



CIVIL SERVICE OF JAMAICA
Job Description and Specification
Ministry/Entity: Court Administration Division

PROPOSED JOB TITLE:	Assistant Human Resource Officer – Leave Administration
PROPOSED JOB GRADE:	GMG/AM 3
POST NUMBER:	
DIVISION:	Human Resource Management and Administration
REPORTS TO:	Senior Human Resource Officer
DIRECT REPORTS:	None

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

Employee Name

Signature

Date

Supervisor Name

Signature

Date

Head of Department/Division Name

Signature

Date

Date received in Human Resource Division

JOB PURPOSE

Under the direct supervision of the Senior Human Resource Officer, the Assistant Human Resource Officer- Leave Administration will coordinate the leave administration processes within the Court Administration Division (CAD) and the Courts island wide.

KEY OUTPUTS

- Leave processed;
- Leave notices circulated;
- Leave rosters prepared;
- Letters (leave and punctuality) prepared and issued;
- Attendance and punctuality reports prepared;
- Attendance registers monitored;
- Courts visit done.

KEY RESPONSIBILITY AREAS

Management and Administrative Responsibilities

- Ensures that leave records are kept up-to-date and are easily retrievable;
- Provides advice to managers and staff on all types of leave;
- Keeps staff abreast of Human Resource policies and regulations.

Technical/Professional Responsibilities

- Processes leave applications including vacation, departmental, casual, no-pay, sick and maternity for officers within the CAD and the Courts by:
 - Determining eligibility;
 - Calculating entitlement;
 - Updating records
 - Corresponding with applicant.
- Prepares and circulates notices to staff within the CAD and the Courts regarding the maximum of vacation leave eligibility;
- Prepares departmental and vacation leave rosters for staff within the CAD and the Courts;
- Monitors attendance registers;
- Punctuality letters prepared and issued to staff within the CAD and the Courts;
- Prepares attendance and punctuality reports;
- Coordinates with the Finance and Accounts Division on matters relating to leave administration,;
- Processes all types of leave for staff within the CAD and the Courts;
- Prepares submissions to the Ministry of Finance and the Public Service and Office of the Services Commissions on matters relating to leave administration;
- Travels to the Courts island wide to ensure that leave files and all other documents relating to leave are kept in accordance with established government guidelines;

- Review, research and process files for terminal benefits.

Human Resource Management Responsibilities

- Assists in the orientation and introduction of new staff;
- Ensures that staff is aware of leave eligibility and adhere to the policies, procedures and standards set by the Government of Jamaica.

Other Responsibility

- Performs any other duties as assigned.

CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Senior Human Resource Officer	Professional advice, guidance, reports, work assignment and directives
Directors and Supervisors	Matters related to leave and other staffing issues
Finance and Accounts Division	Matters related to payment
Other Staff	Contact, communication on leave issues

External

<i>Contact</i>	<i>Purpose</i>
Office of the Services Commissions	Approval of leave
Ministry of Finance and the Public Service	Clarification on leave issues and discussions on matters related to leave for retirement purpose

PERFORMANCE STANDARDS

- Leave accurately calculated in accordance with established guidelines and staff informed in the agreed time frame;
- Leave records kept updated in accordance with established guidelines ;
- Letters and notifications produced within specified time frame;
- Concerns/queries addressed within established timeframe;
- Leave rosters circulated by a specific time;
- Courts visited in accordance with established guidelines.

REQUIRED COMPETENCIES

Core Competencies	Level	Technical Competencies	Level
Integrity		Use of Technology	
Customer & quality focus		Good knowledge of Public Service Regulation and Staff Orders.	
Teamwork & Cooperation		Technical Skills: • Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time. • Ability to manage limited resources in order to achieve challenging output target.	
Goal & Results oriented			
Compliance			
Planning & Organizing			
Adaptability			
Interpersonal skills			
Oral Communication			
Written Communication			
Initiative			

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science Degree in Human Resource Management, Public Administration or similar discipline from a recognised tertiary institution.

OR

- Associate of science Degree in Human Resource Management, Public Administration or Management Studies or similar discipline;

AND

- Two (2) years related working experience, in an organisation of similar size and complexity.

SPECIAL WORKING CONDITIONS ASSOCIATED WITH THE JOB

- Island wide travelling required;
- May be required to work beyond regular working hours.

AUTHORITY

- NA