



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 214 **OSC Ref. C. 6634/58²**

2nd 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 be assigned to the post of **Director, Operations/Deputy CEO - GRADE 2A – (CONTRACT), The Registrar General's Department**, salary range \$3,451,129 – 4,831,580 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Chief Executive Officer, the Director, Operations/Deputy CEO is responsible for directing and overseeing the core operations of the Agency and ensures that the highest level of service and efficient standards are observed. The incumbent should also ensure that agreed targets are met and undertakes statutory responsibilities as contained within the law.

Key Responsibilities

- Collaborates with the CEO in the effective planning, monitoring and evaluation of the Agency's outputs and the efficient management, administration and provision of resources, including staff, buildings and equipment;
- Builds and maintains relationships with key stakeholders, technical experts and consultants working with or who have an interest in the business of the Agency;
- Monitors operational and service efficiency functions, thus, ensuring standards of measurement are established to determine meaningful use of resources;
- Monitors and ensures that all vital events occurring island-wide are registered in accordance with Agency policies and procedures;
- Deputises for the CEO as required and undertakes delegated statutory responsibilities as defined by law;
- Recommends suitably qualified persons for the positions of Marriage Officers, Civil Registrar of Marriages and Local District Registrars;
- Investigates island-wide complaints/concerns communicated to the Head Office and ensures issues are meaningfully resolved;
- Approves and signs cheques involving expenditure of public funds incurred by the Agency in accordance with Government financial policies and procedures;
- Examines Births, Deaths, Marriages and Adoption Records and grants approval;
- Attend Court on behalf of the Registrar General;
- Undertakes personnel related duties including selection, training, discipline and approval of leave for Department staff in accordance with Agency policies and procedures;
- Develops and reviews operational policies, procedures and systems to meet the Agency's goals, objectives and targets;
- Contributes to the development of the Corporate Plan and Budget to ensure the Department Targets and objectives are reflected;
- Liaises with International Representatives, Records Management Association, the Chief Justice, Resident Magistrates, Financial Institutions, medical personnel, Police and Prison Officials and Educational Institutions to discuss issues of registration and records management;
- Participates in public education activities to ensure the public is aware of Agency Services procedures and requirements and the law;
- Monitors the collection, storage and retrieval of records and the issuance of required certificates and documents and ensure these meet the required standards;
- Performs other related duties as assigned from time to time by the Chief Executive Officer.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Agency policies, procedures and relevant legislation
- Good knowledge of finance and accounting principles and procedures
- Good knowledge of relevant computer applications

- Excellent analytical and problem solving skills
- Quality conscious
- Excellent operation management skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Knowledge of business forecasting
- Solid judgement and critical thinking skills
- Knowledge of the Financial Administration and Audit (FAA) Act
- Knowledge of Government of Jamaica (GoJ) procurement procedures would be an asset

Minimum Required Qualification and Experience

- Master's Degree in Management Studies, Social Sciences, Public Sector Management or a similar field;
- Ten (10) years experience at a Senior Management level.

Special Conditions Associated with the Job

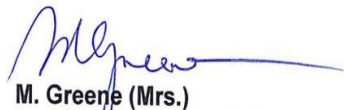
- Typical office environment, no adverse working conditions
- Will be required to travel island-wide to all Regional Offices.
- Must own a reliable motor vehicle

Applications accompanied by Résumés should be submitted **no later than Tuesday, 15th September, 2020 to:**

Director, Human Resource Management & Development
Registrar General's Department
Twickenham Park
St. Catherine
E-mail: vacancies@rgd.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.


M. Greene (Mrs.)
for Chief Personnel Officer (acting)