



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 154** **OSC Ref. C. 6276<sup>12</sup>**

10<sup>th</sup> May, 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 following posts (**Contract Basis**) in the **Rural Electrification and House-wiring Branch, Ministry of Local Government and Rural Development**:

1. **Director, Rural Electrification and House-wiring (SOG/ST 9)**, salary range \$3,127,032 - \$3,717,058 per annum and any allowance(s) attached to the post.
2. **Technical Project Officer (Construction Engineer) (SOG/ST 7)**, salary range \$2,028,736 - \$2,411,529 per annum and any allowance(s) attached to the post.
3. **Technical Project Officer (Design Engineer) (SOG/ST 7)**, salary range \$2,028,736 - \$2,411,529 per annum and any allowance(s) attached to the post.
4. **Technical Project Officer (Renewable Energy Engineer) (SOG/ST 7)**, salary range \$2,028,736 - \$2,411,529 per annum and any allowance(s) attached to the post.
5. **Project Accountant (FMG/PA 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
6. **Office Services Administrator (GMG/SEG 1)**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
7. **Administrative Officer (GMG/AM 4)**, salary range \$1,410,802 – \$1,677,000 per annum and any allowance(s) attached to the post.
8. **Material Inventory Supervisor (PIDG/RIM 3)**, salary range \$897,182 – \$1,066,467 per annum and any allowance(s) attached to the post.
9. **Office Attendance (LMO/TS 1)**, salary range \$9,405 – \$10,641 per week.
10. **Groundsman (LMO/TS 1)**, salary range \$9,405 – \$10,641 per week.

#### **1. Director, Rural Electrification and House-wiring (SOG/ST 9)**

##### **Job Purpose**

Under the direction and the leadership of the Permanent Secretary, the Director, Rural Electrification and House-wiring takes lead in energy project design specifications, administration and implementation. The Director is therefore responsible for co-ordinating and managing projects to achieve intended objectives/outcomes and deliver efficient services in areas of design specifications and requirements; administration of projects implementation; overseeing the management of projects to smooth conclusion; and the thorough co-ordination of various stakeholders. The Director will also work closely with the Director of Finance to ensure that project accounts are managed and executed as per agreement and Government guidelines and policy initiative. Additionally, the Director ensures community stakeholder engagements to facility implementation and to encourage formal access to electrical infrastructure and other energy solutions.

##### **Key Responsibilities**

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

- Ensures the implementation of projects/programmes under the instructions and guidance of the Permanent Secretary;

- Collaborates with the Technical Project Officers to determine scope, design specification and Budget for approval;
- Ensures the necessary approval/sign-off for the project proposals by the relevant Technical Team/Permanent Secretary;
- Reviews project proposal/design and briefs/TORS and determine project implementation schedule and timelines with contractors in collaboration with relevant Managers and Stakeholders,
- Translates requirement for Service Energy Solutions Systems updates, expansion of services and the incorporation into the National Grid through consultations with key stakeholders;
- Oversees project implementation ensuring effective communication among the Team through the conduct of meetings and effective issues management mechanism to address issues that may arise in a manner that minimizes disruption to the overall project timeline, cost and benefit;
- Implement systems to monitor the work of Project Teams to ensure they operate within established standards and timelines;
- Adjudicates problems/issues that may arise, and makes decisions within scope of the project or escalates early to next level of management in order to minimize potential disruption to project;
- Monitors project deliverables ensuring they are on target and within the Budget; revises schedule and reports early any potential deviation in order that timely adjustments and reporting can be made;
- Co-ordinates project 'close out activities' ensuring that project deliverables have been realised;
- Prepares relevant close out documents for approval and participates in close out exercise;
- Co-ordinates post-completion evaluation including documenting experiences gained on projects as feedback for future use;
- Participates in the contract tendering process and the evaluation and selection of service providers as required;
- Maintains effective relationship with stakeholders throughout the administration and implementation of projects;
- Contributes to the preparation of technical papers, Cabinet Submissions and other technical documentation;
- Prepares proposals for the provision of services to potential clients as part of business development opportunities;
- Keeps abreast of energy solution trends and makes recommendations as appropriate for adapting/implementing solutions especially in cases where they may reduce cost and enhance the potential of implementation in areas where traditional solutions may not be possible;
- Assists in the development of proposals for capital projects and provides relevant information to support negotiations with national and international Agency partners in securing financial and technical assistance for the projects;
- Develops proposals and executes end to end for special projects as assigned;
- Participates in the procurement of the services of consultants, equipment and supplies to support in the management and implementation of projects, as necessary;
- Works with contractors to determine/agree on project changes and intervention to ensure project goals are achieved;
- Develops evaluation methods to assess programme strengths and identify areas for improvements;
- Ensures the maintenance of a database to track expenditures of all projects and provides up-to-date status of all projects being implemented by the Ministry/GOJ to ensure these are used in keeping with the project proposals and the Financial Regulations governing project funds;
- Develops a system of community engagement where Energy Solution Programmes are to be implement;
- Ensures the engagement of the Communications Unit in developing/handing over ceremonies for specified projects;
- Works with the Communications Unit to develop advertorial on Energy programmes/drives being undertaken by the Government;
- Devices system to reduce the potential of pilfer;
- Oversees the development and implementation of community sensitization sessions;
- Ensure the administration of contracts/agreements to regularize informal electricity supplies and to get household on the formal grid through the House-wiring Programmes;
- Collaborates with the ICT for the utilization of Information Technology to manage the warehouse activities ensuring synergies.

**Management/Administrative:**

- Assists with the development and monitoring of the Operational Plan and Budget for the Projects, ensuring that they are consistent with the strategic direction of the Ministry;
- Participates in the Quarterly and Annual Performance Review to assess the achievements of the Ministry and the Unit;
- Prepares and submits performance and other reports as required;
- Represents the Ministry at meetings and different fora as assigned;
- Performs any other related duty assigned by the Permanent Secretary.

**Human Resource:**

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section/Branch;
- Recommends transfer, promotion and leave in accordance with established Human Resource Policies and Procedures (approves leave etc.);
- Identifies skills/competencies gaps and contributes to the Development and Succession Planning for the Branch to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the Staff's Annual Performance Appraisals and other periodic reviews;
- Liaises with the Permanent Secretary and the Human Resource Section to foster and attend to the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

**Required Knowledge, Skills and Competencies**

- Sound project management skills
- Good Appreciation of GOJ electrification policies
- Sound technical knowledge of energy solutions
- Appreciation of design engineer with particular reference to electricals
- Good Appreciation of technical material inventory management
- Ability to work with multiple stakeholders
- Demonstrated experience in budget and financial management related to projects
- Be adept at understanding complex political and socioeconomic information
- Excellent critical and creative thinking and analytical skills
- Sound knowledge of the general operations of the machinery of Government, the role, function and operations of Cabinet and Parliament
- Excellent leadership and negotiating skills
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Ability to prioritize amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time
- Ability to manage limited resources in order to achieve challenging output targets
- The ability to work effectively in stressful and time sensitive scenarios is a critical competence.

**Minimum Required Qualification and Experience**

- Master's Degree in Business Administration, Public Sector Management or related Social Science;
- Ten (10) years' experience working in the energy production/electrical engineering field, with at least four (4) years at the Senior Management level;
- Registered Professional Engineer Certification/Licence;
- Certification in Project Management.

**OR**

- Bachelor of Science Degree in Electrical Power Engineering/Electrical Engineering or in the related field;
- Fifteen (15) years' experience in the electrical engineering field specifically - pole installation, line energizing and house-wiring projects;
- Registered Professional Engineer Certification/Licence;
- Certification/Training in Project Management.

### **Special Conditions Associated with Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- Incumbent will be required to travel island wide to protect the sites for first hand assessments and participate in community engagement sessions.

## **2. Technical Project Officer (Construction Engineer) (SOG/ST 7)**

### **Job Purpose**

Under the direction and supervision of the Director, Rural Electrification and House-wiring, the Technical Project Officer Construction Engineer is responsible for the monitoring of projects ensuring that projects are completed on time, within time and within the agreed Budget. The Project Officer therefore provides objective oversight of project implementation activities, advises the Ministry where there may need to be changes to design/scope of work and vets and recommends progress payment requests. Additionally, as part of the Technical Team, the Project Officer participates in the provision of technical expertise for tender specification and evaluation of proposals/bids for project implementation.

### **Key Responsibilities**

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

- Develops schedules to visit project being implemented to ensure robust monitoring, co-ordinates the monitoring of all projects and system designs;
- Travels island wide to various locations to verify the accuracy of engineer designs submitted for consideration/approval;
- Liaises between contractor and Ministry to facilitate requests for modification of designs;
- Conducts inspection of various projects in progress house wiring, pole line extension and other energy solution intervention;
- Patrols line under construction to ensure adherence to Industry standard and agreed specifications;
- Inspects Solar and Energy projects for adherence to agreed standards including material requirements;
- Assists with the analysis of data to inform technical specifications;
- Assists with the evaluation of technical documents and interprets proposals;
- Compares work-in-progress against project schedule timeline and standards;
- Reviews requests for progress payment by examining project status (work to date) against project deliverables/milestones;
- Prepares source documents to inform request for progress payments;
- Carries out detailed inspections of construction jobs before the GEI inspections;
- Makes request for GEI inspection and follows through;
- Performs complex engineering computations and statistical calculations;
- Interprets engineer charts and diagrams;
- Collaborates with contractors and JPSco for the de-energizing of poles to facilitate project implementation and energizing of new extensions;
- Assists with the preparation of specifications and cost estimates for projects;
- Prepares periodic reports to inform on the progress/status of projects;
- Maintains and updates the database relating to the existing electrical infrastructures and other energy solutions;
- Performs root cause analysis and makes recommendations to mitigate damage; Investigates field problems affecting customers, contractors and liaises with the Ministry/Supervisor for remedying the situation;
- Reminds contractors/consultants of JPS service requirements and Industry standards for infrastructure development/implementation;
- Assists with determining areas of construction with the use of global positioning systems;
- Assesses existing infrastructure and terrain to inform proposals;
- Prepares technical specifications for the design of traditional pole line and other energy solutions projects;
- Assesses project material requirements;
- Participates in Community Engagement sessions;
- Advices community members of impact on proposed project on their community and their involvement in the process;
- Works collaboratively with MDAs on Energy Solution Projects (e.g. energy audits);

- Facilitates adherence to established regulations and agreement as per project undertaken;
- Acts as Subject Matter Expert and provides related technical advice;
- Assist technical proposal and participates in the tender;
- Keeps abreast of Industry standards/regulations regarding energy solutions project requirements and provides advice to relevant Ministry personnel.

***Management/Administrative:***

- Participates in periodic review sessions;
- Prepares and submits performance reports/reviews;
- Attends meetings/conferences;
- Performs any other related duty assigned.

**Required Knowledge, Skills and Competencies**

- Good oral and written communication
- Expert knowledge of electrical installation standards and designs
- Good knowledge of blue print designs particularly relating to electrical engineering
- Good knowledge of overhead and underground distribution systems
- Sound knowledge of JPS distribution pole line extension policy and standard terms and condition of supply
- Knowledge of JPSCo engineering standards
- Good project management skills;
- Ability to use GPS
- Good knowledge of computer aided designs
- Ability to work with multiple personalities/stakeholders
- Good analytical skills
- Good customer engagement skill

**Minimum Required Qualification and Experience**

- Bachelor's of Science Degree in Civil Engineer, Construction Management or related area;
- Registered professional engineer;
- Certificate in Project Management;
- Four (4) years' relevant experience;
- Experience in energy producing industry would be an asset.

**Special Conditions Associated with Job**

- Travelling to effect field visits and community engagements.

**3. Technical Project Officer (*Design Engineer*) (SOG/ST 7)**

**Job Purpose**

Under the direction and supervision of the Director, Rural Electrification and House-wiring, the Technical Project Officer Design Engineer ensures that Energy Solution Project designs and supporting documentation are prepared, assessed/checked to ensure compliance with agreed design specifications. The incumbent is also instrumental in providing technical advice and support to all Renewable projects by providing technical expertise in preparation of TORs, Requests For Proposals, tender specifications and assessment of tender documents to ensure compliance with technical specifications.

**Key Responsibilities**

***Technical/Professional:***

- Conducts field visits to inform the development of technical specifications and requirements;
- Carries out surveys and feasibility studies;
- Develops sketches/drawings to inform specifications;
- Determines area of construction with the use of Global Positioning systems;
- Assesses existing infrastructure and terrain to inform proposals;

- Prepares technical specifications for the design of traditional pole line and other Energy Solutions projects;
- Develops project planning schedules;
- Prepares proposed budget/costing for projects;
- Reviews plans, diagrams and engineering designs (blue prints);
- Advices community members of impact on proposed project on their community and their involvement in the process;
- Works collaboratively with MDAs on Energy Solution projects (e.g. energy audits);
- Examines material procured by contractors to ensure adherence to tender specification and Industry standards;
- Conducts density surveys;
- Develops cost estimates for projects/wiring etcetera;
- Designs drawings/maps and engineering instructions;
- Participates in tender document reviews;
- Liaises with contractors in respect of relevant aspects of project design/adjustments to designs;
- Keeps abreast of Industry standards/regulations regarding energy solutions project requirements and provide advice to relevant Ministry personnel.

***Management/Administrative:***

- Participates in periodic review sessions;
- Prepares and submits performance reports/reviews;
- Attends meetings/conferences;
- Performs any other related duty assigned.

**Required Knowledge, Skills and Competencies**

- Good oral and written communication
- Expert knowledge of electrical installation standards and designs
- Sound knowledge of blue print designs particularly relating to electrical engineering
- Good project management skills
- Ability to use GPS
- Good knowledge of computer aided designs
- Good analytical skills
- Good customer engagement skill

**Minimum Required Qualification and Experience**

- Bachelor's of Science Degree in Electrical Engineer or related area from a recognized tertiary institution;
- Professional certification (engineering);
- Certificate in Project Management;
- Four (4) years' relevant experience.

**Special Conditions Associated with Job**

- Travelling to effect field visits and community engagements.

**4. Technical Project Officer (*Renewable Energy Engineer*) (SOG/ST 7)**

**Job Purpose**

Under the direction of the Director Rural Electrification and House-wiring, the Technical Project Officer - Renewable Energy Engineer is responsible for the management and monitoring of projects for the installation of Solar PV Systems across the island.

**Key Responsibilities**

***Technical/Professional:***

- Monitors Renewable Energy projects installation;
- Maintains good communication with contractors;
- Manages contracts to ensure compliance with contract and service agreements;
- Identifies emerging issues/risks and propose solutions;

- Manages risks and report unresolved issues in a timely manner
- Provides update on projects.

***Management/Administrative:***

- Attends site meetings with contractors and client;
- Prepares status Reports;
- Provides inputs to lead initiatives to resolve common issues or barriers to effectiveness.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Integrity
- Team Work & Co-operation
- Good Initiative
- Compliance
- Good Time Management skills
- Excellent interpersonal skills
- Adaptability
- Customer and Quality Focus

**Minimum Required Qualification and Experience**

- Bachelor's Science Degree in Electrical Engineer or related area;
- Professional certification (engineering);
- Certificate in Project Management;
- Four (4) years' relevant experience.

**Special Conditions Associated with Job**

- Required to work outside of regular business hours;
- Travel over difficult terrain;
- Travelling to effect field visits and community engagements.

**5. Project Accountant (FMG/PA 2)**

**Job Purpose**

Under the direction and guidance of the Principal Finance Officer, the Project Accountant co-ordinates the project accounting and related financial and administration activities. The Project Accountant is therefore responsible for ensuring the efficient and effective management of the day to day accounting matters, ensuring expenses are kept within the Budget, that payments are effected in accordance with contracts/agreements and stipulated guidelines and that periodic reports/statements are generated.

**Key Responsibilities**

***Technical/Professional:***

- Develops a system to maintain project related records;
- Requests authorization to access project accounts;
- Transfers expenses into and out of project related accounts;
- Ensures that contractor levy requests are accurate by checking requisite documentations and returning documents for corrections as required;
- Follows up with relevant officers, project engineers, et cetera for field verification of work against requests for payments;
- Notifies the Principal Finance Officer and Director of problems such as variance with the approved budget/costs issues;
- Prepares monthly/periodic expenditure report;
- Ensures the preparation of invoices to JPSCo for completed pole line extensions and Loss Reduction House Wiring contracts;
- Reviews contractor invoices/requests for payments;
- Reviews overhead charges to be applied to projects;

- Ensures correct updating of Journal entries;
- Oversees the maintenance of databases/records for project activities;
- Investigates project variances and submits variance reports to management;
- Investigates all project expenses not accounted for;
- Prepares Reports and seeks approval for the write off of any project related billings that cannot be billed or be collected from clients;
- Closes out project accounts upon project completion;
- Prepares reports for tax return relating to projects;
- Monitors expenditure of the projects and grants to ensure compliance agreements
- Monitors Project Funds on a daily basis;
- Performs Electronic File Transfers for payments;
- Reconciles project accounts;
- Assists with preparation of response to audit queries;
- Develops Individual Work Plan for approval;
- Provides technical guidance to on project accounting related issues.

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

#### **Core:**

- Ability to work as part of a team
- Excellent analytical and judgement
- Excellent planning and organising skill
- Detailed oriented
- Ability to investigate/interrogate accounting practices
- Sound knowledge of principles and practices of project accounting
- Sound knowledge of GOJ Guidelines/Act/Regulations pertaining to the administration of Public Sector accounting
- Excellent communicator
- Problem solving skills
- Proficiency in relevant accounting software
- Excellent interpersonal
- Ability to cope well under pressured working conditions and to meet deadlines

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University; **or**
- ACCA Level 2; **or**
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Five (5) years varied experience in accounting and financial management operations three of which should be in a project management/accounting environment.

### **Special Conditions Associated with Job**

- Work will be conducted in an Office out fitted with standard office equipment and specialized software.

## **6. Office Services Administrator (GMG/SEG 1)**

### **Job Purpose**

Under the direction and supervision of the Director, Rural Electrification and House-wiring, the Office Services Administrator co-ordinates a range of services relating to Office Administration and Procedures to ensure the efficient day to day operations of the Division. The Administrator also plans, organizes and directs the flow of work for support/ancillary services.

### **Key Responsibilities**

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

- Ensures that the Office environment is conducive to work;



