



**CIRCULAR NO. 22/2020**  
**File No. 310/04** <sup>III</sup>

9<sup>th</sup> November, 2020

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of **Market Supervisor (GMG/AM 3)** in the **Trelawny Municipal Corporation** salary range \$1,181,789 – \$1,404,775 per annum and any allowance(s) attached to the post:

***Job Purpose:***

The Incumbent has the overall responsibility for overseeing the operations of the markets that fall under the purview of the Municipal Corporation including the Falmouth and Clarks Town Markets.

***Job Responsibilities:***

- Ensuring that the regulations made under the Parochial Market Act are observed at all markets operated by the Corporation.
- Supervising Market Clerks and other members of staff and give general and detailed directive in respect of the discharging of their duties
- Ensuring that members of the market staff are fully conversant with their duties.
- Regulating the placement of vendors so as to ensure that available places in the markets are fully used and take reasonable practical measures where feasible to minimize congestion.
- Reporting any adverse circumstances that may be affecting the good and efficient conduct of a market and where possible, make such recommendation as may be considered desirable to improve situation.
- Instituting such measures that may be necessary to avert any possibility of misappropriation of public funds.
- Checking on all weekly returns made by the respective Market Clerks for the purpose of:
  - a) Verifying whether any shortages have been incurred;
  - b) Requiring Market Clerks who have incurred shortages to make good;
  - c) Advising yourself on the performance of the market terms of the fees collected.
- Making appropriate arrangements for the security of the markets
- Collaborating with such officers of the Corporation whose duties embrace the operation of the market, e.g. officers from the Roads & Works Department Public Health and Public Cleansing Departments and officers from the Chief Executive Officer's (CEO) office.
- Ensuring that all records relating to the operation of the markets are kept up to date.
- Ensuring that market Clerks report promptly any mishap that could involve the Corporation in liability and where necessary, investigate the details of these mishaps.
- Carrying out such checks as may be deemed necessary to ensure that:
  - a) Correct assessment of articles is made
  - b) Correct fees are paid
  - c) All vendors are issued with tickets
  - d) No unauthorized or irregular collection is made
- Recommending leave applications for all market staff.
- Consulting with CEO of the Corporation or such officers as he/she may depute for this purpose in respect of any matter relating to the operation of the markets and always report promptly to the CEO any evidence of irregularity or dishonesty.
- Taking appropriate steps to settle dispute that may arise between market staff and members of the public, bearing in mind that the staff is expected to act in courteous and respectful manner in the discharge of duties.
- Ensuring that a high level of discipline is maintained by members of the market staff.

- Preparing monthly reports on the performance of each market and provide adequate explanations for significant variance from projected targets and budgets.
- Keeping an inventory of equipment in the markets.
- Inspecting facilities and preparing periodic reports base on the requirement of the Corporation.
- Carrying out any other relevant duties assigned by the CEO of the Corporation.

***Education/Special Requirements***

- Diploma in Business Administration or its equivalent and two years relevant experience in this field.
- Excellent Human Relation, Management and Communication skills.
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***Experience***

- A minimum of three (3) years experience
- Good understanding of market operations
- Knowledge of market principles and practices

Applications accompanied by resumes should be submitted **no later than 27<sup>th</sup> November, 2020** to:

**Secretary  
Local Government Services Commission  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4**

**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 Municipal Corporation and brought to the attention of all eligible officers.**



M. Martinez (Mrs.)  
Secretary  
Local Government Services  
for Chief Personnel Officer

Chief Executive Officer:  
KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,  
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine