



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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3rd June, 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 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 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.

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;
- Collaborates with the Human Resource Division, 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;
- 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 (1st) Degree in Public Administration, Management Studies or other related disciplines;
- One (1) year experience in a related field.

Applications accompanied by résumés should be submitted **no later than Wednesday, 16th June 2021 to:**

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

E-mail: hrm@moa.gov.im

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**