



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
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CIRCULAR NO. 27/2020
File No. 310/04 III

21st December, 2020

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of **Administrator (GMG/AM 2)** in the **St. Mary Municipal Corporation** salary range \$986,421 – \$1,172,544 per annum and any allowance(s) attached to the post:

Job Purpose:

Under the direction of Superintendent- Roads and Works, the Administrator has the responsibility for the overall administrative functions of the Roads and Works Department.

Job Responsibilities:

- Administers and organizes work vehicle fleet
- Reports any damage or claim on fleet of vehicles
- Prepares documents to be procured
- Ensures that copies of all Records are sent for filing on the Personal files
- Maintains manual and electronic records of the Itineraries for Travelling Officers
- Organizes filing of estimates, reports and projects document
- Follows up by telephones/letters to the Ministries/Department/Agencies on behalf of the Superintendent
- Performs as Secretary to Public Health and Solid Waste Management Committee
- Compiles all letters and memorandum from decisions taken at the above-mentioned meeting and follow up where necessary
- Prepares punctuality reports for Officers
- Maintains a register (manual/electronic) of all projects being taken by the department and compile status reports in collaboration with the officer overseeing same

Key Competencies:

- Knowledge of procurement procedures/project management
- Ability to work under pressure
- Good oral and written communication skills
- Ability to work on own initiative

Qualification:

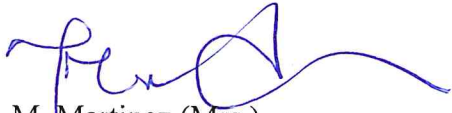
- The incumbent should possess a Diploma in Business Administration or Associate of Science Degree in Business Management/Business Administration, Management Studies from a recognized tertiary institution
- Certificate in Project Management would be an asset

Applications accompanied by resumes should be submitted **no later than 15th January, 2021** to:

Secretary
Local Government Services Commission
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd 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