

**TERMS OF REFERENCE**  
**HUMAN RESOURCES OFFICER – SPECIAL EARLY RETIREMENT PROGRAMME (SERP)**

**BACKGROUND**

The Government drafted Vision 2030 Jamaica, National Development Plan in January, 2009. Its overarching objective is to create the conditions in which Jamaica’s productive enterprises are able to generate greater levels of wealth and in which the social and environmental conditions and general well-being of the society are enhanced. Vision 2030 is complemented by A Growth-Inducement Strategy for Jamaica in the Short and Medium Term.

**SPECIAL EARLY RETIREMENT PROGRAMME**

As part of the process of pension reform, new Pension Legislation is now before Parliament for approval which will inter alia make provisions for pension contributions to be made by all central government employees and will change the basis on which pensions are calculated. To this end, an early retirement project for Central Government Employees within the age range 50 – 59 is being contemplated. This project is owned by the Ministry of Finance and the Public Service and is being supported by the Public Sector Transformation Programme.

The project will have three main components focused on delivering specific and targeted services over a 12-month timeframe.

**OBJECTIVE OF THE ASSIGNMENT**

The HR Officer will be responsible for providing co-ordination and support for the SERP programme within an MDA by executing administrative and support tasks as directed.

**SCOPE OF WORK**

In order to achieve the stated objectives of the assignment the individual will be required to:

**1. Administrative and office support to the implementation team:**

- a. Prepare files with relevant information for SERP applicants as directed by Director HR in the Ministry, Department or Agency (MDA).
- b. Review files to ensure that they are completed with all data required for SERP.
- c. Dispatches and receives files between SERP Unit and the MDA.
- d. Ensures that all relevant data is uploaded to ECensus
- e. Track all files during SERP process.
- f. Liaises with MDA’s that the applicant has previously worked to retrieve documents and information necessary for the processing of pensions and gratuity.
- g. Assists in ensuring that prospective SERP participants are informed in matters pertaining to their retirement benefits under the SERP
- h. Prepares documentation for the final computation of Vacation Leave accumulated by the SERP applicant.
- i. Any other duties as assigned.

## DELIVERABLES

Key Deliverable	Proposed Timeline	Standard of Delivery
1. Monthly Report	End of month	<p>Nine (9) reports that details:</p> <ul style="list-style-type: none"><li>▪ The tasks undertaken for each month and the progress made on activities to-date.</li><li>▪ The tasks to be performed for the coming month and the outputs to be achieved.</li><li>▪ Issues, challenges and risks affecting objectives and activities.</li><li>▪ Proposed mitigation strategies to overcome project risks and concerns.</li><li>▪ Recommendations, where applicable, to enhance the Project outcomes.</li></ul> <p>Report must be submitted within the agreed timeframe.</p>

## CHARACTERISTICS OF THE ASSIGNMENT

- Level of effort: Full time level of effort (FTE) of nine (9) months
- Duration of contract: The Consultancy will begin in November 2017
- Location: Jamaica
- Type of Consultancy: Individual consultant
- Type of contract: Lump-Sum

## OFFICE ACCOMMODATION

The work will be carried out in Jamaica and be housed within the offices a selected Ministry in Kingston Jamaica, as well as administrative support, and any other assistance as may be reasonably required to undertake the duties identified in this TOR.

The Consultant must be able to participate in project activities during business hours, as well as non-business hours on a regular basis as the position demands.

## QUALIFICATION AND EXPERIENCE

- Certificate/Diploma or higher in Human Resource Management, Public Administration, Management Studies or other related field.
- Knowledge of HR functions.
- Experience in records and information management.
- Sound knowledge of Government Human Resource policies and procedures.

## REPORTING

The Consultant shall report directly to the **Pensions Processing Expert, SERP Unit, Ministry of Finance and the Public Service**, and indirectly to the SHRMD SERP Coordinator.