



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 241
OSC Ref. C.6222⁸

29th September, 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/be assigned to the following posts in the **Post and Telecommunications Department**:

1. **Director, Human Resource Development (GMG/SEG 3) (Not Vacant)**, salary range \$2,453,125 –\$2,915,995 per annum and any allowance(s) attached to the post.
2. **Senior Regional Manager (GMG/SEG 2) (Not Vacant)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
3. **Systems Support Co-ordinator (MIS/IT 4)(vacant)**, salary range \$1,644,447 - \$1,964,731 per annum and any allowance(s) attached to the post.
4. **Senior Public Procurement Officer (GMG/SEG 1) (vacant)**, salary \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

1. Director, Human Resource Development (GMG/SEG 3)

Job Purpose

The Director, Human Resource Development manages all the functions and general operations of the Human Resource Development Unit. The incumbent is also responsible for delivering or facilitating the delivery of training and staff development in keeping with the training needs of the Department.

Key Responsibilities

Administrative/Managerial

- Assists with the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Plans, directs and monitors the work of the Human Resource Development (HRD) Unit by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Develops Individual Work Plan;
- Manages the daily operations of the HRD Unit to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Department at meetings/conferences and other fora as directed;
- Provides guidance/advice to the Postmaster General, Director, HRMD and other personnel on Training and Development matters;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development and makes recommendations for their adoption where necessary to enhance the Department's Human Resource Service delivery;
- Ensures the effective management of the Computer Lab and Training Room.

Technical

- Conducts Training Needs Analysis and prepares Training Plan and Budget for the Department;
- Implements and monitors Training Plan;
- Monitors expenditure from the Training Budget and authorizes bills for payments;
- Develops, implements and reviews Training and Development Policy for the Department;

- Undertakes duties and responsibilities consequent on Delegation of Functions and makes submissions for Study Leave including Day Release to the Human Resource Executive Committee (HREC);
- Manages the processing of staff requests for time-off to pursue studies;
- Develops training programmes ensuring relevance to the Department's goals and objectives and/or the employees' career development;
- Leads in the development of Training Manuals and other training tools;
- Oversees the development and maintenance of an effective Training Database for the Department;
- Ensures the development and maintenance of a database of training providers and resource personnel and procures their services in accordance with established procedures.
- Develops and implements a Career Planning and Counselling Programme for the Department;
- Assesses the general training needs of all categories of workers and develops strategies to fulfil these needs;
- Directs the co-ordination of local and overseas training programmes/courses;
- Liaises with relevant Government Departments/Agencies to identify general and special training opportunities and keeps employees informed of available training;
- Develops and implements strategies to evaluate the impact of training programmes on job performance;
- Establishes and implements an Employee Development Programme, which provides opportunities for maximizing the potential of employees;
- Designs training programmes and materials for in-house courses, in collaboration with Heads of Divisions/Branches and Units;
- Undertakes specific aspects of in-house training for selected categories of employees and co-ordinates the implementation of training by other officers to ensure that objectives are met;
- Directs the development and management of the Department;
- Assists with developing and maintaining the Succession Programme for the Department.
- Assists with developing and implementing Human Resource Development and Management policies;
- Designs, administers and evaluates test instruments as part of the assessment process in the recruitment of new employees and for acting assignments.

Other Responsibilities

- Serves on designated Management Committees in the Department.
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services.
- Knowledge of GoJ's Budget Management process.
- Knowledge of Current trends in human resource and career development.
- Knowledge of Curriculum and Programme Development.
- Knowledge of Andragogy.
- Knowledge of Project Management procedures.
- Knowledge of Research and data analysis techniques.
- Knowledge of Conducting Training Needs Analysis
- Knowledge of Training evaluation techniques
- Problem Solving and Decision Making skills
- Initiative
- Adaptability
- Oral and written communication skills
- Analytical and Critical thinking skills
- Planning and Organizational skills
- Strategic Vision
- Team building
- Strong leadership skill
- Managing External Relationships
- Use of Information Communication and Technology
- Customer and quality focus

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resources Development, Management Studies, Public Administration, Business Administration or related field from a recognized tertiary institution; **plus**
- A minimum of four (4) years working experience in Human Resource Development or training, preferably in the Public Sector, in an organization of similar size and complexity.
- Professional training in the design and delivery of training programmes or related field.

Special Conditions Associated with the Job

- Required to travel island wide

2. Senior Regional Manager (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Eastern Regional Co-ordinator, the Senior Regional Manager oversees (to conducts investigations, department enquiries, internal audits in) all prime Post Offices and Postal Agencies locations within the Corporate Area, ensuring that the policies and standards are maintained and that objectives of the Region are in alignment with the overall objectives of the Department.

The incumbent also processes mail contractors and monitors the transportation of mail within the Region.

Key Responsibilities

Management/Administrative

- Directs and co-ordinates the Regional activities;
- Participates in the Strategic Planning and Operational Plans for the Department;
- Visits Post Offices within the Region to provide managerial support and to streamline activities;
- Monitors the performance of Post Offices in the Region to ensure compliance to regulations and to determine the quality of the service being offered;
- Advises and makes recommendations to the Eastern Regional Co-ordinator on postal operation;
- Assists with the development of the Business and Regional Operations Operational Plan and co-operates with direct reports in developing Individual Work Plans;
- Represents the Department at fora, conferences, meetings and seminars, disseminates information/knowledge gained to Staff and implements change where necessary;
- Liaises with Members of Parliament in relation to Post Offices and Agencies in their constituency;
- Keeps abreast with trends and best practices in Postal Management and Operations;
- Attends Departmental meetings and reports on Regional activities and provide feedback to Branch Managers;
- Convenes meetings with Senior Officers in the Region to ensure effective and efficient management in Post Offices.

Technical/Professional

- Provides leadership and direction within the Region to ensure Organizational Standards and policies are maintained and followed;
- Develops regional programmes aimed at promoting Postal Services and client and community integration and development;

- Assists with the development, implementation and review of the Post Office Standard Operation Procedural Manual and ensures compliance with stipulated guidelines;
- Provides guidance to the Region in the implementation of all Postal and Commercial Service Operations;
- Conducts surprise and routine assessments of Post Offices and Postal Agencies, which include the review/examination and/or reconciliation of:
 - Cash and Stock
 - Records and Bank Lodgments
 - Daily Sales Records
 - Postage and National Insurance Scheme (NIS) Stamp Stock and Postal Orders
 - Value and General Receipt Books
 - Deposit, Revenue and Commercial Cash Books
 - Import Duty, GCT Customs Clearance Fee, Environmental Levy, Customs User, Administrative and Storage Fees
 - Registered Letters and Parcels
 - Inventory of Records
- Conducts periodic checks of Mail Van documents to ensure compliance with the Road Traffic Act;
- Recommends and implements rationalization of the Post Office Network to ensure efficiency and effectiveness in mail delivery;
- Implements systems of control for revenue collected, cash disbursed and security of cash, staff and facilities;
- Monitors the request for Imprest cash;
- Assists with the implementation of strategies to monitor local mail delivery;
- Receives, process, investigates and responds to correspondence on postal activities falling under purview;
- Participates in preparation of World Post Day activities;
- Provides support to training development on operational areas;
- Provides support in the monitoring and assessment of customer satisfaction;
- Ensures that cash is sent to Miscellaneous Revenue Account;
- Ensures that shortages are corrected immediately;
- Ensures that all vaults are embedded as instructed by the FAA Act;
- Assesses the collection of revenue for Private Letter Boxes and operations
- Assists with the continuous review of Postmen Districts;
- Performs any other related duties assigned

Required Knowledge, Skills and Competencies

- Knowledge of UPU Security Standards
- Knowledge of Post Office Act (1941)
- Knowledge of the FAA Act
- Knowledge of the Postal Industry and its operation
- Knowledge of Government policies and procedures (eg. Staff Order, Public Service Regulation etc.)
- Risk Management skills
- Knowledge of Budget Preparation
- Knowledge of Project Management
- Decision making skills
- Initiative
- Adaptability
- Good oral and written communication skills
- Analytical and critical thinking skills
- Planning and organizational skills
- Problem Solving and Dec
- Strategic Vision
- Team building skill
- Strong leadership skill
- Managing External Relationships

- Customer and quality focus

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Administration/Management Studies, Business Administration or equivalent
- Three (3) years' work experience, one (1) of which should be at the management level
- Proficiency in Microsoft Office Suite

Special Conditions Associated with the Job

- Extensive traveling within the Corporate Area
- High Risk Environment
- Exposure to criminal activities with local, regional and international reach

3. Systems Support Co-ordinator (MIS/IT 4)

Job Purpose

Under the direction of the Systems Administrator, the incumbent will provide effective support to the network as well as database application, and ensure that the Department's employees are adequately prepared to operate the systems.

Key Responsibilities

Management and Administrative

- Prepares the Unit and Individual Plans in collaboration with Supervisor;
- Prepares and sign Individual Work Plans in collaboration with direct report;
- Attends meetings and events as required by the Unit/Department/Ministry;
- Provides technical support for Department's in-house and external activities, such as conferences, seminars, workshops, World Post Week and EXPOs as required;
- Supervises the performance of all direct reports;
- Keeps abreast of and new releases of software for the benefit of the Department's Information Technology needs.

