



HUMAN RESOURCE ADMINISTRATOR

JOB PURPOSE

Reporting to the Director, Human Resources, and the incumbent is responsible for providing secretarial and administrative support for the Branch, ensuring smooth operations through the coordination and implementation of key HR activities. These include recruitment and onboarding, employee relations, performance management, leave and attendance administration, HR records management, and policy compliance.

The incumbent ensures that HR operations comply with Government of Jamaica (GoJ) regulations, policies, and service delivery standards. The role includes staff supervision, HR process coordination, and performance reporting to act as a key liaison between employees, management and stakeholders.

KEY RESPONSIBILITIES

- Develops individual work plan aligned with branch objectives.
- Maintain HR database and to analyse the data to assist in the preparation of reports, briefs, and presentations for the Director and senior management.
- Maintains calendars, schedules meetings, and supports the logistical coordination of HR activities and events.
- Maintains awareness of changes in GoJ HR policies and communicates updates to relevant stakeholders.
- Support the Director of HR with collation, analysis and presentation of HR Management Information, to assist with the strategic workforce planning activity.
- Assist in the preparation of exit interviews.
- Coordinates recruitment activities including preparation of job advertisements, screening, scheduling interviews, preparing interview packages, and communication with candidates.
- Administers on-boarding and orientation for new employees, ensuring completion of required documentation and introduction to key policies and procedures.
- Supports the leave management system by maintaining accurate leave balances, monitoring leave requests, and preparing monthly reports.
- Monitors attendance and punctuality data and assists in the preparation of related reports for management.

- Assists with the coordination of the performance management process, including tracking submission of appraisals, supporting training on the PMAS system, and escalating delays.
- Maintains and updates confidential HR records, personnel files, and HR information systems in accordance with data protection guidelines.
- Prepares HR-related documents such as appointment letters, internal memos, status updates, and statistical reports.
- Assists in employee relations matters by documenting issues, facilitating communication, and ensuring appropriate follow-up.
- Supports compliance with HR-related circulars, guidelines, and directives from the Ministry of Finance and the Public Service and the Office of the Services Commissions.
- Participates in audits and inspections by providing necessary documentation and responding to queries.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Human Resource Management or Business Administration **with at least three (3) years' experience** in a human resource management environment;

OR

- Diploma in Human Resource Management or Business Administration with at least **five (5) years' experience** in a human resource management environment.

Applications accompanied by CVs should be submitted to clerk@japarliament.gov.jm no later than Wednesday, October 29 to clerk.