



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 140

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28th April, 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 be assigned to the post of **Director, Office Services, Utilities and Energy Management (GMG/SEG 1) (Not Vacant)** in the **Office Services, Utilities and Energy Management Unit of Ministry of Labour and Social Security**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the **Director of Administration (GMG/SEG 4)** the **Director of Office Services Utilities and Energy Management (GMG/SEG 1)** provides support services in the areas of Office Management, General Services and Utility Management and Energy Conservation, which will enhance the Ministry's capabilities to carry out its various functions effectively and efficiently.

Key Responsibilities

Management/Administrative

- Contributes to 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;
- Plans, develops, implements and monitors Disaster Preparedness Programme for the Ministry of Labour & Social Security;
- Advises and makes recommendations to Director, Administration on policy matters affecting disaster preparedness;
- Participates in the Strategic Planning, Operational Plans for the Division;
- Assists with the development of Energy Conservation Systems and policies;
- Plans, develops, implements and monitors Utility Programme for the Ministry of Labour & Social Security;
- Facilitates the procurement of PBX systems for island wide Parish Network;
- Represents the Ministry at conferences and seminars;
- Advises and makes recommendations to Director, Administration on policy matters energy conservation and utility related matters;
- Participates in the development and implementation of an effective energy conservation system;
- Manages and monitors the Ministry's Telecommunication Systems to ensure efficient delivery of system.

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 Labour & Social Security;
- Ensures that stationery/printing/cleaning supplies, first aid and toiletries are provided in adequate supply;
- Monitors the Messenger Service for the Ministry and rotates staff from time to time to ensure efficiency;
- Prepares and submits information to facilitate payment of tailoring allowances and safety clothing for relevant staff;

- Prepares and circulates operation manuals on energy conservation for all members of staff of the Ministry;
- Ensures the Ministry is provided with proper telephone services by liaising with Telecommunication providers;
- Represents the Ministry at conferences and seminars and gather information on energy conservation and disaster preparedness;
- Ensures that all utility bills are paid;
- Follows up and ensures that outstanding utility bills are paid in order to alleviate disconnection of services;
- Monitors Energy Conservation Programme and ensures regular inspection of offices;
- Maintains records of Energy Conservation programmes;
- Prepares reports on programmes implemented for the Director, Administration;
- Reconciles utility bills with statements from respective companies and follow up with the Finance and Accounts Division for payments;
- Monitors and manages the Ministry's Closed User Group (CUG) services to ensure efficiency;
- Oversees the installations of phone lines and instruments.

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.

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 to foster team work
- Ability to motivate employees
- Good planning, organizing and co-ordinating skills
- Good analytical and problem-solving 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
- Excellent knowledge of energy saving methods

Minimum Required Qualification and Experience

- First Degree Public Administration, Business Administration, Management Studies or other related disciplines
- Three (3) years' related experience in a similar capacity
- Certification in Supervisory Management

Applications accompanied by résumés should be submitted **no later than Tuesday, 11th May, 2021 to:**

**Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**