



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 25 **OSC Ref. C.4857¹⁶**

20th 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 be assigned to the post of **Director, Administration and Property Management (GMG/SEG 2) – (for period ending March 2022)** in the **Ministry of Transport and Mining**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Corporate Services, the incumbent will be responsible for planning, directing and co-ordinating the management and execution of the Property Maintenance and Office Services functions in order to meet organizational needs through the most cost-effective means.

Key Responsibilities

- Develops and periodically reviews the Ministry's programme for property maintenance;
- Negotiates the terms and conditions of proposed service contracts in order for the Ministry to receive value for money;
- Organizes and monitors the activities of Technical Teams engaged in the upgrading of existing building and the construction of new office facilities, the servicing and maintenance of equipment, ensuring satisfactory completion of projects.
- Examines and approves payments generated for goods and/or services being concerned with the authenticity of the bills, ensuring that the payments fall within the limits of the budgetary allocation and also that the value for money is received;
- Liaises with contractors/suppliers in resolving discrepancies on a timely basis;
- Ensures the physical environment of the Ministry is maintained in a satisfactory condition;
- Monitors the maintenance of plants, gardens, buildings and the general surroundings, as well as the refurbishing and upgrading/replacement as appropriate, of critical equipment, such as electrical generators, elevators, air-conditioning and canteen equipment, etc.;
- Prepares for and mitigates against natural disasters as they relate to the Property Management function, in consultation with the Director with responsibility for Disaster Preparedness;
- Develops and implements measures for adequate pest management and control, bearing in mind crucial environment considerations;
- Develops and implements measures for the adequate disposal of refuse from the compound;
- Attends meetings of Energy Co-ordinates re energy conservation issues in the public service;
- Employs Energy Conservation initiatives to contain consumption and hence realize savings;
- Works with NWC and other stakeholders to conduct annual leak detection test on the underground water supply system and takes corrective action promptly;
- Examines existing office accommodations to determine whether they meet the operational requirements of the programme management;
- Develops and implements appropriate solutions to problems encountered in these areas;
- Ensures the provision of adequate amenities/facilities such as light power, air-conditioning, plumbing, telephones, equipment and domestic office supplies;
- Facilitates the uninterrupted supply of public utilities by timely payment of bills and regular liaison with providers;
- Develops and manages an effective Asset Management Programme, inclusive of reviewing valuation and insurance of the Ministry's assets to ensure that they are in keeping with Government of Jamaica policy;
- Investigates and responds to Audit queries emanating from the Internal Audit Division and the Auditor General's Department on matters involving the activities of the Branch;
- Institutes corrective actions resulting from investigations into Audit queries and constantly reviews operational systems to ensure that they are effective and efficient and in accordance with the FAA Act;
- Reviews application for the release of Foreign Exchange for the Ministry and its Agencies for approval by the Permanent Secretary;

- Submits to the Ministry of Finance and the Public Service, appropriate justification for the release of Foreign Exchange for contingency purposes;
- Determines per diem rate to be applied for foreign travel;
- Liaises with the Ministry of Foreign Affairs and Foreign Trade to secure appropriate travel permits, diplomatic assistance and general information on foreign travel;
- Facilitates the application of Foreign Exchange for ministerial travel to the Ministry of Finance and the Public Service for approval;
- Plans, organizes and directs the work of the Unit by assisting in the development of the Corporate and Operational Plans and Budget;
- Monitors expenditure against Budget, giving priority to inescapable items and contractual obligations;
- Conducts Periodic Reviews of supervisees in accordance with Work Plans;
- Develops and manages the performance of staff in the Branch with particular emphasis on transferable skills; motivates staff, sets performance targets, monitors performance, provides feedback and recommends training;
- Ensures that staff members have adequate physical resources to carry out their duties in an efficient and effective manner;
- Maintains effective working relationships with external and internal stakeholders and ensures that the Unit provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

Technical:

- Excellent knowledge of Government Procurement Policies and Procedures
- Sound knowledge of Property Laws
- Sound knowledge of Human Resource Management and Property/Office Services Management
- Good knowledge of the FAA Act, Government Accounting and Administrative Systems

Core:

- Excellent leadership and people management skills
- Ability to work a team
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Integrity and ethics
- Excellent problem-solving skills

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management/Public Administration or equivalent from a recognized tertiary institution;
- Training in Property Management is an asset;
- Five (5) years' experience in a related field, including preparation of Bid/Contract Documents.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Long hours of work, including weekends and public holidays.

Applications accompanied by Résumés should be submitted **no later than Friday, 28th January, 2022 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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 horizontal stroke extending to the right.

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