



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 17
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11th 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 the **vacant** post of **Assistant Property Maintenance Officer (SOG/ST 3)** in the **Administration and Special Services Division, Office of the Prime Minister (OPM)**, salary range \$955,740 - \$1,136,075 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Facilities Manager, the Assistant Property Maintenance Officer is responsible for assisting with the maintenance and upkeep of the properties, buildings and equipment under the control of the Office of the Prime Minister.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Monitors, inspects and supervises daily activities related to the maintenance and upkeep of equipment and property under the care of the Facilities Management Unit;
- Prepares scope of work and bill of quantities in relation to improvement, construction and maintenance projects/operations;
- Prepares draft project brief/design for necessary submission and approval;
- Co-ordinates the execution of construction and refurbishing projects in keeping with Building Codes and Government of Jamaica (GOJ) standards/guidelines, ensuring adherence and quality assurance;
- Conducts periodical assessment of conservation initiatives and makes necessary recommendations for adjustment and improvements;
- Assists with the preparation of grounds for special functions/events;
- Participates in the development and implementation of special projects;
- Updates Utilities Registers;
- Prepares monthly reports and other activity reports as requested.

Required Knowledge, Skills and Competencies

- Integrity and confidentiality
- Strong leadership and supervisory skills
- Good interpersonal and customer relations skills
- Good planning and organizing skills
- Good problem-solving and conflict management skills
- Good presentation and oral and written communication skills
- Strong customer service and quality focus skills, with a keen eye for details
- Strong impetuous and initiative to uphold value for money procurement
- Sound Knowledge of the operations of Government and the Organization's Policies and Procedures
- Proficiency in the use of Auto Cad or similar capacity software
- Proficiency in the use of Microsoft Office Suite and other computer applications

Minimum Required Qualification and Experience

- Undergraduate Degree in Construction Technology or in the field of Architecture or Quantity Surveying from a recognized tertiary institution, plus two (2) years' experience working in a similar job or related field,

OR

- Associate Degree in Construction Technology or in the field of Architecture or Quantity Surveying from a recognized tertiary institution, plus three (3) years' experience working in a similar job or related field,

OR

- Diploma in Construction Technology or in the field of Architecture or Quantity Surveying from a recognized tertiary institution, plus five (5) years' experience working in a similar job or related field.

Special Condition Associated with Job

- Required to work beyond normal working hours, whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Monday, 24th January, 2022 to:**

Senior Director
Human Resource Development & Management
Office of the Prime Minister
1 Devon Road
Kingston 10

Email: jobs@opm.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