



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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RE-ADVERTISEMENT

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 post of **Postmaster General (GMG/CTD 1)** in the **Post and Telecommunications Department**, salary range **\$5,715,510 – \$6,793,945** per annum and any allowance(s) attached to the post.

Job Purpose

The Postmaster General manages the day to day affairs of the Post and Telecommunications Department to provide a speedy and reliable communication system for letters and parcels nationally and internationally, through a network of approximately five hundred and fifty (550) postal points. The incumbent also ensures that the Department functions in accordance with the laws, regulations and policy directives governing its operations.

Key Responsibilities

Strategic and Administrative Management:

- Leads in the development, in collaboration with the Permanent Secretary and other senior officers, the Strategic Business Plan for the Department in support of the Government's priority programmes;
- Leads in the establishment of a system to facilitate the timely and effective articulation of the Department's Mission, Vision and Strategic Objectives to its key stakeholders;
- Leads the development and oversees the implementation of the Department's annual Operational Plan, and ensures that effective monitoring and evaluation systems are in place to support its implementation, periodic reviews and adjustments where necessary, to achieve stated objectives;
- Formulates/Recommends policies in collaboration with senior officers and oversees the preparation and submission of associated Cabinet Submissions for approval.
- Leads in the implementation of policies and programmes; periodically reviews and makes recommendations for changes where necessary to maintain relevance to the strategic objectives of the Department;
- Leads in the establishment, implementation and monitoring of performance standards for the Department and facilitates achievement of these standards;
- Maintains communication with the Heads of overseas postal administrations and organizations, such as Crown Agents, Security Printing Firms and Philatelic Wholesalers and the Universal Postal Union on matters relating to international post;
- Approves the details of issue of postage stamps including designs, denominations, issue dates and quantities; recommends changes to postage rates and charges;
- Ensures (in collaboration with Divisional and Units Heads), the efficient collection, tabulation, storage, retrieval and dissemination of relevant postal information and data;
- Ensures the development and implementation of an integrated risk management programme that facilitates the Department's planning, decision-making and reporting mechanisms;
- Leads the development and implementation of a corporate reporting system that reinforces timeliness, transparency, accountability and results orientation;
- Co-ordinates, collaborates and maintains International, Multilateral and Bilateral relationships with governmental and non-governmental Agencies in order to promote and maintain an efficient postal service;
- Maintains personal contact with the relevant stakeholders in the Ministry, private and social organizations and Members of Parliament which affect the work of the Department by:
 - ✓ Meeting regularly with the Minister responsible for the Department, and Members of Parliament, Philatelic Societies, and Private Sector Organizations, especially with regards to matters concerning the establishment of new Post Offices and Postal Agencies and other matters relating to Post and Telecommunications

- ✓ Attending official events relating to Post and Telecommunications services to citizens;
- Provides leadership in the development of a supportive work environment that fosters a culture of consultation, high performance, continuous innovation and ethical behaviour among senior executives and staff in general;
- Prepares and submits reports, position papers, and other documents as required to Parliamentary Committees and other Departments of Government;
- Ensures the development, implementation and maintenance of a communication and information management system that facilitates transparent, timely and accessible communication within the Department, its outposts and the general public; makes strategic use of information technology;
- Ensures the implementation of a maintenance and security programme to protect the Department's buildings, motor vehicles, equipment and other assets at its various locations/offices;
- Leads the development and oversees the implementation of a Customer Service Charter that fosters continuous improvement in, and evaluation of the quality of service delivery within the Departments and the postal points island-wide;
- Ensures that an adequate and efficient Management Information System exists, and that monthly/annual reports on the work of the Department are prepared and submitted to the Permanent Secretary, the Financial Secretary, the Auditor General and other Agencies of Government;
- Convenes periodic sessions with senior staff island-wide to discuss operational problems and other relevant matters, formulates solutions to these problems and advises on strategies for improvements from time to time;
- Ensures that appropriate mechanisms are in place to manage the resources of the Department in adherence to laws, policies, guidelines or executive decisions; ensures that effective internal control systems are in place;
- Supports the Permanent Secretary in providing timely and accurate advice and responses to Parliamentary Committees in accordance with their legitimate mandates, and to the public, in accordance with any law (such as an Access to Information Act) which may exist from time to time;
- Advises the Permanent Secretary and Minister on general postal policies;
- Promotes a high level of management practice among the senior staff of the Department and ensures that the Department operates on high ethical principles.
- Receives and examines correspondence from the parent Ministry on matters of major importance covering complaints, enquiries and requests from organizations/individuals for improved or expanded services ensuring appropriate responses and actions;
- Represents the Department/Ministry at local and international meetings, conferences and other fora as required;
- Prepares Individual Work Plan.

Finance:

- Ensures the implementation of control systems to facilitate probity in the administration and reporting of the public's finances vested in the Department;
- Leads the development and monitoring of the Department's Budget, ensuring that operational efficiency and cost-effectiveness are observed in expenditure and takes corrective action to minimise variances where necessary;
- Ensures that the annual Budget of the Department is prepared in the appropriate format and submitted to the parent Ministry within the required timeframe, and justifies new proposals involving capital and recurrent expenditure;
- Ensures the implementation of systems to monitor the financial activities at the various postal points to ensure their adherence to established policies and guidelines;
- Ensures that the Department's financial activities adhere to the Financial Audit and Administration (FAA) Act and Regulations, Public Bodies Management Accountability Act and other relevant legislation and regulations;
- Oversees the establishment and effective operation of a Procurement Committee to monitor the implementation of and ensures adherence to procurement systems and guidelines in keeping with the Public Procurement Act.

Human Resource:

- Ensures the development and maintenance of a comprehensive Human Resource Plan to support the recruitment, retention, welfare, training and development within the guidelines of the Government's Human Resource Policy;
- Provides leadership in the development and ensures implementation of a comprehensive programme for the rotation of staff among the various outposts and head office to enable the continuous provision of a cadre of competent and well- rounded staff;

- Ensures the development and implementation of a succession planning programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Department;
- Ensures the development and implementation of performance management and change initiative programmes that foster an environment of continuous learning and employee empowerment;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Meets with various representatives of Trade Unions on matters involving industrial relations and welfare of staff in the Department;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Public Service/Department;
- Performs any other related responsibilities that may be assigned by the Permanent Secretary or other designated officials.

Required Knowledge, Skills and Competencies

- Excellent leadership and management skills to lead senior professionals and technocrats
- Sound analytical and strategic thinking skills
- Excellent communication, negotiating and problem-solving skills
- Excellent Human Resource/people management skills
- Relates positively with all stakeholders, thus facilitating mutually productive working relationships
- Ability to analyse and interpret financial information for decision making
- Ability to exercise sound judgement and conviction of purpose in unfavourable/unpopular situations
- Ability to manage limited resources in order to achieve challenging output targets
- The ability to prioritise amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time
- Sound ethical, moral and professional values
- Strong customer orientation skills
- In depth knowledge of the operations of Government, its policies and systems
- Knowledge of Microsoft Office Suite

Minimum Required Qualification and Experience

- Masters Degree in Public Administration/ Public Sector Management, Public Policy, Business Administration/Management from an accredited tertiary institution;
- Ten (10) years' experience in a senior executive managerial position in the Public Sector;
- Experience in postal operations would be an asset.

Applications accompanied by résumés should be submitted **no later than Friday, 31st July, 2020 to:**

**Chief Personnel Officer
Office of the Services Commissions (Central Government)
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: jmendez@osc.gov.jm

Please note that only shortlisted applicants will be contacted and that previous applicant need not re-apply.

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.



Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer