

JOB DESCRIPTION AND SPECIFICATION

Job Title:	Human Resource Management Officer
Classification/ Grade:	Level 5
Functional Area:	Commissioner General's Executive Office (CGEO)- Human Resource Management and Development Branch
Reports to:	Senior Human Resource Management Officer
Manages Directly:	N/A
Manages Indirectly:	N/A

This document is validated as an accurate and true description of the job as signified below.

Employee

Date

Head of Division/Unit

Date

Date received in HRM&D Division

Date created/revised

TAJ's Core Values: Integrity Mutual Respect Professionalism Accountability Customer Centric Teamwork

*Human Resource Management Officer,
HRM&D
Last amended February 7, 2022*

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JOB PURPOSE

To coordinate the recruitment and selection process to fill vacancies within TAJ; arrange and conduct orientation for new recruits; advise staff of and apply the provisions of staff benefits to ensure staff can access the relevant benefits; prepare and verify submissions to the Human Resource Management Committee (HRMC); arrange medical examination and health coverage; prepare and update Service Records as well as to process increments, and applications for leave and pension.

KEY OUTPUTS

- Staff recruitment arranged and vacancies filled;
- Orientation organized and sessions conducted;
- Medical examination and health coverage arranged and cards distributed;
- Service Records prepared and maintained;
- Increments processed;
- Advisory letters prepared, signed and submitted;
- Pension, leave and loan applications processed;
- Submissions for the Human Resource Management Committee (HRMC) prepared, verified and submitted;
- Queries answered;
- Human Resources managed;
- Reports prepared and submitted.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Arranges and coordinates recruitment of new employees;
- Prepares and submits advertisements for recruitment;
- Organizes assessments, guides the short listing of candidates and arranges interviews;
- Arranges background checks on selected candidates;

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- Ensures the preparation and maintenance of Service Records for all appointed staff members;
- Arranges medical examination for permanently appointed staff members;
- Makes the necessary arrangements for new staff members to be registered for health insurance and ensures the distribution of health cards on their receipt;
- Liaises with the health insurance provider on behalf of staff members;
- Keeps staff informed of all available benefits and the requirements to access them;
- Ensures all benefit related application forms are readily available;
- Provides correct interpretation and keeps abreast of all the relevant benefit and their policies, procedures and guidelines;
- Processes motor vehicle concession and loan applications (i.e. motor vehicle, motor vehicle insurance, motor vehicle repair, education, miscellaneous, computer and salary advance) and submits them to the Ministry of Finance & Planning;
- Processes the relevant documentation to facilitate the payment of increments;
- Advises the Payroll Administration Section of relevant salary deductions to be made;
- Monitors the processing of leave computation and the application of all leave entitlement;
- Prepares Annual Vacation Leave Rosters across TAJ and ensures they are distributed to the respective Offices;
- Registers all employees who are members of the Public Service Pension Scheme on the Public Employees' Pension Administration Systems (PEPAS) based on assigned locations;
- Uploads the employees service information using Historical Service Record, Monthly Service Records, Historical Leave and Historical Pension/Family Benefit Contribution in the prescribed excel templates;
- Submits all applications for employees who will attain the normal retirement age prior to their specific effective date of retirement;

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- Arranges for separation of staff and participates in exit interviews;
- Prepares and vets submissions for HRMC for consideration;
- Verifies information and signs job letters requested by staff;
- Conducts site visits to interact with staff in the Tax Offices and to ascertain their concerns;
- Researches information and responds to staff's queries;
- Supports the identification and management of risks within the organization and by extension the respective area of work;
- Prepares and submits all the relevant reports.

PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Staff recruitment is arranged and vacancies are filled within the stipulated time;
- Orientation sessions are organized and conducted in accordance with the established procedures;
- Medical examinations and health coverage are arranged for new and existing staff members and health cards distributed in accordance with the stipulated guidelines, regulations and timeframe;
- Service Records are prepared and maintained in keeping with the established guidelines;
- Increments are processed according to the guidelines and submitted to the Finance & Accounts Branch for payment;
- Advisory letters to staff and other stakeholders are prepared, signed and submitted in accordance with the prescribed guidelines and within the agreed timeframe;
- All applications are properly processed in keeping with the relevant guidelines;
- Submissions for the Human Resource Management Committee (HRMC) are accurately prepared with all the relevant information and submitted by the stipulated time;
- Accurate responses are provided for queries within the stipulated time;

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- All Human Resource policies and procedures are administered equitably without discrimination;
- Reports prepared and submitted in keeping with established standard and agreed timelines;

AUTHORITY TO

- Access staff's confidential information;
- Recommend disciplinary action against staff;
- Make amendments to leave applications;
- Recommend amendments to procedures.

CONTACTS	NATURE OF CONTACT
<i>Internal</i> General Managers, Collectors and Heads of Business Units Director HRMD Other members of staff	Provide guidance and obtain relevant information. Receive instruction and provide information. Receive and provide information.
<i>External</i> Office of the Services Commission Cabinet Office Ministry of Finance and Planning	To receive and provide information. To receive and provide information. “ . “ “ “

REQUIRED COMPETENCIES

a) Specific Knowledge

- Excellent knowledge of Tax Administration Jamaica operations and functions;
- Excellent knowledge of policies and procedures governing pension processing;

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- Excellent knowledge of leave administration;
- Excellent knowledge of human resource management practices;
- Comprehensive knowledge of the TAJ's Code of Conduct and HR policy;
- Knowledge of Government of Jamaica Labour Laws and Staff Orders;
- Working knowledge of computer systems and the relevant applications;

b) Required Skills and Specialised Techniques

- Excellent decision-making, planning, judgement, organizing and analytical skills;
- Excellent communication, interpersonal and team building skills;
- Excellent time management skill;
- Strong emotional intelligence;

c) Qualification and Experience

- Bachelor's Degree in Human Resource Management or other related discipline;
- Certificate in Counselling would be an asset;
- Three (3) years experience in a related position.

WORKING CONDITIONS

- Normal office environment;
- Travel (20-25%).

Vision Statement

A World-Class Tax Administration

Mission Statement

To collect the Revenue due in an equitable and cost-effective manner, foster voluntary compliance, provide excellent service to our customers through an engaged and empowered staff.

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