



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 380
OSC Ref. C.6655

10th 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 **vacant post of Senior Director, Corporate Services (GMG/SEG 5) in the Independent Commission of Investigations (INDECOM) (Headquarters)**, salary range \$3,706,560 - \$4,405,935 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for the management of all administrative and support services for the Commission. He/she provides oversight and technical guidance by ensuring that:

- The relevant Administrative and Human Resource Policies are implemented;
- Financial and accounting procedures are in keeping with established standards;
- Ensures that the Commission's Procurement Policies are in keeping with established guidelines, in accordance with the Vision and Mission of the Commission.

Key Responsibilities

- Collaborates in the preparation of the Commission's Corporate Plan, Annual and Supplementary Budgets and ensures timely submission to the Ministry of Finance and the Public Service;
- Ensures the procurement and maintenance of offices/plant equipment;
- Ensures that the role, function, policies and procedures of the Commission are clearly communicated to staff;
- Ensures that the Commission is adequately staffed, personnel trained and motivated;
- Provides leadership to staff through effective objectives setting, delegation and communication;
- Monitors and controls expenditure in accordance with budgetary provisions;
- Analyzes Monthly Statements and Annual Appropriation Statements;
- Collaborates in the preparation of the Commissioner's Report to Parliament on the activities of the Commission.

Required Knowledge, Skills and Competencies

- Expert knowledge of the principles of management, administration, planning and resource utilization
- Sound knowledge of Industrial Relations practices
- Excellent knowledge of Human Resource Management techniques and practices
- Excellent knowledge of Public Service Regulations and Staff Orders
- Excellent oral and written communication skills
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- Master of Business Administration (MBA) in Human Resource Management or Public Administration and five (5) years' experience at a senior level;
or
- First Degree in Social Sciences, or Human Resource Management and eight (8) years' experience at a senior level.

Applications accompanied by résumés should be submitted **no later than Tuesday, 23rd November, 2021 to: hrd@indecom.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer