



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 288 **OSC Ref. C. 5850¹²**

13th November, 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 following **vacant** posts in the **Ministry of Economic Growth and Job Creation**:

1. **Director, Facilities and Property Management (GMG/SEG 3), Facilities and Property Management Branch**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Senior Monitoring Officer (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

1. Director, Facilities and Property Management (GMG/SEG 3)

Job Purpose

Reporting to the Corporate Services Director, the Director, Facilities and Property Management is responsible for the provision of efficient and timely delivery of a range of functions including, Property and Maintenance Services, Transport, Security and Emergency Management that ensure the Ministry has the most effective and suitable working environment for its employees and stakeholders. The incumbent is primarily responsible for ensuring that the Ministry's fixed assets are maintained and enhanced using best practices to improve efficiency, by reducing operating costs while increasing productivity.

Key Responsibilities

Management/Administrative

- Provides Strategic leadership and direction towards the co-ordinated development of the responsibilities under portfolio namely; Transport Management, Office Management and Facilities Management;
- Develops and monitors the implementation of the Branch's Corporate and Operational Plans;
- Prepares and manages the Branch's Annual Budget and makes adjustments where necessary to avoid overruns or underutilization;
- Ensures the development/review and implementation of Operational Systems and procedures to guide the delivery of services by the respective Units within the span of control;
- Oversees the design of Work Plans and Programmes for the Branch ensuring staff is effectively utilized and productivity of the Branch optimized;
- Keeps abreast of trends and changes in Operations Management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Branch and to reduce waste in the Organization;
- Develops and implements a Succession Planning Programme to ensure continuity of skills and competencies in the Branch and personal development and career advancement of employees in collaboration with Human Resource Management Development Division;
- Ensures effective internal control systems are in place as specified in the Financial Administration and Audit (FAA) Act and various policy circulars that are issued from time to time;
- Establishes and maintains systems/programmes to foster a culture of "service and teamwork" within the Branch;
- Serves on various committees internal and external to the Ministry;
- Represents the Ministry at seminars, conferences, symposiums, etc;
- Prepares and submits Activity and other reports as requested;
- Represents the Ministry at meetings, conferences and other functions as directed;
- Provides expert advice, briefings and support to the Permanent Secretary on matters relating to the work of the Division;

- Provides expert advice and support to Permanent Secretary and Senior Managers of the MEGJC on Administrative and Security matters;
- Oversees the performance of all function areas ensuring the achievement of their performance objectives and targets and ensuring corrective action is implemented as required.

Technical/Professional

Property Management

- Develops and ensures the implementation of strategies for the conservation of utilities throughout the Ministry and other premises within the span of control;
- Manages projects for major refurbishing and/or repairs of buildings;
- Ensures the implementation of effective equipment maintenance programme ensuring they are kept in good working condition and avoid/minimize incidence of downtime;
- Designs and ensures the implementation of a Disaster Management Plan for the properties under the span of control;
- Develops Framework Agreements for service contracts as needed;
- Ensures execution of service contracts for the facilities.

Office Management

- Ensures the preservation and maintenance of a clean and attractive environment conducive to achieving the highest level of efficiency and effectiveness;
- Ensures the provision of adequate equipment and furniture for use by members of staff, visitors etc.;
- Ensures adequate maintenance schedule is put in place to minimize breakdown of equipment;
- Ensures appropriate actions are taken to refurbish or replace furniture and equipment as necessary.

Security

- Collaborates with the Security Agencies and the Ministry of National Security for the implementation and maintenance of Security Plan for MEGJC;
- Co-ordinates and acts as alternate Chair to quarterly Security Committee Meetings.

Inventory

- Ensures the implementation and maintenance of an Inventory Management System for office supplies, furniture and equipment;
- Ensures the management of the stores in providing quality service to clients.

Transport Management

- Undertakes the procurement and assignment of vehicles for MEGJC;
- Ensures the implementation of the Transport Maintenance and Utilization System;
- Ensures the implementation of Maintenance Schedule.

Human Resource

- Manages the welfare and development of staff in the Branch through the preparation of Performance Appraisals and recommendation of required Training and Development Programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Participates in the recruitment and selection of staff for the Branch and the wider Organization;
- Ensures that staff are aware of and adhere to the policies, procedures and regulations of the Branch and the Ministry.

Other responsibilities

- Co-ordinates logistics for conferences, State Visits, banquets hosted by the Government of Jamaica and co-ordinated by the Office of the Prime Minister;
- Participates in special internal workgroups and committees as requested;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Excellent leadership and management skills
- Excellent communication and interpersonal skills
- Excellent analytical and negotiating skills
- Excellent planning, organizing and presentation skills.
- Excellent judgment, decision making, and problem-solving skills.
- Strong customer orientation, teamwork and co-operation
- Well-developed Human Resource Management skills.
- Ability to communicate effectively with all types of customers, listen attentively, explain complex issues and give decisions on judgments clearly, concisely and promptly.
- Working knowledge of the Financial Administration Audit (FAA) Act
- Knowledge of the policies and operational procedures of Central Government, especially as it relates to Asset Management, Transportation Management, security and facilities/property management
- Knowledge of Building and Construction
- Sound knowledge of Government of Jamaica's procurement policies, procedures, contract management, reporting requirements.
- Knowledge of established safety and environmental standards and regulations
- Proficient in use of computer applications and Microsoft Office Suite (Word, PowerPoint, Excel);
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values

Minimum Required Qualification and Experience

- First Degree in Management Studies, Construction Management, Public Administration or related field from an accredited tertiary institution.
- At least five (5) years' experience in a middle management position in Public or Private Sector, preferably in Property Management and Office Management

2. Senior Monitoring Officer (GMG/SEG 3)

Job Purpose

Under the direct supervision of the Director, Water Monitoring, the incumbent is responsible for providing the technical services of project management, evaluation of water and wastewater systems, evaluation of Agency tender processes, the monitoring of projects executed by the Water Agencies and the Ministry to ensure cost effectiveness and conformity to design specifications, standards and Government of Jamaica (GoJ) regulations and established guidelines.

Key Responsibilities

Management/Administrative

- Contributes to the establishment of operational objectives and guidelines for monitoring activities;
- Participates in meetings, seminars and conferences pertinent to role/function;
- Contributes to the development of the Branch's Annual Budget, Strategic and Operational Plans;
- Assists with the overall development of the Ministry's plans and programmes to advance the strategic objectives of the Ministry.

Professional/Technical

- Assesses all technical proposals from the Ministry's Water Agencies and external consultants/financiers to ensure technical feasibility and consistency with Ministry and Regulatory guidelines;
- Conducts site visits to assess Ministry and Agency projects;
- Co-ordinates and monitors all Water Supply Projects and programmes;
- Collaborates with and provides guidance to external consultants;

- Represents the Ministry at Site Meetings of all projects undertaken by the Agencies of the Ministry;
- Advises the Director, Senior Director, Chief Technical Director and Permanent Secretary of possible cost overruns, delays and whether the Ministry is receiving value for money;
- Represents the Ministry on Technical Steering Committees related to project preparation and execution by Agencies;
- Works closely with the Water Sector Agencies and other key stakeholders to ensure proper co-ordination of activities in respect of project planning and execution;
- Keeps the Ministry and Agencies abreast of cost effective and efficient technologies in the construction of water supply and sewerage systems;
- Conducts investigations of planned/proposed project development sites;
- Monitors implementation of projects to ensure cost effectiveness, conformity to design specifications and standards;
- Prepares technical reports and briefs.

Human Resource

- Participates in the recruitment of staff for the Branch;
- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Prepares and conducts presentations on role of Branch at seminars and briefings, such as the Ministry's Orientation Programme.

Other Responsibilities

- Contributes to the development and revision of the Water Sector Policy and Legislation;
- Provides comments on water related issues referred to the Branch;
- Performs any other related functions as prescribed.

Required Knowledge, Skills and Competencies

- Working knowledge of the Water Sector Policy and Regulatory Framework
- Understanding and appreciation of the Ministry's policy direction
- Knowledge of the Water and Construction Sectors
- Knowledge of Project Management
- Knowledge of the GOJ Procurement guidelines and procedures
- Working knowledge of standard computer applications
- Excellent communication, presentation and interpersonal skills
- Possesses strong organizational skills.
- Possesses initiative
- Team-oriented
- Is task-oriented and results-driven
- Management, leadership and team-building capabilities

Minimum Required Qualification and Experience

- Bachelor's Degree in Civil Engineering or a related discipline.
- Training in Project Management and Monitoring and Evaluation Techniques
- Five (5) years professional experience.

Special Conditions Associated with Job

The performance of functions requires extensive road commute and site visits.

Applications accompanied by résumés should be submitted **no later than Thursday, 26th November, 2020 to:**

**Senior Director
Human Resource Management & Development
Ministry of Economic Growth & Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5.**

Email: human.resources@megjc.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer