OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 366   **27ᵗʰ October, 2021**
OSC Ref. C.6634/S11

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 **Administrator-General's Department:**

1. **Senior Systems Administrator (Grade 5)**, salary range $1,219,260 - $2,392,417 per annum and any allowance(s) attached to the post.

2. **Senior Property Administrator (Grade 5)**, salary range $1,219,260 - $2,392,417 per annum and any allowance(s) attached to the post.

1.   **Senior Systems Administrator (Grade 5)**

Job Purpose

The incumbent will co-ordinate, monitor and undertake computer programming and operating activities, as well as provide technical support for software used by the Agency in order to maintain the Information Technology (IT) systems and environment in a manner that efficiently supports the operations of the Agency.

Key Responsibilities

Technical/Professional:
- Conducts evaluation and assessment of software information requirements of the Agency; develops requirements specification and assists with the purchase of software and in their installation;
- Identifies and evaluates the impact of proposed or requested major changes to existing application systems and makes recommendation for appropriate action; ensures adequate analyses of application issues, proposed solutions and development of methodologies and procedures are undertaken;
- Designs/reviews and programs software applications in responses to Agency/users' needs; installs and debugs new and/or upgraded software, ensuring compliance with licences, design and program. Reviews and examines existing software in order to ensure any modifications made meet user requirements and changes in the Agency's policy;
- Designs and develops methods and procedures for collecting, organizing, interpreting, and classifying data for input and/or retrieval; co-ordinates data conversion activities whether from manual source documents or migration of data electronically stored;
- Performs selective quality assurance checks on data residing in the system; carries out maintenance and design procedures for preserving data integrity;
- Performs database reorganization and backups as per schedule and monitors database security;
- Responds to and addresses user problems escalated from the Help Desk; troubleshoots user and system problems and effects the necessary corrective actions; liaises with external service providers and systems owners, where necessary, to ensure timely resolution of issues;
- Develops and implements various training programmes for users on the use of new operating systems, applications and databases;
- Manages all technical aspects of the Agency's Website, Internet and Intranet services;
- Keeps abreast of system developments and recommends system improvements.

Other:
- Contributes to the development of the IT Strategy, Business Recovery and Disaster Management Plan;
- Contributes to the preparation of the Section's Operational Plan;
- Contributes to the development/review of operating policies, procedures and standards to support the delivery of Information Technology services;
- Contributes to the preparation of reports and other documents as required;
- Assists with the care of all computer related equipment;

- Performs other related duties assigned from time to time by the Manager, Information Technology.

Required Knowledge, Skills and Competencies

- Sound technical expertise in programming computer design, systems analysis and related IT skills
- Excellent analytical and problem-solving skills
- Working knowledge and proficiency in maintaining Microsoft Office and other common business applications software
- Good planning and organizing skills with the ability to work under pressure and meet tight deadlines
- Sound project management skills
- Good interpersonal skills

Minimum Required Education and Experience

- Bachelor of Science Degree in Computer Science/Information Technology with specialisation in Programming or equivalent qualifications;
- Training and/or certification in Java/JavaScript, HTML5, PHP, ASP.Net MVC or python;
- Training in Project Management;
  Three (3) years' related working experience.

2. Senior Property Administrator (Grade 5)

Job Purpose

The incumbent will lead the team in carrying out management activities of portfolio of properties. He/she will preserve property value and minimise risk exposure to the Agency.

Key Responsibilities

Technical Professional:
- Liaises with Case Attorneys and Case Officers to discuss maintenance plan for new properties assigned to portfolio; takes formal possession of properties, ensuring standard procedures are followed and any discrepancies/issues identified are immediately reported and appropriate remedy initiated;
- Conducts periodic visits to properties to check condition of buildings and infrastructure and ensures occupants are compliant with terms and conditions of rent/lease contract; reports instances of breech and initiates/recommends corrective action;
- Prepares and submits list of repair needs identified/reported by occupants; liaises with Property Maintenance Officer and assists with co-ordinating repairs as required; conducts checks to verify that repair work carried out is completed to specification and meets established quality standards;
- Makes arrangements for the security of unoccupied properties; conducts periodic visits to check on condition of premises and reports cases of theft, arson, malicious or other damage, and illegal possession of premises;
- Conducts valuation of properties within portfolio as required;
- Analyzes Rental/Lease Payments within portfolio and assists with engaging occupants to minimise arrears; submits requests to the Legal Services Section for appropriate action to be taken; follows up to ensure action is taken as requested;
- Conducts periodic analysis of properties within portfolio to ensure that insurance, property tax and any other obligations are up to date; follows up with the Property Maintenance Officer to ensure timely payments; conducts assessment of high risk properties and makes recommendations for appropriate action to protect the interest of the estate and minimise risk to the AGD;
- Co-ordinates the rental/lease of properties by assisting with advertising, showing of premises and selection of potential tenant; prepares Rental/Lease Agreement, liaising with Legal Services Section as necessary, to address non-standard matters;
- Conducts pre-entrance inspection of properties to be occupied and ensures appropriate sign-off by relevant parties;
- Conducts pre-exit inspection of properties to be vacated and makes arrangements for occupants to rectify any breach of contract noticed; liaises with utility companies to check on status of bill payments to ensure that the occupants do not leave any unpaid bills;
- Attends Court as required in respect of cases within portfolio of properties.

Administrative:
- Develops annual Schedule of visits to properties within portfolio ensuring at least minimum number of visits are made to each property;
- Prepares and submits reports within specified timeframes;
- Maintains comprehensive and accurate database for properties in assigned portfolio ensuring updates are made within established timeframes to maintain a current portfolio;
- Collaborates with Case Officers and Legal Services personnel as required on matters relating to your portfolio of properties;
- Participates in the annual review of rental/lease rates.

Other:
- Contributes to the development of the Section's Operational Plan;
- Contributes the development/review of the Section's Policies and Procedures Manuals;
- Provides technical guidance to team members;
- Contributes to setting of performance targets and the evaluation of their performance;
- Performs other related duties within the scope of the job as assigned from time to time by the Section Manager.

Required Knowledge, Skills and Competencies

- Sound knowledge of property maintenance and administration principles
- Working knowledge of the Laws of Real Property
- Working knowledge of minimum building standards at level to be able to assess quality of repair work
- Proficiency in use of relevant computer applications
- Excellent planning and organizing skills
- Ability to communicate effectively in oral and written formats
- Strong interpersonal skills with ability to effectively interact with persons from all social-economic groups
- Ability to take initiative and apply sound judgement in analyzing and solving problems

Minimum Required Education and Experience

- Bachelors Degree in Land Economy and Valuation Surveying or comparable discipline;
- Five (5) years' experience in Property Management/Administration.

Applications accompanied by Résumés should be submitted **no later than Monday, 8th November, 2021 to:**

**Human Resource and Administration Executive
Administrator-General's Department
12 Ocean Boulevard
Kingston**

Email: simone.mcgregorjackson@agd.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