



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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21st 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 fill the vacant post of **Transport and Security Manager (GMG/AM 4)** in the **Facilities and Property Management Branch, Ministry of Economic Growth and Job Creation** salary range \$1,410,802 – 1,677,000 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Director, Transport, Security and Emergency Management, the incumbent is responsible for the effective management of the Ministry's Motor Vehicle Fleet and Security Operations in accordance with Ministry policies and objectives and in compliance with established Government Regulations.

Key Responsibilities

Management/Administrative

- Participates in the development of a set of objectives and standards to guide the operations of the Transport Management Unit;
- Develops an Annual Budget for the Unit and contributes to the Budget for the Administration Division;
- Prepares Individual Work Plan and Schedules for staff;
- Delegates and oversees the functions of reports;
- Attends meetings pertinent to the role and function of the Transport Management Unit;
- Prepares Operational Reports.

Technical/ Professional

- Ensures secure custody of the Ministry's Motor Vehicle Fleet;
- Ensures that all motor vehicles within the Ministry's fleet meet the established Standards of fitness and safety and are appropriately registered and insured;
- Develops Procedural Manuals for the charting of relevant transportation related processes and procedures;
- Oversees the servicing and proper maintenance of motor vehicles;
- Conducts audits of motor vehicle equipment and accessories and ensures maintenance of an up-to-date Inventory;
- Arranges for Board of Survey to conduct inspections on motor vehicles;
- Ensures appropriate and valid licenses for driving personnel and that only designated/authorized personnel accesses and operates vehicles;
- Provides advice to the Ministry on all protective security matters;
- Develops the Ministry's Protective Security Strategy and Risk Assessment Framework;
- Liaises regularly with the Ministry of National Security to ensure that the Ministry's Protective Security Strategy and Security Standards are in line with overall GoJ Standards;
- Establishes, reviews and updates physical, personnel and information security standards and inspection protocols/procedures;
- Conducts periodic audits/inspections to ensure physical, personnel and information security standards are being met;
- Monitors trends in security breaches, recommends and co-ordinates implementation of remedial action;
- Sensitizes staff and stakeholders regarding protective security measures and their responsibilities in ensuring security standards are maintained, including the development and delivery of training in protective security matters;
- Carry out site surveys to assess the physical security needs of all Ministry facilities;
- Assists Divisions to draw up Security and Risk Management Plans, and identifies remedial action to address weaknesses in security arrangements;

- Manages the Camera System of the Ministry;
- Manages the Service Contracts with Private Security Companies;
- Monitors implementation of the Ministry's policy for handling firearms at the Ministry;
- Conducts investigations in co-operation with Government Agencies to determine causes of transportation accidents and to improve safety procedures;
- Maintains Filing System for all transactions undertaken by the Transportation and Security;
- Checks and verifies data for the issuance of Tax Withholding Certificates.

Required Knowledge, Skills and Competencies

- Good supervisory skills
- Good oral and written communication and interpersonal skills
- Responsible and dependable
- Team and results oriented
- Problem solving and decision making skills
- Possesses initiative and confidentiality
- Sound knowledge of protective security issues
- Excellent knowledge of transport and security systems and processes
- Negotiating skills
- Knowledge of the provisions of law in relation to motor vehicle operation and security
- Knowledge of the operational procedures of Central Government, and particularly those in relation to transportation and security management
- Experience in the use of standard computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies/Public Sector Management/Public Administration Management
- Training in Security Management
- Training in Supervisory Management
- Holder of a General Driver's Licence
- Two (2) years related working experience
- Diploma/Certificate in Mechanical Engineering or Auto-Mechanics would be an asset

OR

- Associate Degree/ Diploma in Management Studies/Public Sector Management
- Training in Security Management
- Training in Supervisory Management
- Holder of a General Driver's Licence
- Four (4) years related working experience
- Diploma/Certificate in Mechanical Engineering or Auto-Mechanics would be an asset

Applications accompanied by résumés should be submitted **no later than Tuesday, 4th May, 2021 to:**

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

Email: 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.



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