



## Human Resource Officer

The Radio Frequency Spectrum is the medium which facilitates wireless communication. The Spectrum Management Authority (SMA) is the regulatory body responsible for the efficient management of the radio frequency spectrum in Jamaica, which includes licensing spectrum users and regulating their use of the spectrum.

The SMA is seeking to identify a highly motivated, dynamic individual to fill the post of **Human Resource Officer** in the Resources Department.

### **Responsibilities**

The **Human Resource Officer** is responsible providing support services in the human resource department. The incumbent is responsible for coordinating the welfare and benefit activities, planning and organizing training and development intervention, assisting with the recruitment and on-boarding function and providing guidance in human resource management. Principal duties will include:

- Providing clear and consistent information in response to inquiries regarding human resource policies, procedures and programmes.
- Maintaining the personal records of employees on matters such as wages, leave and training and preparing associated management reports.
- Administering all benefits and welfare programs/plans
- Evaluating the services of benefits/welfare providers and recommending changes if necessary.
- Making arrangements for enrollment, accommodation and per diem with respect to local and overseas training.

### **Requirements**

- Bachelor's Degree in Human Resource Management or related discipline.
- At least four (4) years' experience in human resource management.
- Understanding of Jamaica labour laws.
- Understanding of principles and practices of employee benefit programmes
- Excellent customer service attitude.
- Excellent interpersonal skills.

**Applications must be submitted no later than June 18, 2025 to:**

[jobs@sma.gov.jm](mailto:jobs@sma.gov.jm).

We thank all applicants for their interest in our company, but advise that only short-listed candidates will be contacted.

*...Shaping Your Future With Wireless...*