



**CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
COURT ADMINISTRATION DIVISION**

JOB TITLE:	Assistant Human Resource Officer (HRMIS)
JOB GRADE:	GMG/AM 3/Band 5
DEPARTMENT/DIVISION:	Court Administration Division
BRANCH	Human Resource Management & Development Branch
REPORTS TO:	Senior Human Resource Officer (HRMIS)
ACCOUNTABLE TO:	Senior Human Resource Officer (HRMIS)
MANAGES:	N/A

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

Employee

Signature

Date

Manager/Supervisor

Signature

Date

Head of Department/Division

Signature

Date

Date received in Human Resource Branch

Date created/revised

1. STRATEGIC OBJECTIVES OF THE DIVISION

TBD

2. JOB PURPOSE

Under the management of the Senior Human Resource Officer (HRMIS), the Assistant Human Resource Officer (HRMIS) is responsible for supporting the population and maintenance of HR information/data into ICT technical solutions/applications such as MyHR+ to foster efficient administration of the Judiciary's staff listings, service records and related accountabilities for an assigned region¹.

3. KEY OUTPUTS

- Individual Human Resource Records created, updated and maintained
- Staff List updated and maintained
- 50 – 64 List of Employees prepared and maintained
- Schedules of qualification and work history created and updated
- MyHR+, E-Census and the Public Employee Pension Administration System (PEPAS) populated updated and maintained
- HRIS literacy training and refresher interventions planned and delivered
- HR data prepared
- HR data security and privacy maintained
- Annual/Quarterly/Monthly performance reports prepared
- Individual work plans developed

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Creates, updates and maintains physical and electronic Human Resource records for each employee in accordance with agreed standards.
- Updates and maintains Staff List for assigned region in relation to appointments, acting appointments/assignments, operation of new, reclassified or upgraded post(s) approved by the Ministry of Finance and the Public Service.
- Adjusts Staff List in respect of resignations, terminations, pre-retirement leave, retirement, death and name changes.
- Prepares and maintains a list of employees between the ages of 50 – 64 years old to aid in the strategic human resource (succession) and retirement planning.
- Prepares and distributes updated Divisional/Regional/Parish Court list(s) to Heads of Sections/Directors.

¹ A Region constitutes all courts in three to four parishes island-wide or a combination of the Supreme Court, Court of Appeal and the CAD.

- Verifies that the information relating to the Judiciary are correct in the Civil Service Establishment Act.
- Prepares and submits documents to the Post Operation Committee (Ministry of Finance and the Public Service) for inactive positions to be reactivated.
- Creates and updates schedules of qualification and work history for staff members.
- Prepares and submits Annual Reports/Listings such as Personal Emoluments Budget, Allowance Listings and Post Audit Report.
- Populates, updates and maintains optimal function of the organizations internal HR information services systems, which may include database management relating to MyHR+, E-Census and the Public Employee Pension Administration System (PEPAS) and related systems.
- Plans and delivers HRIS literacy training and refresher interventions to assigned region based on the changes/expansion to the self-servicing window of the GOJ integrated MyHR+ solution.
- Assists with the acquisition of complex HR data reports, summaries, and logs requested by senior executives and HR staff.
- Maintains data security and privacy requirements, and report irregularities or breaches to senior HR executives.
- Provides accurate information and sound technical advice to internal and external customers.
- Maintains knowledge of trends and developments in data management and security, HR technology, and HRIS applications.
- Keeps abreast of emerging People Management principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness.

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the section.
- Participates in meetings, seminars, workshops and conferences as required.
- Prepares reports and programme documents as required.
- Maintains customer service principles, standards and measurements.

Human Resources Responsibilities

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

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

5. PERFORMANCE STANDARDS

- Individual Human Resource Records created, updated and maintained in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes.
- Staff List updated in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes.
- 50 – 64 List of Employees prepared and maintained in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes.
- Schedules of qualification and work history created and updated in keeping with agreed standards and timeframes.
- MyHR+, E-Census and the Public Employee Pension Administration System (PEPAS) populated updated and maintained in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes.
- HRIS literacy training and refresher interventions planned and delivered in accordance with agreed standards, andragogy principles and timeframes.
- HR data prepared are evidence-based and presented in agreed formats and timeframes.
- HR data security and privacy is maintained in keeping with established standards and 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 with established standards and within agreed timeframes.
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

6. **AUTHORITY**

- N/A.

7. **INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts)**

Internal Contacts

Contact (Title)	Purpose of Communication
Director – HRM & Workforce Planning Senior Human Resource Officer (HRMIS)	● Provide advice and contribute to decision making. ● Identify emerging issues/risks and their implications, and propose solutions. ● Receive guidance and provide regular updates on key HRIS/People issues and priorities.
Senior Executives/Management	● Develop and maintain effective working relationships ● Collaborate, exchange information, provide strategic advice, support and feedback
General Staff	● Develop and maintain effective relationships ● Provide expert advice and exchange information

External Contacts

Contact (Title)	Purpose of Communication
MOJ	• Develop and maintain effective relationships. • Receive expert advice; and provide and exchange information. • Liaise on key HRIS/People Management issues.
MDAs	• Develop and maintain effective relationships/partnerships. • Liaise on key HRM&D/People issues
Ministry of Finance & Public Service -SHRMD -TIU	• Develop and maintain effective relationships. • Receive expert advice; and provide and exchange information. • Liaise on key HRMD/HRIS issues.
OSC	• Develop and maintain effective relationships. • Receive expert advice; and provide and exchange information. • Liaise on key HRMD issues.
Professional Affiliations	• Provides expert advice and exchange information. • Identify innovation and new opportunities for the Association.
Contractors, suppliers and providers of services	• Monitors TOR for goods and services and related interventions. • Exchange of information.
General Public	• Collaborate on matters, exchange information, provide advice and seek feedback.

8. REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Knowledge of the principles of public sector management.

- Knowledge of Human Resource Management principles and practices.
- Knowledge of Human Resource Information Systems principles and practices.
- Working knowledge of the Public Service Regulations.
- Excellent presentation skills.
- Working knowledge of statutes, legislations, 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.

9. MINIMUM REQUIRED EDUCATION 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/HRIS 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/HRIS environment in a large organisation.

10. 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. May be required to travel locally and overseas to attend conferences, seminars and meetings.