



Edna Manley College  
of the Visual and Performing Arts

Applications are invited from suitably qualified and experienced persons to fill the following post:

## Senior Human Resource Management Officer (Benefits) (GMG/SEG 1)

Under the general supervision of the Director, Human Resource Management & Development, the Senior Human Resource Officer is responsible for ensuring compliance with organizational policies and Government of Jamaica Regulations relative to employee benefits.

MINIMUM QUALIFICATION & KNOWLEDGE/ SKILLS	DUTIES/ RESPONSIBILITIES:
<ul style="list-style-type: none"><li>• Bachelor's Degree in Human Resource Management, Public Administration, Business Administration or related Social Science discipline with at least two (2) years working experience in a responsible administrative position.</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>• Associate Degree in Human Resource Management, Management Studies, Public/ Business Administration, or related social sciences;</li><li>• Four (4) years' experience in a Human Resource Management environment</li></ul>	<ul style="list-style-type: none"><li>• Process and manage all staff leave applications and entitlements.</li><li>• Administer employee benefits, including health insurance enrolment and follow-up.</li><li>• Maintain and update accurate service records, employment cards, and leave records.</li><li>• Prepare and issue leave approval letters and related correspondence.</li><li>• Submit and coordinate leave and benefits data with Payroll/Accounts.</li><li>• Analyze attendance data and prepare periodic HR reports.</li><li>• Provide guidance on leave, benefits, and HR policies while ensuring compliance.</li><li>• Perform other related duties as assigned by the Director, HRM.</li></ul>



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**Salary:**

Basic Salary: **\$3,501,526.00** per annum, payable monthly.

Applications, inclusive of a detailed resumé, should be sent no later than July 2, 2026  
to: -

Edna Manley College of the Visual and Performing Arts

1 Arthur Wint Drive

Kingston 5

Email: [recruitment@emc.edu.jm](mailto:recruitment@emc.edu.jm)

**NB:** We appreciate all responses, however only short-listed persons will be contacted.