



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 19
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12th January, 2022

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/be assigned to the following posts in the **Post and Telecommunications Department**:

1. **Assistant Chief of Security (GMG/SEG 1) – (Vacant)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Inventory Officer (GMG/AM 2) – (Not Vacant)**, salary range \$1,025,878 - \$1,219,446 per annum and any allowance(s) attached to the post.

1. Assistant Chief of Security (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Chief of Security (COS) the Assistant Chief of Security is responsible for assisting with the overall objectives of the Security Unit, which is to protect the revenue and all other assets associated with the postal system.

The incumbent is also responsible for assisting with the Corporate/Physical Security functions of the Department, providing support for the overall Corporate Security Strategy and Security Architecture Development of the Department in Zone 2 (that is May Pen, Mandeville and Black River).

Key Responsibilities

Management/ Administrative:

- Prepares Individual Work Plan in collaboration with Supervisor;
- Liaises with the Police, Customs, various Branches of State and Citizens, Parish Councils, Ministry of Health, Airport, Airlines and other relevant Agencies;
- Liaises with Internal Audit, Human Resource Management, Regional Inspectors and Postmasters on security and safety related matters;
- Conducts Security training to PTD Staff;
- Promotes the philosophy and practices of Postal Security;
- Keeps abreast with trends and best practices in Security Systems.

Technical/Professional:

- Assists in conducting audits on Postal Security Systems and Procedures, and where there are inconsistencies, recommends movement to adjust or resolve them, if necessary;
- Assists with ensuring compliance of Postal Safety and Security processes and procedures;
- Advises on current technologies for the improvement of Postal Security and employees' safety;
- Assists with designing and implementing safety systems and logistics for cash in transit;
- Assists with detecting and investigating security breaches, mail theft, fraudulent encashment of local postal orders, cheques, vouchers and burglaries;
- Assists with investigating complaints made by the public in respect to valuables stolen from their mail;
- Assists with the monitoring of the Electronic Security Systems and evaluates them to ensure their effectiveness;
- Assists with developing Security Policies and Procedures and ensures their implementation and administration;
- Assists with the initiation of the suspension or revocation of authorization of persons in breach of security rules;
- Conducts seminars to provide information on Security Policies and Procedures;
- Maintains records of Security Operations and Breaches;
- Assists with ensuring the safety and security of records, office buildings and equipment in case of natural disaster;

- Manages and monitors the Disaster Preparedness Programmes in the Zone 2;
- Conducts interviews for investigative purposes;
- Assists with conducting Threat and Risk Assessments on a regular basis and manages results;
- Assists with overseeing the process of embedding and removing of safes, maintenance and repairs of vaults and the cutting and repairing of specific keys and locking mechanisms;
- Carries out observation operations to detect irregularities;
- Responds to and addresses security and safety issues made by staff members and submits reports to the Chief of Security;
- Assists with the development of a Security Standard Operation Procedures Manual;
- Carries-out background checks of prospective employees;
- Attends Hearings of security breaches at the Departmental level and provides evidence;
- Conducts routine security and safety inspections;
- Collects, collates and safeguards information, data and evidence in all its various forms and disseminates to those authorized on a need to have, need to know basis;
- Proactively and reactively initiates investigations solely and/or co-operatively into breaches of, but not limited to, the State's, Government's and the Department's various rules and regulations, FAA Act, illegal activities and misuse within the Nation's Postal System.

Other:

- Attends Court Hearings;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Security Mechanism
- Security Architecture
- Occupational Safety and Health
- Universal Postal Union, Security Standards and Post Office Act (1941)
- Postal Industry and its operations
- Government/Department policies and procedures
- Incident handling and analysis skills
- Project Management skills
- Risk Management skills
- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- Proficiency in Microsoft Office Suite

Minimum Required Qualification and Experience

- First Degree in Management Studies, Business Administration or equivalent;
- Training in Security Management and Intelligence Methodology;
- Training in Criminal Justice/Police Science would be an asset;
- Six (6) years managerial experience in the Security, Investigation and Loss Prevention Industry.

Special Conditions Associated with the Job

- Extensive travelling islandwide;
- On call 24/7;
- High risk environment;
- Exposure to criminal activities with local, regional and international reach;
- The ability to use force in the pursuit and restraint of another person and to protect oneself and others from various threats and danger.

1. Inventory Officer (GMG/AM 2)

Job Purpose

Under the direction of the Director, Administration, the Inventory Officer is responsible for the accurate maintenance of the Department's Inventory Management System, ensuring that all items procured are recorded and accounted for in all its locations islandwide. The Officer is required to execute inventory control measures to minimize stock holding and maximize stock efficiency and paperwork accuracy at all offices of the Department and postal locations/points islandwide.

Key Responsibilities

Professional/Technical:

- Develops the Department's Inventory Management Strategy with the aim of controlling costs within budgetary limits, generating savings and rationalizing;
- Maintains the Department's Inventory System;
- Manages and controls perpetual inventory stock counting/inventory accuracy checks at the Central Sorting Office (CSO) and all outstations to ensure Government assets are tagged and accounted for;
- Keeps records of all Government assets received, issued and outstanding balance in all locations islandwide, by recording quantity ordered, unit cost, total cost of quantity ordered along with the invoice and delivery number issued;
- Supervises the inspection, verification and re-verification of all fixed assets in all offices and postal locations/points islandwide;
- Prepares Board of Survey Reports (BOS) for the Ministry of Finance and the Public Service;
- Ensures that BOS items are removed from offices within the Department and postal locations/points to the BOS location and that assets marked for disposal are disposed of according to the National Environmental Planning Agency (NEPA) guidelines;
- Assists in co-ordinating the removal of obsolete items (furniture, equipment, etc.) in all offices and postal locations/points islandwide to be BOS;
- Assists in co-ordinating the relocation of various furniture, equipment etc., islandwide;
- Updates record of items returned from Divisions/outstations and ensures that they are well organized and controlled to sufficiently support the goals of the Department;
- Issues and updates annual Inventory Record of CSO and all outstations to ensure the Department's assets are accounted for;
- Keeps record of inventory transferred to other Divisions and outstations;
- Undertakes stock-taking/stock confirmation in conjunction with designated staff on a regular basis for CSO and all outstations;
- Co-ordinates and manages procedures for the handling (offloading, packaging and unpacking) and movement of items of furniture/equipment in and out of the bulk warehouses.

Human Resource:

- Monitors and evaluates the performance of staff supervised and recommends corrective action, where necessary;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training/developmental needs of staff supervised and makes recommendations as required;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Department's and Branches goals;
- Fosters an atmosphere of trust, high ethical and confidential standard;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Division and the Branch;
- Recommends leave for staff supervised in keeping with established Human Resource Policies and Procedures;
- Recommends disciplinary action in keeping with the established Human Resource Policies and Procedures;
- Conducts Monthly and other Ad Hoc Meetings with staff supervised;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Knowledge of Government of Jamaica Asset Management Policy
- Knowledge of Records Management
- Good knowledge of UPU Standards
- Knowledge of the Government/Department's Policies and Procedures

- Good knowledge of the Post Office Act (1941)
- Ability to work on own initiative
- Good oral and written communication skills
- Excellent time management skills
- Good planning and organizing skills
- Proficient in the relevant computer applications

Minimum Required Qualification and Experience

- Certificate in Public Administration/Management Studies or equivalent;
- Two (2) years' experience in Stores Management;
- Training in Supplies Management would be an asset.

Special Conditions Associated with the Job

- Extensive travelling islandwide;
- Exposure to dust, hazardous fumes and harmful chemicals.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25th January, 2022 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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**