



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 136

OSC Ref. C.5850¹²

22nd June, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Director, Transport, Security and Emergency Management (GMG/SEG 2)** in the **Facilities and Property Management Branch, Corporate Services Division, Ministry of Economic Growth and Job Creation**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Facilities and Property Management, the Director, Transport, Security and Emergency Management, is responsible for ensuring the efficient and effective functioning of the Transport, Security and Emergency Management Unit.

Key Responsibilities

- Monitors funds allocated to the Unit by approving expenditure and ensuring that expenditure conforms to budgetary parameters;
- Participates in the Strategic Planning, Budget Preparation and Operational Plans for the Division;
- Establishes and maintains a programme for the maintenance and repairs of the Ministry's vehicles and accessories;
- Analyzes motor vehicle usage and develops/implements strategies to ensure cost effective operations;
- Responds to request/complaints on transportation issues and ensures they are resolved/addressed;
- Plans, develops, implements and monitors a Disaster Preparedness Programme for the Ministry;
- Prepares guidelines, draft regulations, manuals, circulars, proposals and strategies for short and long term measures to cope with security and safety problems;
- Conducts detailed study and analysis on the general security and safety issues affecting the Ministry's Head Office, Directorates and satellite Divisions island-wide and determines guidelines for the necessary security and safety problems as well as makes appropriate recommendations;
- Arranges a programme of training on Security and Safety Education for staff including fire drills.

Required Knowledge, Skills and Competencies

- Solid background in Security and Emergency Management
- Knowledge of Fleet Management and Administration
- Sound integrity
- Confidentiality
- Excellent oral and written communication skills
- Excellent supervisory and leadership skills
- Ability to work in a team
- Results and goal oriented

Minimum Required Qualification and Experience

- First Degree in Management Studies, Business Administration or related field;
- Training in Security and Emergency Management;
- Training in Fleet Management would be an asset;
- Five (5) years' experience in a management capacity.

Applications accompanied by résumés should be submitted **no later than Friday, 3rd July, 2020 to:**

Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Email: **human.resource@megjc.gov.jm**

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)
for Chief Personnel Officer