



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 46** **OSC Ref. C.4858<sup>37</sup>**

3<sup>rd</sup> 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 **Office Manager (GMG/SEG 1)** in the **Facilities and Property Management Branch, Ministry of Agriculture and Fisheries**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the direction of the Director, Facilities & Property Management (GMG/SEG 4), the Office Manager (GMG/SEG 1) provides support services in the areas of Office management and general services that will enhance the Ministry's capabilities to carry out its various functions effectively and efficiently.

#### **Key Responsibilities**

##### **Management/Administrative**

- Contributes to the preparation of the Budget and Corporate Plan for the Unit;
- Liaises with the Procurement Unit and Final Accounts to ensure that bills submitted from suppliers of goods and services are processed and payments made;
- Prepares and submits reports.

##### **Technical/Professional**

- Provides suitable office accommodation for all members of staff;
- Liaises with Department Heads for the purchase of new office furniture/equipment or to arrange for the repairs/service same;
- Arranges for the disposal of unserviceable office furniture/equipment;
- Oversees the establishment and maintenance of inventory of all office furniture/equipment;
- Establishes and maintains proper sanitation measures for the Ministry of Agriculture and Fisheries;
- Ensures that stationery/printing/cleaning supplies, first aid and toiletries are provided in adequate supply;
- Monitors a Messenger Service for the Ministry and rotate staff from time to time to ensure efficiency;
- Prepares and submits information to facilitate payment of Tailoring Allowances and safety clothing for relevant staff.

##### **Human Resource Management**

- Oversees the preparation and maintenance of leave records for employees;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division in collaboration with the Human Resource Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other related duties which may be assigned from time to time.

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

### **Core**

- Strong leadership skills
- Good interpersonal skills
- Good oral and written communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills
- Ability foster team work
- Ability to motivate employees
- Good planning, organizing and coordinating skills

### **Technical**

- Sound knowledge of office management
- Sound knowledge of inventory management
- Good knowledge of procurement procedures
- Basic knowledge of Budget preparation
- Good knowledge of Human Resource Procedures
- Report writing skills
- Records Management skills
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of the relevant software application

## **Minimum Required Qualification and Experience**

- First (1<sup>st</sup>) Degree in Public Administration, Management Studies or other related disciplines
- One (1) year experience in a related field

**OR**

- Associate Degree/Diploma in Public Administration or other related disciplines
- Three (3) years' experience in a similar capacity

**OR**

- Certificate in Public Administration or other related disciplines
- Five (5) years' experience in a similar capacity

Applications accompanied by résumés should be submitted **no later than Tuesday, 16<sup>th</sup> February, 2021 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

Email: [hrm@micaf.gov.jm](mailto:hrm@micaf.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.**



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