



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 300**

**OSC Ref. C.6272<sup>14</sup>**

**23<sup>rd</sup> 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 be assigned to the post of **Property Maintenance Officer (SOG/ST 4) (Not Vacant)** in the **Administration and Special Services Division, Office of the Prime Minister (OPM)**, salary range \$1,061,136 - \$1,261,358 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Facilities Manager, the Property Maintenance Officer is responsible for the maintenance and upkeep of the grounds of properties of the control of the Office of the Prime Minister to include Vale Royal, Office of the Leader of Opposition and OPM Western Region Office.

### **Key Responsibilities**

- Prepares and monitors work schedules/plans for the Landscaping Team;
- Assists with the preparation of Time Sheets for Ground Staff;
- Assists with the preparation of bid documents and the recommendation of contractors/consultants for landscaping and related projects;
- Periodically examines work methods and identifies and recommends ways for improving productivity where necessary;
- Inspects grounds to ensure they are maintained according to established procedures and quality standards;
- Organizes the collection of garbage from all properties under the span of control;
- Liaises with agricultural farm shops/stores and nurseries for the procurement of planting materials and supplies and the servicing of farm equipment;
- Oversees the preparation and detailing of grounds for functions;
- Liaises with and provides technical advice to the Agencies of the Office of the Prime Minister and advisory bodies on landscaping and maintenance of grounds;
- Monitors supplies/materials to ensure that adequate supply of plants, planting material, chemical and fertilizer are available for use;
- Assists with the logistics for conferences hosted by the Government of Jamaica and co-ordinated by the Office of the Prime Minister and associated Agencies.;
- Provides leadership to staff through objective setting, delegating, and communicating.

### **Required knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Integrity and confidentiality
- Strong leadership and management skills
- Excellent interpersonal and customer relations skills
- Excellent time management skills
- Good planning and organizing skills
- Networking and relationship-building skills and ability to function as a team player
- Demonstrates initiative and creativity
- Displays emotional resilience and the ability to withstand pressure on an on-going basis
- Strong analytical, decision-making and problem-solving skills
- Knowledge of landscaping techniques
- Knowledge of planting materials, chemicals and fertilizers
- Sound knowledge of safety regulations and programmes.
- Ability to operate agricultural equipment – (tractor, lawn mower, weed wacker etc.)

- Proficient in relevant computer and software applications - AutoCAD and Microsoft Office Suite (Word, Excel, PowerPoint).

#### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Agricultural Science from a recognized tertiary institution;
- At least two (2) years' experience in a similar position;
- Experience working with agricultural chemicals.

**OR**

- Associate of Science Degree or Diploma in Agricultural Science from a recognized tertiary institution;
- At least four (4) years' experience in a similar position;
- Experience working with agricultural chemicals.

#### **Special Conditions Associated with Job**

- Holder of a valid General Driver's Licence.

Applications accompanied by résumés should be submitted **no later than Friday, 4<sup>th</sup> December, 2020 to:**

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

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

**Please note that only shortlisted applicants will be contacted and that previous applicants should not re-apply.**

**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**