



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

TERMS OF REFERENCE

CONSULTANCY SERVICE
FOR:

HUMAN RESOURCES GENERALIST, HUMAN RESOURCES WORKSTREAM, PSTIU



1.0. BACKGROUND

The Government of Jamaica is committed to enhancing the efficiency, quality and cost effectiveness of public services. An action plan for public sector transformation has been approved to include: Merging, divesting, and outsourcing government functions which are better performed by the private sector; the introduction of shared services for communications, human resource management and asset management, and centralized legal services; strengthen the financial reporting requirements on those entities that remain; and ensure, where required, that a well-structured transition plans are in place.

The executing agency is the Ministry of Finance and the Public Service (MOFPS), and it is also the main beneficiary of many of the activities proposed by the Loan. The Transformation Implementation Unit (TIU) that is established within the MOFPS is responsible for implementing the project. Institutional arrangements have been designed and an implementation support plan is in place to ensure that, if capacity problems arise, these will be addressed promptly. MOFPS will coordinate activities across other beneficiaries of the project, which are mainly executive agencies and divisions spread across Ministries.

In order to achieve these objectives, a Transformation Implementation Unit (TIU) has been established at the Ministry of Finance and the Public Service. Among the initiatives undertaken by the TIU was the establishment of a Human Resources Workstream. The Human Resources Workstream of the TIU is charged with the responsibility of ensuring that, throughout the varied public sector transformation and modernisation activities being undertaken, the Human Resources asset of the Public Sector is treated fairly, respectfully and equitably. To this end, the HR Workstream provides support to strengthen human resource management in the public sector.

2.0. INTRODUCTION

A Human Resources Generalist is now required to provide Human Resources Management support to the HR Workstream as it delivers its mandate. The Human Resources Generalist, under the general direction of the Head, HR Workstream, will be responsible for performing HR-related duties on a professional level and working closely with the Head HR Workstream in providing general Human Resources Management support for the HR Workstream, , carrying out, *inter alia*, responsibilities in transition management, benefits administration, employee relations, training and upskilling, performance management, and policy implementation. To deliver on this, the PSTIU is being enabled with support from the Strategic Public Sector Transformation Programme (SPSTP).

The **SPSTP** was designed to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for growth. The project, funded by

the World Bank, allows for the provision of technical assistance to address public sector transformation activities so as to achieve greater levels of efficiency within the public sector so as to: (i) promote responsible and accountable actions that enable effective deliver against national strategic goals (ii) have a lean and effective public sector (iii) strike a balance between the aims of rationalization with the imperative to drive private sector growth.

This assignment falls under Component 3(b) (ii) of the **SPSTP** and shall be executed in keeping with the procedures and operations manual for that project. The Technical Coordinator for Component 3 of the **SPSTP**, will be the main liaison with the PSTIU under this assignment.

3.0. OBJECTIVE OF THE ASSIGNMENT

The broad objective of the assignment is to:

1. Provide support to the PSTIU HR Workstream in the execution of its responsibilities related to the rationalisation of public entities including transition management, benefits administration, employee relations, training and upskilling, performance management, and policy implementation.

4.0. SCOPE OF WORK

Specifically, the HR Generalist will be required to:

- i. Develops a comprehensive understanding and approach to the HR Workstream objectives and major business change in the Public Sector.
- ii. Consults with the TIU Head HR Workstream and other TIU team members, HR Leads and relevant Heads in selected MDAs.
- iii. Develops full understanding of the Public Sector Transformation Programme, and how the HR Workstream supports these initiatives.
- iv. Assists in guiding the implementation of transition plans in entities undergoing major business change in the public sector.
- v. Assists entities undergoing major business change in planning the administration of programmes for business and psychosocial counselling, career development, and upskilling.
- vi. Develops and maintains HR Workstream confidential databases for entities undergoing major business change and extracts and compiles reports from these databases.
- vii. Implements a system to track and monitor the progress of all transition issues related to human resources, and escalates business risks where appropriate;
- viii. Provides support to the Head, HR Workstream on various HR-related topics e.g. leave, compensation, pensions, etc. and resolves issues and problems experienced in entities undergoing major business change.
- ix. Organizes meetings with external stakeholders as directed by the Head, HR Workstream and produces reports on these meetings.
- x. Attends internal and external meetings and records and reproduces notes of these meetings, following up on actions relevant to the activities of the HR Workstream.
- xi. Conducts research around specific projects as directed by the Head, HR Workstream.
- xii. Contributes to the development of the HR Workstream workplan

- xiii. Manages the policies, procedures and programmes of the HR Workstream and recommends new approaches and procedures to continually improve the efficiency of the HR Workstream’s services.
- xiv. Assists in the evaluation of reports, decisions and results of activities in the HR Workstream, in accordance with the HR Workstream Workplan.
- xv. Recommends new approaches and procedures to continually improve the efficiency of the HR Workstream and services performed.
- xvi. Prepares comprehensive monthly reports on the status of activities inclusive of issues in implementation, perceived risks and schedule of activities for the following month.
- xvii. Employs appropriate programme management principles throughout the assignment;
- xviii. Performs other related duties and assignments as required by the Head, HR Workstream.
- xix. Executes all administrative tasks for the HR Workstream.

5.0 METHODOLOGY

The incumbent is a critical link to seamless processes and effective service delivery, through consistent and effective human resource management support in the HR Workstream and is expected to use accepted and proven HR practices for carrying out the assignment. It is expected that the HR Generalist will employ knowledge of the Civil Service Establishment Act, 1975 and any relevant amendments thereto as well as, other relevant staff orders and policies appropriate to the public service, for the effective conduct of this assignment. The Human Resources Generalist will develop, and submit deliverables as specified in these Terms of Reference. The HR Generalist will be expected to relate to stakeholders at all levels within the GoJ. The Executive Director PSTIU will review and approve all monthly reports prepared by the Human Resources Generalist.

