



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 399**  
**OSC Ref. C. 5850<sup>13</sup>**

**22<sup>nd</sup> November, 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 Economic Growth and Job Creation**:

1. **Chief Internal Auditor (FMG/AS 5)**, salary range \$4,314,285 - \$5,128,329 per annum and any allowance(s) attached to the post.
2. **Director, Transport, Security and Emergency Management (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Director, Property Management (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

1. **Chief Internal Auditor (FMG/AS 5)**

**Job Purpose**

Under the direct supervision of the Permanent Secretary, the incumbent is responsible for leading in the audit and assessment of internal policies and procedures to monitor adherence to internal controls and functioning, in order to maintain the integrity of the Organization and its operations.

**Key Responsibilities**

***Management/Administrative***

- Reviews and revises the Organization's Audit policies and procedures in accordance with Auditing Standards;
- Participates in the Organization's Operational Strategic Planning process, prepares and monitors the Units Operational Plan and Budget ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Develops Individual Work Plan;
- Represents the Organization at meetings, conferences and functions as directed;
- Provides guidance/advice to the Permanent Secretary and managers on Internal Audit matters.

***Technical/ Professional***

- Conducts Risk Assessment to determine audit areas;
- Liaises with external auditors where appropriate in the preparation of an Audit Plan;
- Manages the preparation of Audit programmes for the examination and assessment of the audit area;
- Conducts site visits as necessary to monitor audit progress and/or provides guidance and on the job training;
- Reviews and signs off Working Papers for all audits undertaken by the Audit Division;  
Ensures Audit Reports are prepared, stating deficiencies, implications, makes recommendations and submits report to the Permanent Secretary and Divisional Heads;
- Meets with the Permanent Secretary and Divisional Heads to discuss audit findings;
- Follows-up Divisional Heads responses to Audit Reports to determine whether deficiencies are corrected, improved procedures are implemented, and internal controls are being adhere to;
- Attends operational meetings where the Audit Division has a key role in the development and verification of systems;

- Ensures the security of Audit Files;
- Facilitates the compliance by the Divisions with Internal Auditing Standards.

### ***Human Resource***

- 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;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of Procedural Manuals and other duties prescribed within the Framework;
- Prepares and conducts presentations on the role of the Division/Unit for the Orientation Programme;
- Performs other related duties as assigned by Permanent Secretary.

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

- Excellent knowledge of accounting principles and practices.
- Excellent knowledge of auditing standards and procedures including value for money audits.
- Knowledge of IT systems auditing.
- Excellent knowledge of the organization's policies and procedures
- Proficiency in the use of relevant computer applications.
- Excellent presentation, oral and written communication skills.
- Good problem solving skills and tenacity
- Good leadership and interpersonal skills
- Ability to lead and work in teams
- Confidentiality and integrity are exercised.

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

- Completion of A.C.C.A Level II OR  
First degree in Management or Accounting/Business Administration or related field, or equivalent qualification
- Six (6) year's auditing experience in Public Sector at a with four (4) years at a supervisory level
- Successful completion of relevant Government auditing courses and professional audit training.

### **OR**

- Masters' Degree in Management or Accounting/ Business Administration or related field, or equivalent qualification
- Four (4) years auditing experience in public sector with two (2) years at a supervisory level
- Successful completion of relevant Government auditing courses and professional audit training.

## **2. Director, Transport, Security and Emergency Management (GMG/SEG 2)**

### **Job Purpose**

Reporting to the Director, Facilities and Property Management, the Director, Transport, Security and Emergency Management, is responsible for ensuring the efficient and effective functioning of the Transport, Security and Emergency Management Unit.

## **Key Responsibilities**

### **Management/Administrative**

- Supervises the preparation of repairs and service records for road worthy vehicles;
- Responds to queries from Private and Public Agencies concerning the Ministry's fleet of vehicles;
- Assists the Corporate Services Director in ensuring that the guidelines set for the safekeeping, transportation, protection and destruction of classified and confidential documents are maintained;
- Contributes to the preparation of the Budget, Strategic Business and Operational Plans for the Branch;
- Represents the Ministry at Seminars, Conferences, Symposiums, etc.;
- Prepares and submits Individual Work Plan.

### **Technical/Professional**

- Oversees all operations regarding the management of the Ministry's fleet of motor vehicles;
- Oversees the implementation, monitoring and evaluation of schedules, procedures, repairs and maintenance standards of the Ministry's fleet of Motor Vehicles;
- Analyzes motor vehicle usage and develops and implements strategies to ensure cost effective operations;
- Responds to request/complaints on transportation issues and ensures they are resolved/addressed;
- Plans, develops, implements and monitors Disaster Preparedness Programme for the Ministry;
- Provides advice and makes recommendation to the Executive Management on policy matters affecting security and disaster preparedness;
- Prepares guidelines, draft regulations, manuals, circulars, proposals and strategies for short- and long-term measures to cope with security and safety problems;
- Conducts detailed study and analysis on the general security and safety issues affecting the Ministry's Head Office, Directorates and satellite Divisions island wide, and determine guidelines for the necessary security and safety problems as well as make appropriate recommendations;
- Undertakes regular inspections of all offices of the Ministry, both at Headquarters and Regional Offices, to ensure that adequate security and safety measures are being maintained;
- Makes claims on Security Companies to replace items/equipment stolen due to negligence of Security Guards.
- Communicates directly with and maintains close liaison with Senior Officers of the Police Force, and the Jamaica Defense Force, the Chief of the Fire Services, Security Companies and monitors on a continuous basis the Ministry's security and safety measures;
- Keeps well informed of possible breaches – electronic (example Telephone, Internet), and takes the necessary steps to detect these breaches;
- Recommends and maintains suitable access control, surveillance and visitor logging systems for the Ministry;
- Arranges a programme of training on security and safety education for staff including fire drills;
- Investigates thefts, break-ins and fires, compiling and submitting reports in a timely manner. Follow-up with the Jamaica Constabulary Force and the Jamaica Fire Brigade as required;
- Conducts sessions on security awareness, fire prevention and fire drills with Ministry personnel to minimize loss/damage in the event of fire or any security/emergency related incidents;
- Prepares periodic reports (monthly, quarterly) as appropriate on activities for each month;
- Produces periodic and ad-hoc reports of high quality for every incident, security threat and vulnerability reported;
- Provides technical advice in support of the Ministry's Security Policy, Strategy, Guidelines, Standards and best practices;
- Contributes to the development of Information Security, Cyber Security and Protective Security related policies as well as related guidelines, standards and best practices within the Public Sector;
- Ensures compliance with Safety and Security guidelines, standards and requirements;
- Ensures that CCTV Systems are installed and monitored;
- Co-ordinates the conduct of Security/Risk Assessments and ensures that exercises are conducted to test the resilience of the infrastructure/office and operations to ensure that they are not compromise;

- Assists the Director, Information Technology in the investigation of computer security incidents using appropriate analytical tools.

### **Human Resource**

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Assists with the development and review of the Branch's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment and selection of staff for the Branch;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division, the Ministry and the Government;
- Initiates disciplinary proceedings where appropriate;
- Develops a job enrichment strategy for the Branch in collaboration with HR;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular Staff Meetings and Ad Hoc meetings as necessary to discuss job scheduling and any other issues/problems that affect the Branch to provide solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Division;
- Prepares and conducts presentations on role of Division/Unit for the Orientation Programme.

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

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Knowledge of general operational procedures for Central Government
- Knowledge of fleet management and administration
- General knowledge of auto mechanics
- Solid background in security and emergency management
- Knowledge of the provisions of the relevant transport policy within the Public Sector.
- Working knowledge of established safety standards and laws
- Excellent knowledge of Accounting practices as applied to procurement procedures;
- Working knowledge of computer applications
- Oral and written communication skills
- Critical thinking
- Teamwork and co-operation
- Supervisory skills
- Problem solving and decision making
- Excellent interpersonal skills
- Analytical and astute
- Resourceful and dependable
- Integrity
- Confidentiality
- Good Leadership skills

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

- First Degree in Security Management, Public Administration, Management Studies, or related field
- Training in Security and Emergency management
- Training in Fleet Management would be an asset
- Five (5) years' experience in a management capacity
- Experience in security/armed forces, private security, industry or investigate environment would be an asset.