- Ensures the maintenance and supply office equipment and furnishings;
- Ensures the cleaning, sanitizing and removal of office waste and that janitorial services are effected;
- Manages the commissioning of minor repairs to office furniture in accordance with the designated procedures; Liaises with Procurement to obtain suitable equipment for the Office;
- Manages the removal, relocation and placement of office furniture and equipment as within the Division;
- Keeps/Maintains a system to account for office stationery and supplies in the Division by ensuring storage, accuracy of stock on hand by monitoring the re-ordering of office supplies in accordance with agreed re-order levels;
- Maintains and oversees Attendance Records;
- Liaises with the Human Resource Division for direction on matters pertaining to absences and welfare;
- Participates in, and/or makes arrangements for the orientation of new staff to the Division; Manages and reports staff conflicts;
- Keeps track of potential safety issues and makes recommendation for appropriate interventions;
- Researches and makes recommendations for security and safety measures;
- Ensures that all members of staff are issued with Employee Identification and Access Cards;
- Implements systems to manage the records in the Division ensuring compliance with established Records Management System of the Ministry;
- Ensures the creation, storage and retrieval of records;
- Oversees the preparation of meeting rooms and arrangements for refreshments;
- Ensures that arrangements are in place for disaster preparedness and responses;
- Ensures that all equipment and furnishings in the Division are identified and marked;
- Ensures the appropriate storage of items identified for disposal;
- Participates/Facilitates board of survey activities for obsolete and non-functional items;
- Initiates and responds to correspondence concerning Office Management.

***Management/Administrative:***

- Prepares Individual Work Plan;
- Participates in the preparation of the Unit's Plan and Budget;
- Prepares performance and other reports as required;
- Attends meetings as required.

***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective actions where necessary;
- Recommends disciplinary action, leave and staffing arrangements for direct reports;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Maintains a harmonious work environment;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Ability to work in teams
- Ability to use initiative
- Strong ability to multitask
- Sound knowledge of office procedures/practices
- Good knowledge of GOJ procedures for vehicle management, asset management
- Proficient in the relevant computer applications
- High level of confidentiality
- Excellent time management and organization skills.
- Excellent planning skills
- Good technical skills
- Good judgment and decision-making skills

- Excellent analytical skills
- Good integrity and ethics exercised in the performance of duties working conditions and to meet deadlines

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Business Administration, Public Administration, Management Studies or related area from a recognised tertiary institution;
- Training/Certificate in Inventory and Supplies Management;
- Three (3) years' relevant work experience.

### **Special Conditions Associated with Job**

- Required to work beyond normal working hours to ensure distribution of equipment and other good to staff.

## **7. Administrative Officer (GMG/AM 4)**

### **Job Purpose**

Under the direction and supervision of the Director, Rural Electrification and House-wiring, the Administrative Officer co-ordinates a range of support functions in furtherance of project management administration. The incumbent will maintain records, prepares documents for Submission to the Accounts Office, and generally liaises with Officers to advance the various projects under the supervision of the Unit.

### **Key Responsibilities**

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

- Performs a wide variety of administrative duties as required by the Director;
- Plans and arranges meetings by preparing and issuing notifies and Agenda;
- Conducts research, compilations, assimilation and preparation of confidential and sensitive documents, and briefs for the Director;
- Performs a wide variety of administrative duties as required by the Director;
- Plans and arranges meetings by preparing and issuing notices and Agenda;
- Ensures appropriate accommodations for meetings by checking facts;
- Drafts standard contract documents and submits to the Legal Services Division for review;
- Liaises with stakeholders – GEI, JPSCO and contractor to receive updates;
- Receives information from the Project Officers and channels same to the Director;
- Collates data/information on project progress and prepares report for the Director;
- Prepares Periodic Reports to inform the planning and organizing of portfolio responsibilities;
- Dispatches information to stakeholders and follow up;
- Assists as with the preparation of contractor payment sheets and submits for processing;
- Verifies the GEI Reports to support payment;
- Maintains Records Systems of all projects undertaken by the Ministry of Local Government and Rural Development;
- Receives information from Liaison Officers and updates system on community households to be wired;
- Checks emails to ascertain list of householders who paid for House Wiring services and informs Director;
- Takes notes and circulates to meeting attendees;
- Drafts letters, memoranda and other correspondence;
- Prepares presentations and other documents for Director;
- Reviews/proofreads and edits documents prepared;
- Arranges for the printing, making photocopies, binding, dispatching et cetera of documents;
- Create files and maintains Files/Records Management System;
- Follows up to ensure files issued are returned;

