



Career Opportunity

Applications are invited from suitably qualified persons to fill the position in the Human Resource of the Ministry of Health & Wellness.

**Assistant Human Resource Management Officer (GMG/AM 3) (Band 5)
(Vacant)
Salary range: \$2,190,302 per annum**

JOB PURPOSE

Under the general direction of the Director, Human Resource Management, the Assistant Human Resource Officer serves as a communication link between the HRM&D Branch and the National Public Health Laboratory (NPHL). The incumbent is required to interpret and provide advice in accordance with HR policies and the Staff Orders and coordinate human resource activities for employees in the NPHL whilst ensuring that all employees' records are properly documented and maintained.

KEY OUTPUT

- Individual Work Plan prepared;
- Human Resources Policies and Procedures implemented;
- Recruitment and selection of staff conducted;
- Appointment, promotion and assignment of staff conducted;
- Correspondence processed;
- Advice and guidance provided to managers and staff;

KEY RESPONSIBILITY AREAS

- Facilitates the circulation for the advertisement of posts;
- Ensure correspondence received are signed and submitted to Director, Human Resource Management;
- Assists in the conduct of recruitment activities for lower level staff – part-time cleaners, Lab Attendants, RIMs & SS 1-2;
- Conducts post-selection activities ensuring that all relevant documents are completed and forwarded to the Director, Human Resource Management regarding the outcome of selection exercises;
- Participates in the onboarding of new employees assigned to the National Public Health Laboratory;
- Submits recommendations to the Director, Human Resource Management for submission to the Human Resource Advisory Committee (HRAC) for appointments, acting appointments and promotions of staff, etc.;
- Ensures that responses received from the Committee are forwarded to the relevant departments/units for the necessary action to be taken;
- Apprises the Director, Human Resource Management & Manpower Planner of officers who are acting and employed in clear vacancies and resignation of staff at all levels;

- Liaises with relevant departments/units at the NPHL for the processing of transfers for staff to or from departments/units and advise the relevant persons;
- Maintaining a general and continuous up-date on transfers, acting or other appointments, address changes, additional qualifications;
- Preparing an index of general staffing and personal files, with appropriate titles;
- Coordinate/communicate with the Employee Relations Unit in the investigation of queries and discrepancies relating to infractions and grievances;
- Interprets, assists and advises staff on Human Resource policies and regulations;
- Organize and monitor placements for summer interns;

MINIMUM REQUIRED EDUCATION AND EXPERIENCE
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- Associate Degree in Human Resource Management or a related field;
- A minimum of three (3) years related experience; and
- Training in the Government of Jamaica Human Resource Management policies and practices;

Applications with résumés are to be submitted no later than Friday, July 3, 2026 to:

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm**

The Ministry of Health & Wellness thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.