



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 172 **OSC Ref. C.4858³⁵**

24th July, 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 be assigned to the post of **Director, Facilities and Property Management (GMG/SEG 4) (not vacant)** in the **Facilities and Property Management Branch, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$3,032,763 - \$3,605,002 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Principal Director, Corporate Services Division, the Director is responsible for providing technical and supervisory direction to the staff of the Facilities and Property Management Division.

The incumbent also has overall responsibility for the Ministry's Office Management Services, Fleet Management, Machinery and Property Management, Disaster Management, Security Services, Energy Conservation and Waste Reduction.

Key Responsibilities

Management and Administrative:

- Prepares the Corporate/Operational Plans and Budget for the Unit and monitors the implementation of these plans and budget to ensure that the Unit's work is carried out according to plan and within budget;
- Develops, constantly reviews and revises appropriate systems and procedures for the delivery of the various services provided by the Unit;
- Provides technical advice/guidance/expertise to the Permanent Secretary, Directors, Managers and staff in general on matters relating to Facilities and Property Management;
- Ensures the provision of general office services and supplies, on a consistent basis;
- Ensures the payment of rental, service fees and any other payments due, for offices rented by the Ministry;
- Ensures the daily inspection of all properties and maintenance of common areas as is necessary;
- Handles all cases relating to Insurance Claims and follows through to settlement.

Technical/Professional:

- Oversees the maintenance of all electrical equipment, Air Conditioning Systems, Standby Plant, Plumbing System, fixtures and fittings and Fire Extinguishers;
- Responds to complaints/reports concerning maintenance and/or engineering problems and ensures that they are resolved;
- Monitors and/or supervises service personnel and contractors in keeping with the terms and conditions of contracts;
- Prepares and implements a Disaster Management Plan for the Ministry's Head Office, other office locations, Veterinary Clinics and houses island wide;
- Prepares Procedures Manuals for emergency situations as they affect personnel and property and conducts Fire and Evacuation Drills;
- Implements and monitors initiatives to conserve energy and reduce waste;
- Manages the Ministry's Programme for the security of personnel, property, equipment and buildings, ensuring that appropriate systems are in place and relevant information is communicated to staff;
- Develops and monitors the implementation of systems and procedures for the administration of the Ministry's fleet of vehicles.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division in collaboration with the Human Resource Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organisation's goals;
- Allocates and schedules work; allocates monthly mileage to travelling officers.

Other:

- Performs other related duties that may be assigned by the Principal Director, Corporate Services Division, Permanent Secretary, Chief Technical Director and Ministers from time to time;
- Participates in and is a member of the Ministry of Industry, Commerce, Agriculture and Fisheries Evaluation and Procurement Committees;
- Represents the Ministry in Disaster Preparedness and Response.

Required Knowledge, Skills and Competencies

- Strong leadership and management skills
- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Good problem solving and decision making skills
- Excellent planning and organizing skills
- Strategic vision
- Teamwork and co-operation
- Goal/results oriented
- Methodical
- Managing the client interface
- Managing External Relationships

Technical:

- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Knowledge of Budget preparation
- Project planning and management skills
- Proficiency in computer applications including Auto CAD and Microsoft Applications
- Competence in designing and interpreting engineering drawing, briefs, diagrams
- Sound knowledge of safety regulations and programmes.
- Excellent knowledge of engineering works and Surveying Techniques
- Sound Knowledge in Mechanical Engineering
- Sound knowledge of The National Building Code

Minimum Required Qualification and Experience

- MSc in General Management
- BSc In Construction/Estate Management
- Training in Project Management
- Three (3) years experience at the Middle Management level preferably in Property Management and Office Management

OR

- Bachelors Degree in Building Construction/Estate Management
- Certificate in Supervisory Management

- Certificate in Project Management
- Five (5) years experience at Middle Management Level preferably in Property Management and Office Management

Applications accompanied by résumés should be submitted **no later than Friday, 7th August, 2020 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: hrm@micaf.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