/approaches
- Knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/people functioning, for example Public Service Regulations, Records and Information Management Policies, Access to Information, SHRMD Policies, etc.
- Knowledge of programme monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences

- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Agency
- Knowledge of computerized systems and software, with an emphasis on the MS Office Suite

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Development/Management, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline;
- Five (5) years' related experience in a Human Resource Development/Learning Analysis environment in a large organization.

OR

- NVQJ Level 5 in Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Five (5) years' related experience in a Human Resource Development/Learning Analysis environment in a large organization.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Will be required to travel locally and overseas to attend conferences, seminars, site visits and meetings.

8. Internal Auditor (Level 7)

Job Purpose

Under the direction and management of the Senior Internal Auditor, the Internal Auditor is responsible for undertaking Internal Audit assessments of processes and systems of internal controls, in accordance with applicable audit programme, plans, procedures and standards, as well as related legislation.

Key Responsibilities

Management:

- Participates in the development of the Branch's Corporate/Operational Plans, Budget and Individual Work Plans;
- Represents the Branch at meetings, conferences, workshops and seminars, as assigned;
- Prepares reports and project documents as required;
- Prepares and delivers Internal Audit presentations as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional:

- Prepares audit programmes and control assessment for each audit;
- Prepares audit reports for assignments with intermediate to advanced complexities;
- Applies knowledge of the principles, procedures and practices of accounting, financial records/record keeping and general audit practices to the audit process;
- Evaluates whether the systems of internal control are in conformance with stipulated guidelines and regulations;
- Ensures compliance with the FAA Act (Financial Instructions), Audit Standards and Departmental Rules and Regulations;
- Conducts Audits according to approved Work Plans, requirements of quality assurance and schedules;
- Ensures adherence to all applicable functional and professional standards, including applicable legislation;
- Conducts pre-audit functions and activities involving the assessment of leave calculations, performance management, resignations, gratuity payments, etc.;

- Identifies and communicates issues raised, offers recommended solutions relevant to business and risk;
- Ensures that Audit conclusions are evidenced-based and a complete understanding of the process, circumstances and risk;
- Maintains effective working relations with internal and external stakeholders and clients, ensuring that service delivery is consistently at a high standard;
- Prepares working papers and draft audit reports for review by the Senior Internal Auditor/CAE;
- Prepares and presents reports on any deviations and/or departure from the approved system, and recommends changes to realize a more effective internal control system;
- Secures and maintains confidentiality of audit working papers and related documentation and reports;
- Attends related meetings to present audit findings and results, as required;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines, to ensure adherence to international standards and competitiveness.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Assists with the preparation of, and conducts presentations on role of Branch for the Orientation and Onboarding programme.

Other:

- The incumbent may, from time to time, be assigned duties not specifically outlined within the Job Description, but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Good knowledge of Audit Principles and Techniques
- Good knowledge of the Government of Jamaica's Accounting and Audit standards
- Good knowledge of Accounting Principles and Practices
- An awareness of GOJ ICT systems
- Knowledge of the GOJ Financial Administration and Audit Act and the Financial Instructions
- Knowledge of programme/system/policy monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes
- Good oral and written communication skills, with the ability to deliver presentations with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members, both within and outside the Agency
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office Suite and projects

Minimum Required Qualification and Experience

- Bachelor's Degree in Finance, Accounting, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline, **OR** Association of Certified Chartered Accountant (ACCA) Level 2;
 - Two (2) years' auditing experience in the Private or Public Sector.
- OR**
- Associate of Science Degree in Accounting from the Management Institute for National Development (MIND), along with the completion of the revised Certificate in Government Accounting Course/AAT Level 3/CAT Level 3;
 - Three (3) years' auditing experience in the Private or Public Sector.
- OR**
- NVQJ Level 5 in Auditing, Finance, Accounting, Management Studies or related discipline;

- Three (3) years' experience in an Auditing environment.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- Will be required to travel locally to conduct audits.

9. Benefits Administration Officer (Level 5)

Job Purpose

Under the direction of the Manager, Employee Relations and Wellbeing, the Benefits Administration Officer is primarily responsible for the management of leave and general benefits administration to assigned Divisions across NEPA.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Prepares reports to Manager and other relevant stakeholders;
- Represents NEPA at meetings, conferences, workshops and seminars;
- Prepares reports and project documents as required;
- Prepares and delivers Benefits Administration presentations as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional:

- Processes requests for various categories of leave such as: sick, departmental, vacation, study, special, maternity and day release;
- Calculates and updates employee leave records for example: sick, departmental, vacation, study, special, maternity and day release;
- Receives and analyses Attendance Reports for each Division of NEPA to aid the updating and maintenance of master records;
- Provides reports on leave/other benefits statistics and updates for each Division of NEPA on a periodic basis, to guide the Human Resource Planning processes;
- Processes requests for seniority allowance, incentives and increments resulting from achieving the required time period and satisfactory Performance Management and Evaluation System score;
- Conducts research on matters relating to leave/benefits administration to solve anomalies or discrepancies highlighted by various stakeholders (employee, supervisor, etc.);
- Updates, maintains and reports on the service records of employees in NEPA and its key stakeholders to assist with the pension/retirement processes;
- Prepares for processing, updates and maintains employee benefits mechanisms i.e. Group Health and Life Schemes, Motor Vehicle Concession, Staff Loans, Lunch Subsidy and related matters;
- Processes salary adjustment in accordance with established compensation protocols and MoFPS directives resulting from reclassifications, head of agreement and related matters;
- Provides tangible and intangible benefits administration literacy to staff, especially around explaining compensation packages and allowances;
- Liaises with the SHRMD, MoFPS, on all leave and general benefits policies and operations;
- Participates in and supports the general wellbeing processes for NEPA;
- Supports senior executives in the provision of leave and general benefits advisory/training for managers and employees, as required;
- Remains aware of relevant innovation and industry trends and issues and implements relevant changes to the workplace, to ensure NEPA achieves best practice and strategic objectives.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation of, and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme;

- The incumbent may, from time to time, be assigned duties not specifically outlined within the Job Description, but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Knowledge of the principles of administrative management
- Knowledge of Human Resource Management principles and practices
- Working knowledge of the Public Service Regulations
- Functional knowledge of leave processing
- Excellent presentation skills
- Working knowledge of statutes, legislation, regulations, policies and procedures administered by the SHRMD and Office of the Services Commissions
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Ability to work independently and make sound and reasoned decisions
- Functional knowledge of leave processing and other benefits administration

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
 - Two (2) years' experience in a Human Resource Management environment;
- OR**
- NVQJ Level 3 in Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
 - Two (2) years' experience in a Human Resource Management environment.

Special Conditions Associated with the Job

- The work environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally to attend conferences, seminars, site visits and meetings.

Applications accompanied by résumés should be submitted **no later than Wednesday, 23rd April, 2025, to:**

**Director, Human Resource Management and Development
National Environment and Planning Agency
11 Caledonia Avenue
Kingston 5**

Email: HRM@nepa.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**