### **3. Director, Property Management (GMG/SEG 2)**

#### **Job Purpose**

Under the direct supervision of the Director, Facilities and Property Management, the Director, Property Management is responsible for the overall maintenance of all properties and buildings occupied, leased, or owned by the Ministry. In addition, the incumbent collaborates with the Projects and Technical Services Unit in managing the construction of new buildings as well as the refurbishing of all existing buildings. The incumbent also co-ordinates duties for Infrastructural and Civil Works programmes to include tendering and specification development.

#### **Key Responsibilities**

- Participates in the Strategic, Corporate and Operational Planning process for the Facilities, Property Management Branch;
- Participates in the development and maintenance of the Management Plan for the Ministry's property assets;
- Develops and monitors the implementation of the Property Section's Operational Plan;
- Develops the Budget for Property/Estate Function;
- Provides technical advice/guidance to the Permanent Secretary, Principal Directors and Directors on Property Management and Maintenance issues;
- Participates as a panellist in the selection of contractors;
- Manages construction/refurbishing project issues, Budget and schedules;
- Represents the Ministry at meetings, conference and related fora;
- Participates in the review and critique of proposed changes to engineering standard, policies or details;
- Participates in tender reviews and preparation of reports;
- Administers the operation and upkeep of the Ministry's physical facilities;
- Conducts research and surveys to gather field data in order to identify and assess Ministry wide property renewal and maintenance needs;
- Co-ordinates the development of intra-divisional processes to ensure an integrated approach to facility renewal and modernization;
- Prepares and schedules rehabilitations and maintenance works;
- Co-ordinates modification and modernization of the facilities and buildings to ensure projects are completed on time and within Budget.
- Implements strategies for continuous improvements to infrastructure and other property needs;
- Develops and implements preventive maintenance schedules in order to yield optimal economic benefits from facilities;
- Advises the Director, Facilities and Property Management and the Corporate Services Director on the funding needs to adequately maintain the physical facilities and property of the Ministry;
- Ensures that basic amenities such as water, electricity, and telephone services are always available at the facilities;
- Collaborates with the Projects and Technical Services on building improvements, renovations or refurbishments;
- Advises on issues related to relocation and leasing;
- Inspects repairs undertaken to ensure consistent quality and, where there are discrepancies, gives instructions for improvements to be made;
- Assesses the condition of buildings, furnishing, electrical and other equipment and tools and recommends repair/replacement;
- Ensures that routine and emergency repairs are promptly undertaken and that established procedures are adhered to;
- Drafts contract documents in consultation with the Director, Facilities and Property Management and the Senior Legal Officer;
- Prepares engineering analysis of projects to include preliminary design, calculate, life cycle cost and equipment selection;
- Prepares and interprets Blueprint, Schematic Drawing, pay-outs and other visual aids;
- Prepares technical construction specifications which include design technical drawing sketches;
- Manages construction documents printing process;
- Monitors the activities of contractors to ensure timely delivery of projects;
- Participates in the preparation of standards and guidelines for casual works;
- Performs routine evaluation of proposals per contractual works;
- Supervises the construction of projects to ensure buildings constructed are in accordance with drafted plans;
- Oversees the maintenance of buildings and other infrastructure of the Ministry;
- Conducts safety compliance inspections and conditions surveys for civil works projects;

- Prepares basic structural designs, works drawing and specifications in collaboration with the Projects and Technical Services Unit;
- Prepares maintenance schedules for the Ministry building and properties within accepted timelines and supervise timely responses/implementation;
- Supervises the maintenance and repairs of properties and buildings;
- Provides status reports on the Ministry's properties within agreed timelines.

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

- Good Project Planning Skills
- Good knowledge of GOJ Procurement Policies and Guidelines
- Knowledge of contract administration
- Proficiency in Computer Applications including Auto CAD and Microsoft Applications
- Competent in designing and interpreting engineering drawing, briefs, diagrams
- Good knowledge of safety regulations and programmes.
- Good knowledge of Engineering works
- Good knowledge of The National Building Code
- Good oral and technical report writing skills
- Good customer relations and interpersonal skills
- Good time management skills
- Good negotiating skills
- Good planning and organizing skills
- Good analytical and problem-solving skills

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

- First Degree in Operation Management/ Construction Management/Civil Engineering/Land Valuation or related Degree in a Built Environment discipline
- Three (3) years' experience in Civil Works or in a related field;

Applications accompanied by résumés should be submitted **no later than Friday, 3<sup>rd</sup> December, 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](mailto: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**