



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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18th 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, State Protocol Programmes & Liaison Services (GMG/SEG 2) – (Not Vacant)** in the **Chancery and Protocol Unit, Office of the Prime Minister** salary range 2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting directly to the Director 3 Ceremonials, Operations and Staff Administration, the Director, State Protocol Programmes and Liaison Services has the responsibility for Public Programmes & Policy Management Liaison duties in relation to the applicable official rules and systems for the delivery of the State Protocol Sub-Programme under the mandate of the OPM;

The co-ordination/implementation of Protocol Training projects; management of Official Travel Requirements and Visits; co-ordinating State and National Events; Provision of Protocol Support Courtesies for Government Officials, visiting Dignitaries/Guests of the Prime Minister/Government

Preparing Cabinet and other submissions in relation to assigned portfolio; Liaison with various GOJ entities in relation to assigned portfolio and monitoring the Media with respect to Protocol issues.

Key Responsibilities

- Extends official courtesies to the guests/visiting dignitaries of the Prime Minister during courtesy calls, meetings, official dinners, receptions and state ceremonies;
- Facilitates travel courtesies for the Prime Minister and delegation in the absence of the Chief of State Protocol in relation to official trips abroad;
- Assists in the co-ordination of the efforts of the OPM with those of the Ministry of Foreign Affairs and Foreign Trade, the Jamaica Defence Force and other members of the Inter-Ministerial Planning Committee in the preparation of state ceremonies;
- Assists in the co-ordination of State or Official Visits to Jamaica by Heads of State of Government and other dignitaries, including liaison with resident Diplomatic Missions for the visit of Advance Teams;
- Participates in site visits and rehearsals and contributes to development of necessary logistical arrangements for ceremonial activities;
- Assists in the preparation of Installation and Inauguration ceremonies in conjunction with King's House;
- Participates in the Inter-Ministerial Committee for State and Official Functions and prepares the reports of the meetings for follow-up with respect to matters relating to the OPM;
- Prepares reports on meetings attended;
- Liaises with the Customer Service and Security Agents of local International Airports in Kingston and Montego Bay regarding official travel of the Prime Minister and Senior Officials of the Office of the Prime Minister and other dignitaries as required;
- Prepares information on Protocol & Chancery policy/guidelines for the OPM Webpage;
- Assists in the preparation of materials for training on matters of Protocol and Social Graces for Government Ministries, Agencies and Departments;
- Assists the Director 3, Ceremonial, Operations and Staff Management in ensuring efficient and effective co-ordination/execution of administrative procedures and processes for the conferment of National Honours and awarding of medals to fulfil the mandate of the National Honours & Awards Act as well as the following awards:
 - National Honours and Awards (Civil Honours)
 - National Honours and Awards (Uniformed Services)
 - Medal of Appreciation for Service to Education

- Medal of Appreciation for Service to Jamaica
- Jamaica Civil Service Long Service Award
- National and Science and Technology Medal Ceremony
- Assists with the maintenance and inventory of stocks for Insignia, Medals and Ribbons to ensure their safe storage/security.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent Knowledge of international and local rules and practices regarding official Protocol and Social Etiquette
- Excellent Knowledge of National Symbols and Emblems and National Honours Awards
- Ability to anticipate and address issues of protocol in a timely and effective manner
- Excellent social and interpersonal skills
- Excellent planning and organizing skills with keen attention to details
- Ability to effectively manage/work in a team
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Ability to maintain courteous, professional relations with external customers
- Ability to display, high degree of tact, confidentiality, diplomacy and integrity
- Highly developed Information Technology (IT) and Research skills
- Computer literacy with strong computer, internet research and information gathering skills
- Knowledge of Events Planning
- Knowledge of Official Standards of Protocol and Social Etiquette
- Knowledge of GOJ financial accountability regulations
- Excellent integrity/ethics exercised in the performance of duties
- Produces accurate, professional work
- Reliable
- Ability to multi-task
- Proficient in the use of computer applications

Minimum Required Qualification and Experience

- Undergraduate Degree in International Relations/Public Sector Management/Political Science/Liberal Arts or other related discipline from an accredited tertiary institution.
- Minimum Three (3) years' experience in executing similar or related functions.
- Training in Protocol and Social Etiquette.

Applications accompanied by Résumés should be submitted **no later than Thursday, 1st October, 2020 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon
Kingston 10.**

Email: jobs@opm.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**