Technical/Professional

- Assists in conducting Risk Assessments to identify user vulnerabilities and makes recommendations to System Administrator;
- Assists in the monitoring of network and its component to prevent illegal or dangerous activities that could compromise the network;
- Administers in-house IT training of staff island-wide;
- Provides end-user support to staff island-wide;
- Communicates technical problems and proposes solutions through the Systems Administrator and other relevant senior staff;
- Installs and configures computers and printers for individual computers and/or for use on the network as required;
- Provides database maintenance and administration by making updates, repairs and/or enhancements, as needed;
- Manages the process of installation, configuration, maintenance and security for database within the Department;
- Installs and updates the database server and application tools;
- Allocates system storage and plans for future storage requirements for the Database System;
- Creates and modifies primary database storage structure after Application Developers have designed an application;
- Enrolls user and maintains system security;
- Ensures compliance with the database license agreement by controlling and monitoring user access to the database;
- Monitors and optimizes the performance of the database to pre-empt occurrence of problems;
- Performs programming tasks using programming languages based on the Department's

- software policies and procedures;
- Maintains archived data for database applications;
- Ensures that back up plans for recovery of database information are completed;
- Maintains contact with database software vendors and/or resellers of technical support;
- Has direct responsibility for liaising with the HRMIS Officer in protecting and maintaining the system;
- Serves as the first point of contact for routine computer maintenance, including replacement of toner cartridges in printers, etc
- Performs any other related duties assigned

Required Knowledge, Skills and Competencies

Technical:

- Expert knowledge of Departmental procedures, management principles and administration in Public Sector
- Comprehensive knowledge of conditions of service, policies and practices and established standards.
- Comprehensive knowledge of computerized Management Information Systems and relevant Computer Applications
- Knowledge of network operations systems
- Excellent knowledge of PC repair techniques
- Good oral and written communication skills
- Analytical and critical thinking skills
- Planning and Organizational skills
- Problem solving and decision making skills
- Teamwork and cooperation
- Interpersonal skill
- Initiative
- Integrity

Minimum Required Qualification and Experience

- B.Sc. in Information Technology or Computer Science or its equivalent from an accredited tertiary institution with 2 years related experience in the field
 - OR
- Diploma in Computer Science or its equivalent from an accredited Institution with 2-3 years' experience in a related field
 - OR
- Certificate in Computer Science with 4-5 years' experience in a related field with two (2) years at a supervisory level
- Certification in Networking and A+ or its equivalent from an accredited tertiary institution.

Special Conditions Associated with the Job

- Unpredictable extended working hours.
- Extended sensory exposure to CRT rays.
- Multitasking.
- Extensive traveling island wide.
- Exposure to shocks, dust and sharp instruments

4. Senior Public Procurement Officer (GMG/SEG 1)

Job Purpose

Under the supervision of the Director 2, Public Procurement the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

Key Responsibilities

Management and Administrative

- Prepares contracts;
- Co-ordinates Public Procurement tender closing and opening exercise;
- Review tender evaluation reports;
- Assesses quotations and makes recommendation for award;
- Prepares addenda to tender documents;
- Ensures that all Post and Telecommunications Department (PTD) contracts are reviewed by the Legal Department;
- Maintains Contract Register;
- Prepares Procurement Plans for the PTD;
- Maintains database with current cost and location of goods, works, and services and establishes links with ones in other Government Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains data file with Government of Jamaica Procurement Procedures;
- Provides Liaison services between the PPC, the Ministry of Finance, Office of the Prime Minister and PTD representatives;
- Reviews all tender reports for submission to the Procurement Committee, PTD Sector Committee, Contracts Committee and OPM;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports on job completion and contract termination;
- Advises, supports and assists employees on all aspects of the Procurement process and procedures;
- Ensures that Procurement Committee and PTD Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintain;
- Assists the Director 2, Public Procurement to set priorities and to formulate procedures
- Advices the Director 2, Public Procurement or Senior Director, Human Resource Management and Administration on suppliers reliability/suitable and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement ;
- Provides guidance to Internal/External customer on the Ministry's Procurement policies and procedures;
- Develops priority settings for the client;
- Ensures that cheques and Withhold Tax Certificates are collected by the supplier once goods are received in good condition and according to purchase order;
- Ensures that invoices are received from suppliers and the appropriate Programme Managers have signed: "Goods received or Services rendered";
- Ensures that Procurement practices conform with the relevant Acts;
- Liaises with the Accounts & Finance Department to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought etc.;
- Advises on the reliability and performance of suppliers;
- Performs any other related duties assigned by Supervisor;
- Attends meetings of Procurement and Contracts Committees in the absence of the Director 2, Public Procurement.

Required Knowledge, Skills and Competencies

Technical:

- Good knowledge of stipulations of the FAA Act
- Good knowledge of the Ministry's policies, practices and procedures
- Good knowledge of the procurement guidelines
- Proficiency in the relevant computer applications

- Knowledge of Government policies and procedures (eg. Staff Order, Public Service Regulation etc.)
- Good oral and written communication skills
- Ability to work in a team
- Ability to work on own initiative
- Good interpersonal skills

Minimum Required Qualification and Experience

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Sector Management, Economics or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 3 years
- OR
- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 3 years
- OR
- Diploma in Business Administration, Accounting or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 5 years

Special Conditions Associated with the Job

- Visit suppliers to determine the quality of goods to be procure
- Maybe required to work beyond normal working hours and on weekends

Applications accompanied by résumés should be submitted **no later than Monday, 12th October, 2020 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO**

Email: hrunit@jamaicapost.gov.jm

Further details of the positions may be obtained from the Human Resource Management and Development Section.

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**