



CIRCULAR No. 127
OSC Ref. C.6222⁸

15th 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/fill the following posts in the **Post and Telecommunications Department**:

1. **Regional Manager (PTO/PMA 6) (Port Maria) – (Vacant)**, salary range \$1,725,427 - \$2,050,991 per annum and any allowance(s) attached to the post.
2. **Assistant Human Resource Officer (GMG/AM 3) (Leave) – (Not Vacant)**, salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.

1. **Regional Manager (PTO/PMA 6)**

Job Purpose

Under the direct supervision of the Eastern Regional Co-ordinator, the Regional Manager oversees (to conduct investigations, department enquiries, internal audits in) all Post Offices and Postal Agencies locations within the Region, ensuring that the policies and standards are maintained and that objectives of the Region are in alignment with the overall objectives of the Department.

Key Responsibilities

Management/Administrative:

- Advises and makes recommendations to the Regional Co-ordinator on Postal Operation;
- Participates in the Strategic Planning and Operational Plans for the Department;
- Assists with the development of the Operational Plan for the Region;
- Collaborates with direct reports in developing Individual Work Plans;
- Liaises with members of Parliament in relation to Post Offices and Agencies in their constituency;
- Visits Post Offices within the Region to provide managerial support and to streamline activities;
- Monitors the performance of Post Offices in the Region to ensure compliance to regulations and to determine the quality of the service being offered;
- Attends Departmental Meetings and reports on Regional activities and provides feedback to Branch Managers;
- Convenes meetings with Senior Officers in the Region to ensure effective and efficient management in Post Offices;
- Certifies Travel Claims for officers under supervision;
- Keeps abreast with trends and best practices in Postal Management and Operations;

Technical/Professional

- Provides leadership and directions within the Region to ensure organizational standards and policies are maintained and followed;
- Develops Regional Programmes aimed at promoting Postal Services, client and community integration and development;
- Assists with the development, implementation and review of the Post Office Standard Operation Procedural Manual and ensures compliance with stipulated guidelines;
- Provides guidance to the Region in the implementation of all Postal and Commercial Service Operations;
- Conducts surprise and routine assessments (Audits) of Post Offices and Postal Agencies, which include the review/examination and/or reconciliation of:

- Cash and Stock
 - Records and Bank Lodgments
 - Daily Sales Records
 - Postage and National Insurance Scheme (NIS) Stamp Stock and Postal Orders
 - Value and General Receipt Books
 - Deposit, Revenue and Commercial Cash Books
 - Import Duty, GCT Customs Clearance Fee, Environmental Levy, Customs User, Administrative and Storage Fees
 - Registered Letters and Parcels
 - Inventory of Records
- Implements systems of control for Revenue collected, cash disbursed and security of cash, staff and facilities;
 - Monitors the request for Imprest cash;
 - Remits excess cash and sends to Miscellaneous Revenue Account;
 - Ensures that shortages are made good immediately;
 - Ensures that all vaults are embedded as instructed by the Financial Administration and Audit Act (FAA Act);
 - Conducts periodic checks of mail van to ensure compliance with Road Traffic Act;
 - Recommends and implements rationalization of the Post Office Network to ensure efficiency and effectiveness in mail delivery;
 - Assists with the continuous review of Postmen Districts;
 - Assists with the implementation of strategies to monitor local mail delivery;
 - Receives, process, investigates and responds to correspondence on postal activities falling under purview;
 - Participates in preparation of World Post Day activities;
 - Provides support to training development on operational areas;
 - Provides support in the monitoring and assessment of customer satisfaction;
 - Assesses the collection of Revenue for Private Letter Boxes and operations;
 - Collects, collates and safeguards information, data, evidence, in all its various forms and disseminates to those authorized on a need to have/know basis;
 - Initiates Proactively/reactively investigations solely and/or co-operatively into breaches of, but not limited to, the State's, Government's and the Department's various rules and regulations, FAA Act, illegal activities and misuse within the Nation's Postal System.

Human Resource Management

- Participates in the recruitment, transfers, and promotions of staff for the Region;
- Ensures the developmental and welfare needs of the staff are identified and addressed within the Region;
- Reviews, monitors and evaluates the performance of staff in the Region and recommends corrective actions where necessary;
- Recommends the assignment/reassignment of staff across post offices ensuring staff is effectively utilized and productivity optimized;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Regional's and Department's goals;
- Fosters an atmosphere of trust and high ethical and confidentiality standards;
- Engages in local Succession Planning with a view to support Human Resource Strategic objectives;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Knowledge of Universal Postal Union Standards
- Knowledge of Post Office Act (1941)
- Knowledge of the Postal Industry and its Operations
- Knowledge of the Government/Department's policies and procedure
- Knowledge of the (FAA Act)
- Knowledge of the Staff Orders

- Knowledge of the Public Service Regulations
- Good Records Management skills
- Highest level of integrity is exercised and maintained
- Excellent leadership skills
- Good oral and written communication skills
- Good analytical and critical thinking skills
- Good planning and organizational skills
- Good problem solving & decision making skills
- Good use of initiative
- Good interpersonal skills
- Adaptability
- Teamwork and Co-operation
- Managing External Relationships
- Customer and quality focus

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Administration/Management Studies, Business Administration or equivalent;
- Three (3) years' work experience, one (1) of which should be at the management level

Special Conditions Associated with the Job

- High risk environment;
- Extensive travelling;

2. Assistant Human Resource Officer (GMG/AM 3)

Job Purpose

The Assistant Human Resource Officer (Leave) is responsible for providing administrative support by processing all leave applications and maintaining leave records.

Key Responsibilities

Administrative:

- Prepares Individual Work Plan;
- Prepares status and other reports;
- Attends meetings, conferences and other fora as required;
- Keeps staff abreast of Human Resource policies and regulations.

Technical:

- Computes and processes all types of leave; prepares Leave Records and approval/non-approval letters;
- Ensures that leave records are kept up-to-date and are easily retrievable;
- Provides advice to managers and staff on all types of leave;
- Checks and responds to staff queries/concerns regarding leave eligibility;
- Prepares and circulates notices to staff regarding their maximum of Vacation Leave eligibility;
- Prepares Departmental and Vacation Leave Rosters;
- Monitors Attendance Registers by updating and drawing red lines daily to indicate officer's unpunctuality;
- Prepares leave information to support submissions (accumulation of Vacation Leave, payment in lieu of Vacation Leave, Special Sick Leave, Study and No-pay Leave) for Human Resource Committee meetings;
- Prepares final leave computations for transfers, resignation and retirement for submission to the relevant stakeholders for continued use, verification and payment as required.

Required Knowledge, Skills and Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services;
- Good knowledge of Government of Jamaica leave administration practices;
- Good oral and written communication skills;
- Good planning and organizational skills;
- Ability to work with others in the pursuit of team goals.

Minimum Required Qualification and Experience

- Associate of Science Degree in Human Resource Management, Business Administration or related discipline from a recognized tertiary institution; plus
- A minimum of two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

Applications accompanied by résumés should be submitted **no later than Wednesday, 28th April, 2021 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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**