6.0 REPORTING

- The Consultant will report to the Head, HR Workstream,
- Reports will be submitted in hard and soft copy to the Head, HR Workstream, TIU
- Reports will be approved by the Executive Director PSTIU on the recommendation of the Head, HR Workstream.

7.0 INTERNAL AND EXTERNAL CONTACTS

INTERNAL CONTACTS	EXTERNAL CONTACTS
<ul style="list-style-type: none"> ▪ Head HR Workstream ▪ Executive Director PSTIU ▪ Other Workstream Leads 	<ul style="list-style-type: none"> ▪ Relevant HR Managers in Public Body entities ▪ Relevant personnel in SHRMD and OSC as required

8.0 KEY DELIVERABLES AND RESPONSIBILITIES SCHEDULE

The deliverables under this engagement are as specified in the table below. All documents submitted must conform to the following minimum standards:

- should use language appropriate for a non-technical audience;
- should be comprehensive, properly formatted and well presented;
- should be developed through a consultative process, ensuring feedback from key stakeholders.

No.	Deliverable	Schedule of Delivery	TIU Head, HR Workstream Recommendation for Approval	TIU Executive Director Approval	% Total Value
1	Workplan/Method Statement	Month 1	Yes	Yes	4.17%
2	Monthly Report	Month 2	Yes	Yes	4.17%
3	Monthly Report	Month 3	Yes	Yes	4.17%
4	Monthly Report	Month 4	Yes	Yes	4.17%
5	Monthly Report	Month 5	Yes	Yes	4.17%
6	Monthly Report	Month 6	Yes	Yes	4.17%
7	Monthly Report	Month 7	Yes	Yes	4.17%
8	Monthly Report	Month 8	Yes	Yes	4.17%
9	Monthly Report	Month 9	Yes	Yes	4.17%
10	Monthly Report	Month 10	Yes	Yes	4.17%
11	Monthly Report	Month 11	Yes	Yes	4.17%
12	Monthly Report	Month 12	Yes	Yes	4.17%
13	Monthly Report	Month 13	Yes	Yes	4.17%
14	Monthly Report	Month 14	Yes	Yes	4.17%
15	Monthly Report	Month 15	Yes	Yes	4.17%
16	Monthly Report	Month 16	Yes	Yes	4.17%
17	Monthly Report	Month 17	Yes	Yes	4.17%
18	Monthly Report	Month 18	Yes	Yes	4.17%

No.	Deliverable	Schedule of Delivery	TIU Head, HR Workstream Recommendation for Approval	TIU Executive Director Approval	% Total Value
19	Monthly Report	Month 19	Yes	Yes	4.17%
20	Monthly Report	Month 20	Yes	Yes	4.17%
21	Monthly Report	Month 21	Yes	Yes	4.17%
22	Monthly Report	Month 22	Yes	Yes	4.17%
23	Monthly Report	Month 23	Yes	Yes	4.17%
24	Monthly Report	Month 24	Yes	Yes	4.17%

8.1 “Sign-off” Procedure

The HR Workstream Lead will work with the HR Generalist to ensure the deliverables align with the objective of this assignment. The Executive Director, PSTIU will sign-off on all deliverables produced on the advice of the HR Workstream Lead for payment which will be submitted for payment to be done through the **Technical Coordinator Component 3 of the SPSTP**, subject to approval of deliverables as detailed.

9.0. WORK ENVIRONMENT & CONDITIONS OF SERVICE

This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is a full-time position, and hours of work and days are generally Monday through Friday, 8:30 a.m. to 5 p.m. Some weekend or evening hours may be necessary. The job is located in Kingston. Travel is anticipated to other Government entities within the Kingston Metropolitan Area (KMA) normally, and outside of the KMA on occasion.

10.0 QUALIFICATIONS AND SKILLS REQUIRED

The Human Resources Generalist should have good HR acumen and demonstrated capability of transition strategy implementation and stakeholder engagement. The Human Generalist is expected to have an awareness of the issues regarding the management of human resources in the public sector in general, and transformation specifically. The Human Generalist is expected to possess the following minimum qualifications, and demonstrate the following skills as follows:

- Bachelor’s degree in Human Resource Management or related field

- Three to five years of relevant experience as an HR Generalist
- Good knowledge of Microsoft Office
- Demonstrable proficiency in policy and report writing
- An understanding of project management principles and practices.
- Ability to multi-task and perform well under pressure.
- Excellent verbal and written communication skills;
- Experience engaging senior stakeholders and other executives with diverse and often competing perspectives and expectations;
- Strong teamwork skills
- Good analytical and problem-solving skills

11.0 COMMENCEMENT DATE AND PERIOD OF EXECUTION

The HR Generalist is expected to produce his/her deliverables under this assignment over a two (2) year duration, commencing June, 2019.

12.0 CHARACTERISTICS OF THE CONSULTANCY

Type of Consultancy:	Individual Consultant
Duration of Contract	24 months
Place of Work:	MOF&PS
Type of Contract:	Fixed Price Contract
Payment Responsibility	MOFPS, SPSTP
NB: The contract amount includes all costs related to undertaking the consultancy.	

Interested consultants may submit Expressions of Interest/ CV by June 15, 2019 to:

PROCUREMENT SPECIALIST (LEAD)
STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4, Jamaica WI
Tel: 1(876)932-5474
Fax: 1(876)932-5977
E-mail: spstp@mof.gov.jm