



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 332**

**OSC Ref. C. 5850<sup>12</sup>**

**16<sup>th</sup> December, 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 **Director, Property Management (GMG/SEG 2) (Not Vacant)** in the **Ministry of Economic Growth and Job Creation**, salary range 2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Director, Facilities and Property Management, the Director, Property Management is responsible for the overall maintenance of all properties and buildings occupied, leased, or owned by the Ministry. In addition, the incumbent collaborates with the Projects and Technical Services Unit in managing the construction of new buildings as well as the refurbishing of all existing buildings. The incumbent also co-ordinates duties for infrastructural and civil works programmes to include tendering and specification development.

### **Key Responsibilities**

- Participates in the strategic, corporate and operational planning process for the Facilities, Property Management Branch;
- Participates in the development and maintenance of the Management Plan for the Ministry's property assets;
- Develops and monitors the implementation of the Property Section's Operational Plan;
- Develops the Budget for property/estate function;
- Provides technical advice/guidance to the Permanent Secretary, Principal Directors and Directors on property management and maintenance issues;
- Participates as a panellist in the selection of contractors;
- Manages construction/refurbishing project issues, budget and schedules;
- Represents the Ministry at meetings, conference and related fora;
- Participates in the review and critique of proposed changes to engineering standard, policies or details;
- Participates in tender reviews and preparation of reports;
- Administers the operation and upkeep of the Ministry's physical facilities;
- Conducts research and surveys to gather field data in order to identify and assess Ministry wide property renewal and maintenance needs;
- Co-ordinates the development of intra-divisional processes to ensure an integrated approach to facility renewal and modernization;
- Prepares and schedules rehabilitations and maintenance works;
- Co-ordinates modification and modernization of the facilities and buildings to ensure projects are completed on time and within budget.
- Implements strategies for continuous improvements to infrastructure and other property needs;
- Develops and implements preventive maintenance schedules in order to yield optimal economic benefits from facilities;
- Advises the Director, Facilities and Property Management and the Corporate Services Director on the funding needs to adequately maintain the physical facilities and property of the Ministry;
- Ensures that basic amenities such as water, electricity, and telephone services are always available at the facilities;
- Collaborates with the Projects and Technical Services Unit on building improvements, renovations or refurbishments;
- Advises on issues related to relocation and leasing;
- Inspects repairs undertaken to ensure consistent quality and, where there are discrepancies, gives instructions for improvements to be made;
- Assesses the condition of buildings, furnishing, electrical and other equipment and tools and recommends repair/replacement;

- Ensures that routine and emergency repairs are promptly undertaken and that established procedures are adhered to;
- Drafts contract documents in consultation with the Director, Facilitates and Property Management and the Senior Legal Officer;
- Prepares engineering analysis of projects to include preliminary design, calculate, life cycle cost and equipment selection;
- Prepares and interprets blueprint, schematic drawing, pay-outs and other visual aids;
- Prepares technical construction specifications which include design technical drawing sketches;
- Manages construction documents printing process;
- Monitors the activities of contractors to ensure timely delivery of projects;
- Participates in the preparation of standards and guidelines for casual works;
- Performs routine evaluation of proposals per contractual works;
- Supervises the construction of projects to ensure buildings constructed are in accordance with drafted plans;
- Oversees the maintenance of buildings and other infrastructure of the Ministry;
- Conducts safety compliance inspections and conditions surveys for civil works projects;
- Prepares basic structural designs, works drawing and specifications in collaboration with the Projects and Technical Services Unit;
- Prepares maintenance schedules for the Ministry's buildings and properties within accepted timelines and supervise timely responses/implementation;
- Supervises the maintenance and repairs of properties and buildings;
- Provides status reports on the Ministry's properties within agreed timelines.

### **Required Knowledge, Skills and Competencies**

- Good project planning Skills
- Good knowledge of GOJ Procurement Policies and Guidelines
- Knowledge of contract administration
- Proficiency in computer applications including Auto CAD and Microsoft Applications
- Competent in designing and interpreting engineering drawing, briefs, diagrams
- Good knowledge of safety regulations and programmes.
- Good knowledge of engineering works
- Good knowledge of The National Building Code
- Good oral and technical report writing skills
- Good customer relations and interpersonal skills
- Good time management skills
- Good negotiating skills
- Good planning and organizing skills
- Good analytical and problem-solving skills

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

First Degree in Operation Management/Construction Management/Civil Engineering/Land Valuation or related Degree in a Built Environment discipline  
Three (3) years' experience in Civil Works or in a related field;

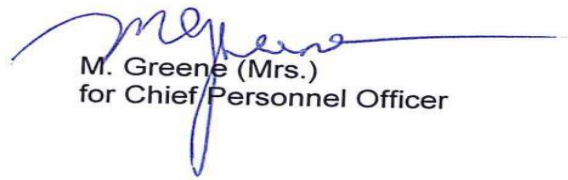
Applications accompanied by résumés should be submitted **no later than Wednesday, 28<sup>th</sup> December, 2020 to:**

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

Email: [human.resources@megjc.gov.jm](mailto: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.**



M. Greene (Mrs.)  
for Chief Personnel Officer