



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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25th 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 posts in the **Corporate Planning and Administration Division, Ministry of Finance and the Public Service**:

1. **Occupational Health and Safety Officer (GMG/SEG 1) (Vacant)**, salary range \$1,640,253-\$1,949,746 per annum and any allowance(s) attached to the post.
2. **Asset and Inventory Officer (GMG/AM 4) (2 positions) (Vacant)**, salary range \$1,467,234 - 1,744,080 per annum and any allowance(s) attached to the post.

1. Occupational Health and Safety Officer (GMG/SEG 1)

Job Purpose

Under the general direction of the Director, Employee Relations, Occupational Health and Safety, the Occupational Health and Safety Officer has the responsibility to co-ordinate, support and advise the Ministry on all aspects with regards to Health and Safety.

To implement and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within the Ministry are adhered to.

Key Responsibilities

Technical/Professional

- Ensures a safe workplace environment without risk to health;
- Ensures that all health and safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated;
- Ensures the completion and regular review of Risk Assessments for all work equipment and operations;
- Ensures that all accidents are documented, investigated and recommended improvements implemented;
- Ensures that Safety Inspections are carried out, fire drills and fire alarms are correctly reported, Safety Inspections, Risk Assessments and lone working procedures are managed and employees are aware of their responsibilities;
- Co-ordinates the development of Health and Safety policies, systems of work and procedures;
- Ensures full and accurate Health and Safety Records and Training Records are maintained;
- Establishes a structured programme of Health and Safety Training throughout the Ministry;
- Promotes and maintains safety in the workplace;
- Participates in regular Staff Development activities and develops new skills and competencies to meet the changing needs;
- Liaises with external Health and Safety Consultants in the provision of training programmes and Health and Safety services;
- Keeps up to date with all aspects of relevant Health, Safety and Welfare at Work Legislation and communicates relevant changes to the staff;
- Provides regular reports;
- Liaises with Insurers, Solicitors etc.;
- Assists with the training and mentoring of new staff.

Management/Administrative

- Develops Individual Work Plan based on alignment to the overall plan for the section and performance measures/standards;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares monthly reports on customer complaints, number of issues resolved, and other documents as required.

Human Resources

- Contributes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals;

Customer Service

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of Occupational Health and Safety Act (2017)
- Working knowledge of the policies and guidelines of the Ministry
- Good knowledge of the Ministry standards and procedures
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values

Minimum Required Qualification and Experience

- Bachelor's Degree in Environmental Health Sciences, or a related discipline;
- Training in Occupational Health and Safety Management
- Two (2) years related experience in a similar environment

2. Asset and Inventory Officer (GMG/AM 4)**Job Purpose**

Under the general supervision of the Manager, Asset, Inventory and Utilities, the Asset and Inventory Officer is responsible for the maintenance of the Ministry's Assets and Inventory Documentary System.

Key Responsibilities

- Assists in the modernization of the Inventory Control System of the Ministry;
- Conducts activities related to Physical Inventory Counting and observation. Includes working with various Departments to perform inventory observation, reconciling physical inventories and attaching Identification Tags or other identifying number to assets;
- Receives invoices and co-ordinates with the Procurement Branch to determine value for fixed assets;
- Reviews documentation and monitors product codes to search for discrepancies; troubleshoot quantity discrepancies between stock and records;
- Receives and records new supplies as they are delivered;
- Maintains an Inventory and Registry of all assets, regularly providing updates on conditions of these assets and makes recommendation accordingly;
- Prepares and maintains records to capture items for disposal or transferred from each Department for accurate reporting;
- Prepares Location Charts for each item of furniture, equipment and machinery and have same affixed to individual office;
- Responds to requests made by staff through the Office Services Help Desk;
- Prepares supplies based on requests and creates delivery schedules accordingly;
- Manages re-order levels; places orders to replenish supplies avoiding insufficiencies or excessive surplus;

- Prepares and maintains an up to date Inventory of the Motor Vehicle Register;
- Collaborates with the Data Analyst to determine depreciation methods and useful levels of the fixed assets, maintains depreciation schedules with updates as needed;
- Monitors the movement of fixed assets throughout the Ministry;
- Concentrates and distributes various reports needed to reconcile Inventory Records;
- Removes and disposes obsolete equipment and furniture;
- Maintains asset and inventory database to include transfers and cycle counts;
- Prepares monthly cash flow;
- Prepares transmittals and commitment to the Finance and Accounts Division;
- Prepares monthly reports with evidenced based data;
- Provides day to day Technical Support to end users of utilities as the first point of contact;
- Supervises the recovery of the cost of utility services deemed to the Government but was consumed for private purposes.

Required Knowledge, Skills and Competencies

- Working knowledge of Government Accounting procedures
- Sound knowledge of Asset and Inventory Management and System
- Working knowledge of the policies and guidelines of the Ministry
- Working knowledge of FAA Act
- Good knowledge of the Ministry standards and procedures
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values

Minimum Required Qualification and Experience

Bachelor's Degree in Management Studies, Business Administration or a related discipline;
Training in Asset and Inventory Management;

AND

Two (2) years related experience in a similar environment.

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th December, 2021 to:**

**Senior Director, Human Resource Management & Development
Ministry of Finance & Public Service
30 National Heroes Circle
Kingston 4**

Email: happlications@mof.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**