- Reviews, prioritizes and communicates incoming and outgoing electronic communications on behalf of the Director;
- Responds to routine queries arriving in the Office and directs other queries to other relevant Officer;
- Liaises with Internal Technical Committee and provides information as approved by the Director;
- Assists with conducting research to inform requests from the Permanent Secretary and other Officers;
- Presents findings to Director for review and discussions;
- Prepares special reports as directed;
- Assists the Manager in collating the Unit Report and Budget;
- Prepares Annual Work Plan with the approval of the Director and HR;
- Makes changes to Work Plan as appropriate;
- Advises the Director of all delays, difficulties or problems being experience in the pursuit of duties/functions of the Unit;
- Co-ordinates activities in the Director's Office;
- Perform other related duties, as assigned by the Director.

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

#### **Core:**

- Excellent knowledge of office administrative practice and support
- Good appreciation of project management administration
- Excellent organizational skills and co-ordination skills
- Ability to multiple tasks
- High level of confidentiality
- Keen attention to details
- Good office procedure skills
- Excellent knowledge of filing system
- Ability to record and transcribe information
- Ability to work under pressure and meet deadlines
- Team Player with the ability to work on own initiative
- High level of judgment required
- Good communication skills
- Good interpersonal and customer relations skills
- Excellent knowledge of filing system and methods
- Excellent knowledge of protocol for meetings
- Proficient in the relevant computer applications

### **Minimum Required Qualification and Experience**

- Diploma in Administrative Management/Public Administration Formal exposure to project management;
- Three (3) years' experience in Project Management (or related) environment providing administrative support.

### **Special Conditions Associated with Job**

- Required to work beyond normal working hours to meet deadline.

## **8. Material Inventory Supervisor (PIDG/RIM 3)**

### **Job Purpose**

Under the direction and supervision of the Director, Rural Electrification and House-wiring, the Material Inventory Supervisor optimizes procedures to control inventories. The incumbent is therefore responsible for Inventory Management and control mechanisms including the safety and storage of all materials that have been received and kept in stock.

## **Key Responsibilities**

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

- Supervises the day to day operations of the warehouse/store;
- Directs the receipt and verification of items ordered;
- Assists with receiving goods;
- Ensures that relevant databases are updated;
- Forwards invoices to the Accounts Department to facilitate payment for supplies received;
- Supervises the counting/weighing and identification of materials for distribution;
- Checks material requests against approved delivery orders;
- Records all goods issued and received on the relevant documents;
- Ensures that items are issued when the appropriate supporting documents are presented;
- Conducts periodic checks of inventories to ensure correctness and reports any breach to the Manager;
- Interfaces and organizes dispatch of materials to sub-contractors;
- Ensures that the Inventory/Stock Yard and Warehouse are adequate;
- Maintains re-order levels and advises Manager when the additional inventory is needed;
- Assists in preparation for Board of Survey;
- Prepares reports/notes to inform response to audit queries;
- Ensures that inventories are appropriately stocked in assigned locations/bins;
- Conducts basic research on material supply availability to assist the procurement process.

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

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective actions where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring
- Takes steps to address the welfare and development needs of staff in the Unit;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Maintains a harmonious work environment;
- Recommends disciplinary action, leave and staffing arrangements for direct reports;
- Performs any other related duties that may be assigned from time to time.

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

### ***Core:***

- Excellent communication skills
- Excellent interpersonal skill
- Excellent customer relations skills
- Excellent integrity/ethics exercised in the performance of duties
- Good teamwork
- Good appreciation of stores/inventory management operations
- Proficiency in the use of relevant computer applications
- Strong Planning and Organizing skills
- Ability to work on own initiative

## **Minimum Required Qualification and Experience**

- Four (4) GCE"O' Levels passes - Grades A-C, including English Language and a numeric subject or four (4) CXC subjects - Levels 1-3, including English Language and a numeric subject;
- Training in Records Management;
- Four (4) years' experience.

