



**MINISTRY OF EDUCATION & YOUTH
REGIONAL EDUCATIONAL SERVICES DIVISION
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Human Resource Officer – Non-Academic
JOB GRADE:	GMG/AM 3
POST NUMBER:	
DIVISION/BRANCH:	Division of Schools' Services /Regional Educational Services
SECTION/UNIT:	Human Resource Management
REPORTS TO:	Senior Human Resource Officer
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Job Purpose

Under the general supervision of the Senior Human Resource Officer, the Human Resource Officer - NonAcademic is responsible for administration of the HR function of staffing and workforce planning for administrative and ancillary staff in assigned educational institutions in the region in accordance with agreed protocols, union agreements and procedures.

Key Outputs

- Schools staffing (Non-Academic) actions (appointments, acting, transfers, special assignment, secondment, etc) processed
- Submissions to HR Committee prepared
- Compensation processes and procedures completed
- Schools' HR statistics and reports prepared
- Schools' HR audits conducted
- Technical advice provided
- Annual/Quarterly/Monthly performance reports prepared
- Individual work plans developed

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Processes request for non-academic staffing (appointments, acting, promotions for academic staff) in the Region by:
 - Checking appointment forms and supporting documents for accuracy;
 - Verifying existence of vacancies;
 - Dispatching approved appointment forms and letters to respective schools;
- Administers the Schools' Human Resource policies and procedures in keeping with the MoFPS SHRMD policies and the Public Service Regulations;
- Assesses assigned educational institutions workforce requirement in order to meet the needs of the Region's and MoEY's objectives;
- Conducts research on related recruitment and general staffing issues as directed to inform HR Planning and analysis in the region;
- Reviews and validates submissions from educational institutions concerning non-academic staff appointments and related actions;
- Collaborates with internal and external stakeholders to facilitate a high volume of recruitment and employment applications to ensure recruitments are completed in a timely manner and are consistent with public sector procedures and regulations;
- Participates in the design, review/modification of tools and instruments geared at supporting the recruitment processes, i.e. assessment centres, interview questions, assessment rubrics, scoring regimes, etc.;
- Assists in the coordination of the recruitment processes such as advertisement, assessment of

applications, administering of assessment centre, arrangement of interview in assigned educational institutions;

- Provides assistance with shortlisting of candidates and preparing for and arranging interviews in educational institutions;
- Develops submissions (including probationary performance reports for permanent appointments) for consideration by the appropriate Committee;
- Advises the Schools Financial Unit/Payroll Section regarding staff appointments, promotions, assignments, transfers separations in accordance with directives of the HR Committees or any related committee;
- Prepares documentation for submission to the Disciplinary Committee for employees who are in constant breach of HR policies and procedures;
- Provides support in conducting and documenting background checks on prospective candidates for educational institutions;
- Provides timely and accurate reports on recruitment and staffing statistics across the Educational Institutions in the region;
- Conducts of Schools HR audits to assess HR records management conditions/practices, verification of adherence to compensation/salary guidelines/rules and related activities;
- Assists with the coordination and conducts onboarding and orientation programmes by developing schedules, coordinating logistics and any other related duties to foster positive attitude toward the MoEY's/Region's organizational objectives concerning educational institutions;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Schools HR Section and organization.

OTHER

- Performs other related duties as assigned from time to time by the Manager.

Performance Standards

- Schools staffing (non – academic) actions (appointments, acting, transfers, special assignment, secondment, etc) processed in accordance with the established procedures/standards and timelines;
- Submissions to HR Committees prepared are in keeping with the agreed standards, established HR practices and timelines;
- Compensation processes and procedures completed in accordance with the MOFPS – SHRMD guidelines and timelines;
- Schools' HR statistics and reports prepared are evidence-based, completed in accordance with agreed standards and timelines;
- Schools' HR audits conducted are evidence-based, completed in accordance with agreed standards and timelines;
- Recommendations and or advice provided are evidence-based (supported by qualitative/quantitative data) and delivered within agreed timeframes.

- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

Internal And External Contacts (specify purpose of significant contacts)

Within the Ministry of Education

Contact (Title)	Purpose of Communication
Teachers' Salaries/Payroll Unit	Salary query etc.
Other sections within the Region	Information and Clarification
Other Regional Offices	Information and Clarification
Schools Human Resource Central Ministry	To Obtain and provide Information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Principals, Teachers, Bursars and Secretaries	Liaises on matters relating to employment and conditions of service of teachers.
Ministry of Finance & the Public Service	Collaboration on matters relating to study leave.
University Council of Jamaica	Accreditation of programmes
School Boards	To obtain information

Required Competencies

Core

- Ability to provide good customer service
- Good oral and written communication skills.
- Ability to pay attention to details
- Confidentiality consistently demonstrated

Technical

- Knowledge of the principles of public sector management;
- Knowledge of Human Resource Management principles and practices;
- Knowledge of the Education Code of Regulations
- Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD - Trade Union, Staff Agreements Association and Public Service Regulations

- Knowledge of the Ministry's Policies, Rules and Guidelines
- Excellent presentation skills;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Ability to work independently and make sound and reasoned decisions;

Minimum Required Education and Experience

- Bachelor's 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

- Associate Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Five (5) years' experience in a Human Resource Management environment.

Authority To:

- access confidential employee records

Specific Conditions Associated With the Job


- Normal office working conditions
- required to work beyond normal working hours to complete assignments

Validation of Job Description

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

Employee

Date

Manager/Supervisor


Date
2/14/2024

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised