



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 295** **OSC Ref. C. 6210/S5<sup>19</sup>**

8<sup>th</sup> September, 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 following **vacant** posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Property and Maintenance Manager (SOG/ST 7), in the Administration and Office Management Unit**, salary range \$2,028,736 – 2,411,529 per annum and any allowance(s) attached to the post.
2. **Transport Officer (GMG/AM 4), in the Administration and Office Management Unit**, salary range \$1,410,802 – 1,677,000 per annum and any allowance(s) attached to the post.
3. **Property and Maintenance Officer (SOG/ST 4), in the Administration and Office Management Unit**, salary range \$1,061,136 – 1,261,358 per annum and any allowance(s) attached to the post.
4. **Audio Visual Technician (MCG/AVT 3), in the Administration and Office Management Unit**, salary range \$840, 013 – 998,511 per annum and any allowance(s) attached to the post.

#### **1. Property and Maintenance Manager (SOG/ST 7)**

##### **Job Purpose**

Reporting to the Director, Administration, Asset and Security Management, the Property and Maintenance Manager will be responsible for managing and monitoring the overall maintenance and upkeep of the new state of the art building which now houses the Head Office of the Ministry of Foreign Affairs and Foreign Trade. The Property Manager also recommends and provides oversight for the construction and renovation of offices and monitors services provided in keeping with contractual arrangements. Provides a safe and secure working environment for staff by establishing and ensuring observance of systems for the protection of the Ministry's personnel, visitors and physical assets during routine as well as emergent situations.

##### **Key Responsibilities**

- Assesses the needs of the Ministry's building and develops project plans and funding proposals for the improvement of the building;
- Assists with booking temporary accommodation for returning Foreign Service officers;
- Certifies invoices for payment;
- Develops floor plans and office layouts for the Ministry in keeping with the principles of ergonomics;
- Assists with review of leases for rental of staff accommodation for staff assigned overseas;
- Ensures that leases for equipment and machinery are consistent with Public Sector guidelines and that the interests of the Ministry and the Government are protected;
- Establishes and maintains Registers for properties overseas rented by the Government.
- Liaises with Security Personnel for the best security procedures to be implemented based on the layout and design of the Ministry's building;
- Manages and co-ordinates changes in office layout based on changes in the staff size of the Ministry;
- Contributes to the formulation and implementation of energy and cost containment initiatives and strategies;
- Inspects properties rented by the Ministry on a short term basis to ensure value for monies spent;

- Determines and recommends repairs, maintenance, renovations or termination of arrangements;
- Develops and maintains up to date and accurate records for the accommodation and property management of the Ministry;
- Contributes to the formulation of the Ministry's Disaster Recovery Plan in regard to furniture, equipment, documents and other materials;
- Provides leadership, support and guidance to staff to ensure that the Department is effectively managed;
- Assists with the development of the Operation and Work Plans with the supporting Budget for the Department. Ensures that all the relevant activities to be undertaken and required resources are considered and that expenditures are made within the budgetary allocation;
- Manages and monitors the performance of the Section;
- Establishes and enforces standards and rules of professional conduct for staff within the Department in order to maintain the highest degree of confidence in its integrity and efficiency;
- Ensures that staff are aware of and operate in accordance with all relevant laws and policies;
- Maintains effective working relations with external and internal stakeholders, ensuring that the Department provides a consistently high level of service;
- Arranges and assigns parking;
- Monitors contracts for all contractual services under portfolio responsibilities;
- Liaises with Heads of Department to ensure that appropriate administrative support systems are in place and that physical office facilities are adequate for the needs of staff;
- Provides general instructions and guidance to staff on policy matters and procedures relating to the functions of the Asset, Security and Maintenance Section;
- Ensures that assignments and tasks are carried out according to established procedures;
- Co-ordinates and manages the Capital Budget;
- Liaises with contractors/suppliers in resolving discrepancies on a timely basis;
- Investigates and responds to audit queries from the Internal Audit Unit and/or the Auditor General's Department;
- Assists in developing and monitoring Security plans/programmes for physical security, incident management and investigation;
- Manages, maintains and ensures the security of MFAFT's inventory and assets;
- Ensures that a safe and secure working environment is provided;
- Provides leadership and advice to management on security policies and practices, identifies risks and develops and recommends mitigating strategies.
- Assists in developing and implementing policies and procedures to guide staff on the security procedures of the Ministry;
- Assists in developing and implementing Security plans, policies and guidelines governing access privileges to MFAFT's facilities;
- Liaises with Security Company and the Police on security matters relating to the Ministry;
- Briefs Front Desk and Security Personnel on security procedures;
- Assists in developing and monitoring Security Plans for the issuing of Security Badges and Identification Cards to staff members;
- Oversees the monitoring of the Closed Circuit Television (CCTV) Security System;
- Manages and monitors the maintenance and energy conservation services to ensure that clear and demonstrable cost management is maintained;
- Manages and monitors the preparation of Requests for Proposal (RFP) and Scope of Works for works and services to be undertaken by MFAFT and its overseas Missions;
- Guides the evaluations of tender and bid documents for works and services to be undertaken by MFAFT and its overseas Missions;
- Inspects and examines buildings housing the MFAFT and makes recommendations for construction, renovation and/or repairs where necessary;
- Monitors the work of assigned contractors for optimum performance and value for money;
- Monitors the maintenance and servicing of generator and air conditioners;
- Monitors the installation, operation and maintenance of PBX system in collaboration with the Information and Communication Technology (ICT) Department;
- Conducts monthly checks of the offices in accordance with the Maintenance Checklist;
- Manages and monitors the general maintenance and upkeep of the grounds of the Head Office;
- Communicates with service providers on weakness and deficiencies found in the provision of services relating to the building;
- Assists in the coordination of the Disaster Preparedness Programme for the Ministry to ensure that the physical facilities, furniture, equipment and official documents are safeguarded and protected from damage in the event of a disaster;

- Assists with disseminating information to Floor Wardens and members of staff relating to disaster preparedness;
- Performs duties as Recovery Manager in the event of a disaster;
- Manages and maintains an adequate amount of emergency supplies;
- Assists in monitoring the implementation of the Ministry's Environmental Programme to create a 'greener', healthier working environment;
- Represents the Ministry at Environmental Workshops.
- Ensures the implementation of adequate health and safety measures in the workplace;
- Supervises staff of the Property Services Management Sections and allocates assignments;
- Supervises security personnel and provides briefing on security related matters;
- Participates in the recruitment of staff for the Department and ensures that they are aware of and adhere to the policies and procedures of the Department;
- Conducts periodical reviews of supervisees in accordance with the Operation and Work Plans;
- Completes Final Performance Assessments and recommends appropriate training and development programmes;
- Develops and maintains effective co-operative working relationships with staff.

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

- Good knowledge of security issues and the national security environment
- Good knowledge of property management and maintenance
- Organizational awareness - knowledge of the role and function of the Ministry
- Strong supervisory skills
- Excellent inter-personal skills;
- Good planning and organizing skills
- Good communications skills
- Good working knowledge of GOJ Procurement Policies and Procedures
- Knowledge of the Financial, Administration and Audit (F.A.A.) Act
- Knowledge of the Contractor General's Act
- Ability to read and interpret Building Plans
- Awareness of disaster management procedures
- Problem solving skills. Ability to exercise sound judgment in difficult situations
- Working knowledge of computer systems and relevant applications
- Working knowledge of electrical circuitry and plumbing
- Knowledge of IT applications relevant to job functions, including Visio and Project Management.
- Working knowledge of central air conditioning system and controls;

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

- Bachelor of Science Degree in Construction Engineering/Property Management or the equivalent qualification.
- Diploma in Project Management would be an asset
- A minimum of five (5) years' experience in a related field.
- Experience in developing and implementing security systems and procedures would be an asset.

## **2. Transport Officer (GMG/AM 4)**

### **Job Purpose**

Under the directions of the Office Services Manager, the Transport Manager is required to manage and maintain the Ministry's fleet of motor vehicles.

### **Key Responsibilities**

- Develops and manages a schedule for the Ministry's fleet;
- Assists with the evaluation for procurement of vehicles by the Ministry's overseas Missions;

- Prepares quarterly Efficiency Reports for vehicles, including those at the Ministry's overseas Missions;
- Prepares and monitors the Ministry's fleet of vehicles Maintenance Schedule;
- Prepares and monitors a plan for the cyclical licensing of the Ministry's fleet along with other duties attached to operations of the fleet;
- Checks-off and handover of vehicles to Drivers and other assigned officers;
- Ensures the collection of report(s) on motor vehicle accidents;
- Prepares reports as required on motor vehicle maintenance or accidents for submission to the Director Administration, Asset and Security Management, the Financial Secretary, the Auditor General and the Attorney General if necessary;
- Performs other related duties as assigned by the Head of the Unit within the scope of training;
- Manages the update of motor vehicle documents for the Ministry and those assigned to the political directorate;
- Oversees the proper maintenance of records for motor vehicle fuel and lubricants;
- Manages the daily assignment of Drivers and verifies Transportation Log Book;
- Ensures the security of Ministry's fleet of motor vehicles are serviced;
- Drafts Budget for the Transport Section;
- Verifies Overtime/Subsistence claims;
- Prepares and submits reports to supervisor;
- Manages the development of direct reports through coaching, mentoring, performance appraisals and training;
- Oversees and co-ordinates scheduled test driving of the fleet of protocol cars by JDF Soldiers;
- Conducts monthly inspections of the fleet of protocol cars parked at JDF Up Park Camp;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations of the Division and Ministry;
- Prepares request to the Ministry of Finance and Planning to board of survey old motor vehicles;
- Liaises with the National Works Agency (NWA) for inspection of motor vehicle repairs and servicing;
- Performs other duties as assigned.

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

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

- Strong oral and written communication skills
- Strong customer relation skills
- Good problem solving and conflict management skills
- Good interpersonal skills
- Ability to work in a team
- Strong integrity
- Compliance
- Strong customer and quality focus skills

#### ***Technical:***

- Sound knowledge and skills in the field of motor vehicle maintenance
- Sound Knowledge of the operations of Government and the organization's policies and procedures
- Proficient in relevant Microsoft applications
- Good Report Writing skills
- Good analytical skills
- Good technical skills
- Ability to prioritise and multi-task
- Working knowledge of the GOJ Motor Vehicle Policy

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

- Certificate in Public Administration or Management Studies from a recognized institution;
- Two (2) years' work experience in a similar position.

### **3. Property and Maintenance Officer (SOG/ST 4)**

#### **Job Purpose**

Reporting to the Property and Maintenance Manager, the Property Maintenance Officer assists with the maintenance of office building. The incumbent will also monitor the renovation and refurbishing of the building and ensure effective functioning of the Organization.

#### **Key Responsibilities**

- Provides technical information to facilitate the preparation of specifications and drawings in respect of building maintenance and construction works;
- Checks and monitors works assigned to ensure that these are carried out according to specifications;
- Prepares or ensures the preparation of details for payments on completion of works/contracts;
- Prepares monthly reports in respect of work assignments;
- Contributes to the development of an Annual Maintenance Schedule;
- Assists in the preparation of procedural manuals relating to safety and property management;
- Assists in the preparation of Annual Budget;
- Assists in the conduct of feasibility study for proposed projects;
- Liaises with architects, consultants and contractors regarding the suitability of Building Plans;
- Assists with review of leases for rental of staff accommodation for staff assigned overseas;
- Ensures that leases for equipment and machinery are consistent with Public Sector guidelines and that the interests of the Ministry and the Government are protected;
- Maintains Registers for properties overseas rented by the Government.
- Contributes to the formulation and implementation of Energy and Cost Containment initiatives and strategies;
- Determines and recommends repairs, maintenance, renovations or termination of arrangements.
- Contributes to the formulation of the Ministry's Disaster Recovery Plan in regard to furniture, equipment, documents and other materials;
- Manages and monitors the maintenance and energy conservation services to ensure that clear and demonstrable cost management is maintained;
- Assists with the preparation of Requests for Proposal (RFP) and Scope of Works for works and services to be undertaken by MFAFT and its overseas Missions;
- Inspects and examines buildings housing MFAFT staff in Kingston and makes recommendations for construction, renovation and/or repairs where necessary;
- Assists with monitoring the work of assigned contractors for optimum performance and value for money;
- Assists with monitoring the maintenance and servicing of generator and air conditioners;
- Checks electrical fixtures for safety;
- Conducts monthly checks of the offices in accordance with the Maintenance Checklist;
- Manages and monitors the general maintenance and upkeep of the grounds of MFAFT;
- Communicates with service providers on weakness and deficiencies found in the provision of services relating to the building;
- Assists in the co-ordination of the Disaster Preparedness Programme for the Ministry to ensure that the physical facilities, furniture, equipment and official documents are safeguarded and protected from damage in the event of a disaster;
- Assists with disseminating information to floor wardens and members of staff relating to disaster preparedness;
- Assists in monitoring the implementation of the Ministry's Environmental Programme to create a 'greener', healthier working environment.

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

##### **Core:**

- Strong oral and written communication skills
- Strong customer relation skills
- Good problem solving and conflict management skills
- Good interpersonal skills

- Ability to work in a team
- Strong integrity
- Compliance
- Strong customer and quality focus skills

***Technical:***

- Sound knowledge and skills in the field of building construction, plumbing, electrical and painting, woodworking (furniture building and repairing)
- Proficiency in reading blueprints for building construction.
- Familiarity with the GOJ building code
- Sound Knowledge of the operations of Government and the organization's policies and procedures
- Sound knowledge of the Building Code of Jamaica
- Sound knowledge of Auto CAD
- Proficient in relevant Microsoft applications
- Good Report Writing skills

**Minimum Required Qualification and Experience**

- Diploma in Construction Engineering/Property Management or equivalent;
- Certificate in Business Management;
- Three (3) years related experience in field.

**4. Audio Visual Technician (MCG/AVT 3)**

**Job Purpose**

Reporting to the Property and Maintenance Manager, the Audio Visual Technician is responsible for the provision of audio-visual services during meetings, training, public relations/media briefing sessions and other functions hosted by the Ministry.

**Key Responsibilities**

- Develops, produces and stores audio-visual materials and the utilization of same;
- Assists with the procurement of all audio-visual equipment;
- Promotes the use of up-to-date technology to provide audio visual services for the Organisation's Public Relations and Media briefings, training and other events;
- Prepares artwork and other graphics for use in Public Relations and other special activities;
- Assists in mounting displays and exhibitions;
- Produces and edits video and audio tapes;
- Assists in the production of the Organisation's newsletter by preparing graphics;
- Supports the Organisation's internal and external activities such as training, workshops, seminars and other events;
- Ensures the maintenance and safe custody of audio-visual equipment;
- Establishes and maintains appropriate systems for storage, filing and retrieving of audio-visual materials;
- Assists in recording damage and forms part of the rapid assessment team during emergencies.

**Required Knowledge, Skills and Competencies**

***Core:***

- Strong oral and written communication skills
- Strong customer relation skills
- Good problem solving and conflict management skills
- Good interpersonal skills
- Ability to work in a team
- Strong integrity
- Compliance
- Strong customer and quality focus skills

**Technical:**

- Must be technically competent in audio-visual production and operations of audio-visual equipment, and audio-amplification.
- Knowledge of video and audio editing is a requirement.
- The incumbent ideally should own a vehicle.
- Be highly disciplined with an organized approach to work.
- Excellent records management skills.
- Skilled in the use of the Microsoft Office Environment software applications.
- Team and results oriented

**Minimum Required Qualification and Experience**

- Diploma in videography, photography and audio-visual techniques from an accredited institution.
- Two (2) years' experience as an audio-visual technician

Applications accompanied by Résumés should be submitted **no later than Wednesday, 15<sup>th</sup> September, 2021 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Foreign Affairs and Foreign Trade  
2 Port Royal Street  
Kingston**

E-mail: [hrmd@mfaft.gov.jm](mailto:hrmd@mfaft.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**