



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 171

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 **Senior Building and Property Maintenance Officer (SOG/ST 6) – (Not Vacant)** in the **Facilities and Property Management Branch, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance (s) attached to the post.

Job Purpose

Under the direct supervision of the Project Manager, the Senior Building and Property Maintenance Officer, is responsible to identify, schedule and monitor the maintenance of all the Ministry's building and properties islandwide. The incumbent is also responsible for monitoring the refurbishing and construction of all major projects islandwide.

Key Responsibilities

Management/Administrative

- Contributes to the development of Work Plans for constructing, maintenance and refurbishing building, and equipment islandwide.
- Liaises with Heads of Division, Heads of Unit, Parish Managers (RADA), Heads of Agency affiliated with the Ministry of Industry, Commerce, Agriculture and Fisheries to ascertain, prioritize and make recommendations for the Maintenance Programmes and for the supply of materials;

Technical/Professional

- Prepares contracts for all the Ministry's buildings, properties and drains islandwide;
- Prepares Monthly Reports on all work in progress;
- Prepares and establishes standard specifications and rates for contractors;
- Prepares invitation of tender documents and makes recommendations to Head, Contracts Committee;
- Prepares specifications and drawings of all buildings constructed or maintained;
- Prepares bills of quantities and tender documents inviting contractors to tender;
- Identifies, interviews and selects contractors, sub-contractors, and tradesmen to undertake work to be carried out on a contractual basis;
- Maintains records in relation to the execution of contracts;
- Monitors all building constructions and refurbishing sites;
- Provides technical guidance to contractors for work completed;
- Liaises with Ministry of Transport, Housing and Works to establish and ascertain list of approved contractors and schedule of rates;
- Checks and certifies all bills and contracts for payment;
- Prepares the relevant payment voucher;
- Prepares drawings for all building construction and renovation activities.
- Performs any other related duties assigned from time to time.

Required Competencies

Core:

- Excellent oral and written communication skills
- Strong leadership skills
- Strong customer and quality focus skills
- Good problem solving and conflict management skills
- Good interpersonal skills
- Compliance
- Integrity
- Team work and cooperation
- Excellent time management skills

Functional/Technical:

- Sound knowledge in the field of plumbing, electrical repairs and building construction
- Sound knowledge of the operations of Government and knowledge of the organization's policies and procedures
- Sound knowledge of building regulation policies and procedures.
- Knowledge of safety regulations/OSHA
- Excellent report writing skills
- Excellent Auto CAD skills
- Proficient in relevant software applications

Minimum Required Qualification and Experience

- BSc. – Construction Engineering & Management (UTECH)
- Two (2) years' work related experience.
- Holder of a valid General Drivers' License

Special Conditions Associated with the Job

- Island wide Travelling
- Exposure to dust, excess water and chemicals
- May be exposed to hostile environment

Applications accompanied by résumés should be submitted **no later than Tuesday, 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