## **Special Conditions Associated with Job**

- The working conditions requires lifting of items (moderate to heavy) aided and unaided. There is also exposure to dust and heat in the store room.

## **9. Office Attendant (LMO/TS 1)**

### **Job Purpose**

Under the direction and supervision of the Office Services Administrator, the Office Attendant is responsible for maintaining a hygienic and hospitable working environment by keeping the Offices clean and tidy and serving refreshments. The Office Attendant also assists with collection and delivery of correspondence on Office premises.

### **Key Responsibilities**

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

- Cleans, sweeps, wipes and polishes floors;
- Dusts windows, doors, ledges, tables and desks;
- Cleans bathrooms and replenishes articles such tissues and soaps;
- Cleans and disinfects telephone handsets;
- Prepares refreshment and serves before or during meetings (as required);
- Serves lunches and removes/tidies up after consumption;
- Sets tables with cutleries and utensils;
- Assists with meal preparations/plating of lunches;
- Prepares boardroom/meeting areas and serves refreshment for special meetings/guests;
- Ensures that tablecloths and napkins are always clean and ready to use by washing, ironing and folding them;
- Ensures that tables and chairs in the Conference Room is properly placed and cleaned;
- Ensures that pantry and lunch room are kept clean and tidy by washing all glasses, cups, saucers and plates on a daily basis;
- Cleans refrigerator and microwave oven;
- Accompanies the drivers to the banks and other businesses or institutions to collect and deliver correspondence, documents and to do cheque lodgements and pay bills;
- Collects correspondence delivered to Office/Security posts and delivers to the Office Services Administrator's Office;
- Collects intra office correspondence and delivery on the compound;
- Performs any other duties that may be assigned.

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

#### ***Core:***

- Good oral and written communication skills
- Good interpersonal skills
- Good organizing skills
- Good integrity/ethics exercised in the performance of duties
- Good initiative
- Good teamwork and co-operation

### **Minimum Required Qualification and Experience**

- Secondary/High School Certificate;
- HEART Certification;
- Two (2) years' experience.

### **Special Conditions Associated with Job**

- Will be exposed to cleaning agents and chemicals which may lead to occupational asthma or other respiratory illness.

## **10. Groundsman (LMO/TS 1)**

### **Job Purpose**

Under the direction of the Office Services Administrator, the Groundsman assists with maintaining the building and grounds occupied by Ministry personnel.

## **Key Responsibilities**

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

- Sweeps the grounds and removes all trash to the assigned dumping area;
- Mows lawns/cuts grass to prevent overgrowth;
- Trims, prunes shrubs, plants, trees and other planted material monthly; waters plants daily;
- Weeds, mulches and fertilizes flowerbeds weekly;
- Contains garbage in skips/garbage house;
- Maintains all garden equipment and tools assigned;
- Reports any repairs needed;
- Keeps assigned common areas clean;
- Polishes and de-cob webbing of windows and doors;
- Assists workmen and maintenance crews in accessing property for work; cleans and maintains all drains and manholes;
- Cleans roof and utility rooms of any accumulated debris;
- Assists with the removal of office furniture and, equipment;
- Assists with loading and unloading of goods delivered/dispatched.

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

### ***Core:***

- Ability to use standard gardening tools
- Good oral and written communication skills
- Good organizing skills
- Good integrity/ethics exercised in the performance of duties
- Good initiative
- Good interpersonal skills

## **Minimum Required Qualification and Experience**

- Completion of Secondary School;
- Certificate in Landscaping;
- One (1) year related work experience.

## **Special Conditions Associated with Job**

- Prolonged periods working outdoors exposure to the elements and gardening chemicals

Applications accompanied by Résumés should be submitted **no later than Friday, 21<sup>st</sup> May, 2021 to:**

**Senior Director,  
Human Resource Management and Development  
Ministry of Local Government and Rural Development  
61 Hagley Park Road  
Kingston 10**

Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.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**