



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. 243
OSC Ref. C. 6123⁴

6th October, 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 the vacant post of **Deputy Administrator-General (Level 8)** in the **Administrator-General's Department**, salary range \$5,110,074 – \$6,373,138 per annum and any allowance(s) attached to the post.

Job Purpose

The Deputy Administrator-General (DAG) is responsible for leading the Operations Division comprising the Estate Administration, Legal Services and Property Management Sections. The DAG is required to actively participate in executing the Vision, Mission and Strategic direction of the Administrator General's Department (AGD) and support the Administrator-General & CEO in the day to day management of the Department by:

- assisting with developing/reviewing organization wide policies, procedures and standards;
- acting as the chief legal advisor;
- undertaking statutory duties delegated by him;
- deputising in the absence of the AG.

The position is required to oversee the development and implementation of systems, procedures and programmes to facilitate the seamless integration and co-operation among the Sections to achieve operational efficiency.

The DAG is expected to establish and maintain effective relationships within the Legal Fraternity, and relevant Private and Public Sector organizations to facilitate and support the effective administration of estates and build the corporate profile of the AGD. In addition the DAG is expected to demonstrate sound business ethics and at all times strive to project a positive corporate image.

Key Responsibilities

Management / Administrative

- Leads the development of the Operational Plan and accompanying Budget for the Division ensuring alignment with the Strategic Objectives and Priorities of the Department; monitors plans to ensure initiatives are on course to achieving established targets; initiates modifications to plans as necessary to facilitate shift in priorities and attainment of established targets;
- Oversees the development and review of operating policies and procedures for the Sections ensuring they are consistent with best practice and facilitates effective administration of estates;
- Oversees the review of processes across the Sections to determine areas where technology may improve service delivery to beneficiaries and reduce operating costs; oversees the implementation of new/revised systems, programmes and policies ensuring timeliness and efficiency in order to minimize disruption to activities of the respective Sections and delivery of service to beneficiaries;
- Oversees the engagement of service providers such as Debt Collectors, Attorneys ensuring compliance with established guidelines; ensures their performances are adequately monitored and reports presented; reviews Performance Reports and makes appropriate decision;
- Oversees the assignment of cases to ensure an even distribution among teams in terms of complexity and volume; leads periodic analysis of the portfolio of cases and makes changes as necessary to facilitate effective management and timely closer of cases;
- Produces reports, position papers, Cabinet Submissions and other documents for internal and external reporting; attends Parliament as required;
- Represents the AGD at meetings, conferences and other fora.

Technical/Professional

- Reviews case files submitted for opinion and action; provides feedback as necessary ensuring decisions made are in the best interest of the beneficiaries and compliant with the AGD statutes, policies and procedures;
- Provides assistance to the Legal Services Team in preparing for Court Cases in matters that are of a complex nature; attends Court as necessary;
- Directs and provides technical direction to the Property Services Team in the analysis and management of property related matters; ensures that Risk Assessment in the Property Portfolio is comprehensively carried out and that appropriate steps are identified and implemented to effectively address them;
- Oversees and provides technical direction in the management of estates that are large, unusual or complex; monitors such cases to ensure adequate attention is given to minimise risk and facilitate timely closure;
- Periodically assesses the portfolio of cases and makes recommendations as necessary to expedite the closure and minimize the risk exposure of the Department;
- Examines and comments on opinions submitted by external attorneys to ensure the interest of beneficiaries and compliance with the AGD regulatory and internal guidelines;
- Reviews Legislation guiding Estate Administration and makes recommendations for amendments where necessary to improve the effectiveness of administration and enhance the impact of the work of the Department; assists and guides the drafting of amendments with the relevant MDAs in this process.

Human Resource

- Ensures the adherence of Section Heads to established Human Resource policies and procedures in order to create and maintain a cadre of highly motivated and productive employees within the Sections;
- Provides leadership to Section Heads by setting clear work objectives, giving timely feedback, engaging in regular communication and support as necessary to enable the effective execution of their responsibilities and achievement of objectives;
- Directs the development and oversees the implementation of initiatives to promote teamwork and cooperation across the Division and contributes to building an environment which stimulates, motivates and keeps employees highly engaged;
- Collaborates with HR in designing and conducting technical training for officers in the Agency to facilitate knowledge transfer and build the capacity of staff.
- Undertakes Human Resource related duties including selection, training, discipline and approval of leave for Department staff in accordance with Agency policies and procedures.
- Performs other related functions required from time to time.

Required knowledge, Skills and Competencies

- Demonstrated technical proficiency in the Laws of Succession at a level to be regarded internally and externally as subject matter expert;
- Excellent interpersonal skills with demonstrated capability to interface and maintain effective relationships internally and externally;
- Excellent oral, written communication and presentation skills;
- Detail oriented with strong analytical skills;
- Excellent strategic management, planning and organizing skills with the ability to work under pressure and coordinate the work of senior professionals to meet tight deadlines;
- Demonstrated independent judgment; is proactive and decisive anticipating and resolving problems using a logical approach;
- Excellent people management skills with ability to engage staff and build effective teams;
- Proficiency in the use of relevant computer software.

Minimum Required Qualification and Experience

- Attorney-at-Law (qualified to practice in Jamaica).
- At least ten years' experience in the practice of Laws of Succession seven (7) of which should be at a senior managerial level.
- Diploma in Management Studies or equivalent qualification/training.

Applications accompanied by résumés should be submitted **no later than Tuesday, 20th October, 2020 to:**

Human Resource and Administration Executive
Administrator-General's Department
Office Centre Building
12 Ocean Boulevard
P.O. Box 458
Kingston

Email: hradmin@agd.gov.jm

Please note that only short listed 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