



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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23rd February, 2021

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 **vacant** post of **Director, Administration and Special Services (GMG/SEG 5)** in the **Administration and Special Services Division, Office of the Prime Minister**, salary range \$3,564,000 - \$4,236,476 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Permanent Secretary, the Director, Administration and Special Services, is responsible for ensuring that:

- The Division develops and implements policies and procedures that support the achievement of the Ministry's Strategic Objectives;
- The Divisions/Units within the Ministry are provided with effective and efficient services thereby enabling them to achieve their objectives and targets.

The Director, Administration and Special Services, also provides expert advice to the Cabinet Secretary/Permanent Secretary (through Shared Services) and Permanent Secretary on all matters relating to Administration and Special Services, ensuring their responsiveness to the changing needs and requirements of the respective Ministries.

Key Responsibilities

The duties and responsibilities include but are not limited to the following:

- Provides strategic leadership and direction for the co-ordinated development of the responsibilities under portfolio;
- Supports the Permanent Secretary and the Cabinet Secretary/Permanent Secretary in the execution of his/her responsibilities to achieve the objectives of the respective Offices;
- Prepares and manages the Division's Annual Budget and adjusts, 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;
- Assumes responsibility as a member of the Executive Body of the Office of the Prime Minister who collectively is responsible for providing leadership and guiding the strategic direction and overall achievements of its Policy Agenda;
- Ensures effective internal control systems are in place as specified in the Financial Administration and Audit (FAA) Act, GOJ Procurement Guidelines, the Access to Information Act, Public Bodies Management Act and various policy circulars that are issued from time to time;
- Prepares submissions to the Public Procurement Commission and to Cabinet as required;
- 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;
- Designs and ensures the implementation of a Disaster Risk Management Plan for the properties under the span of control;
- Develops/Reviews Framework Agreements for service contracts as needed;
- Collaborates with the Security Agencies and the Ministry of National Security for the implementation and maintenance of a Security Plan for the Office of the Prime Minister;
- Co-ordinates and acts as alternate Chair to Security Committee meetings;
- Conducts seminars and workshops on Procurement Procedure for OPM and related Agencies;
- Ensures the establishment of systems and procedures to manage the efficient processing, filing and retrieval of the Ministry's records;
- Ensures the efficient and effective management of the social events and functions hosted by

the Prime Minister, Ministers of Government assigned to OPM and on behalf of the Office of the Prime Minister and the Office of the Cabinet;

- Ensures the implementation of the transport maintenance and utilization system;
- Co-ordinates logistics for conferences, State visits and Banquets hosted by the Government of Jamaica and co-ordinated by the Office of the Prime Minister.

Required Knowledge, Skills and Competencies

- Excellent interpersonal, leadership and management skills
- Excellent analytical, negotiating, planning, organizing and presentation skills
- Excellent judgment, decision-making, and problem-solving skills
- Strong customer orientation
- Well-developed Human Resource Management skills
- Ability to communicate effectively with all types of customers, listen attentively, explain complex issues and give decisions on judgements clearly, concisely and promptly
- Knowledge of Government policies and procedures
- Working knowledge of the FAA Act
- Sound knowledge of safety and security management
- Sound knowledge of motor vehicle maintenance
- General knowledge of property management, building and construction management
- Sound knowledge of procurement and inventory management
- Sound knowledge of Government of Jamaica's procurement policies, procedures, contract management, reporting requirements
- 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

- Master's Degree in Management Studies, Public Administration or related field from an accredited tertiary institution;
- Five (5) years' experience in a senior management position in the Public or Private Sector;
- Experience in Administration and Corporate Services, managing large procurement;
- Demonstrated experience in achieving significant organizational change and improvements.

Special Conditions Associated with the Job

- Will be required to travel to meetings/workshops at Offices off-site;
- Will be required to work extra hours, on week-ends and public holidays, when the need arises.

Applications accompanied by résumés should be submitted **no later than Monday, 8th March, 2021 to:**

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

Email: jobs@opm.gov.jm

Further details of the post may be obtained from the Human Resource Development and Management Division.

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.


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