



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 131

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15th 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 Transport and Security Manager (GMG/AM 4)** in the **Facilities and Property Management Branch, Ministry of Economic Growth and Job Creation**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Director, Transport and Security, the incumbent is responsible for the effective management of the Ministry's motor vehicle fleet and security operations in accordance with Ministry policies and objectives and in compliance with established Government regulations.

Key Responsibilities

Management/Administrative:

- Participates in the development of a set of objectives and standards to guide the operations of the Transport Management Unit;
- Develops an annual budget for the Unit and contributes to the Budget for Administration Division;
- Prepares Individual Work Plan and schedules for staff;
- Delegates and oversees the functions of Direct Reports;
- Attends meetings pertinent to the roles and functions of the Transport Management Unit;
- Prepares Operational Reports.

Technical/Professional:

- Ensures secure custody of the Ministry's motor vehicle fleet;
- Ensures that all motor vehicles within the Ministry's fleet meets the established standards of fitness and safety and are appropriately registered and insured;
- Develops procedural manuals for the charting of relevant transportation related processes and procedures;
- Oversees the servicing and proper maintenance of motor vehicles;
- Conducts audits of motor vehicle equipment and accessories and ensures maintenance of an up-to-date Inventory;
- Arranges for Board of Survey to conduct inspections on motor vehicles;
- Ensures appropriate and valid licences for driving personnel and that only designated/authorized personnel accesses and operates vehicles;
- Provides advice to the Ministry on all protective security matters;
- Develops the Ministry's Protective Security Strategy and Risk Assessment Framework;
- Liaises regularly with the Ministry of National Security to ensure that the Ministry's Protective Security Strategy and Security Standards are in line with overall Government of Jamaica (GoJ) standards;
- Establishes, reviews and updates physical, personnel and information security standards and inspection protocols/procedures;
- Conducts periodic audits/inspections to ensure physical, personnel and information security standards are being met;
- Monitors trends in security breaches, recommends and co-ordinates implementation of remedial action;
- Sensitizes staff and stakeholders regarding protective security measures and their responsibilities in ensuring that security standards are maintained, including the development and delivery of training in protective security matters;
- Carries out site surveys to assess the physical security needs of all Ministry facilities;
- Assists Divisions to draw up Security and Risk Management Plans and identifies remedial action to address weaknesses in security arrangements;
- Manages the camera system of the Ministry;

- Manages the service contracts with private security companies;
- Monitors implementation of the Ministry's policy for handling firearms at the Ministry;
- Conducts investigations in co-operation with Government Agencies to determine causes of transportation accidents and to improve safety procedures;
- Maintains filing system for all transactions undertaken by the Transportation and Security Unit;
- Checks and verifies data for the issuance of Tax Withholding Certificates;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Good supervisory skills
- Good oral and written communication skills
- Good interpersonal skills
- Responsible and dependable
- Ability to work in a team
- Good problem-solving, decision-making and negotiating skills
- Initiative and confidentiality
- Sound knowledge of protective security issues
- Excellent knowledge of transport and security systems
- Knowledge of the provisions of law in relation to motor vehicle operation and security
- Knowledge of the operational procedures of Central Government and particularly those in relation to transportation and security management

Minimum Required Qualification and Experience

- Bachelor's Degree in Office Administrative Management/Public Sector Management/Public Administration Management;
 - Training in Security Management;
 - Training in Supervisory Management;
 - Two (2) years related working experience;
 - Diploma/Certificate in Mechanical Engineering or Auto-Mechanics would be an asset;
- OR**
- Associate Degree/Diploma in Office Administrative Management/Public Sector Management;
 - Training in Security Management;
 - Training in Supervisory Management;
 - Four (4) years related experience;
 - Diploma/Certificate in Mechanical Engineering or Auto-Mechanics would be an asset.
 - Experience in the use of standard computer applications.

Special Condition Associated with the Job

- Must be the holder of a General Driver's Licence.


Applications accompanied by résumés should be submitted **no later than Friday, 26th June, 2020 to:**

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

Email: human.resources@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**