



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 4**  
**OSC Ref. C.6634/S9<sup>2</sup>**

**3<sup>rd</sup> 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 **Head of Facilities and Asset Management (Grade 7)** in the **Management Institute for National Development (MIND)**.

**Job Purpose**

The incumbent provides leadership and managerial direction required to achieve the Agency's Strategic Objectives of improving MIND's physical facilities, client services and environmental provisions.

**Key Responsibilities**

- Manages the development and implementation of Maintenance Plans for MIND's campus to include all regular and ad-hoc maintenance activities so as to ensure the ongoing maintenance and care of the Agency's buildings, grounds and equipment;
- Provides technical advice/guidance to the Director Finance, HRM and Administration, CEO, Managers and staff on matters relating to Facilities and Asset Management;
- Develops/reviews and implement operational systems and procedures to guide the delivery of services by the Facilities and Asset Management Section to manage emergency situations;
- Manages effectively and efficiently Training Room allocation and rentals;
- Provides logistic support in respect of hosting functions for MIND; co-ordinates the preparation of grounds for special functions;
- Oversees the inspection of all properties and maintenance of common areas as is necessary;
- Monitors, inspects and supervises daily activities related to the maintenance and upkeep of equipment and property under the care of the Facilities and Asset Management Section;
- Develops and implements, office space layout and furniture placement plans;
- Oversees the maintenance of the landscape, grounds and environment of MIND;
- Leads the efficient and effective management and security of the Agency's assets and inventory;
- Develops and recommends for adoption policies and procedures that ensure the efficient and effective management and safekeeping of the Agency's assets.

**Required Knowledge, Skills and Competencies**

- **Collaboration/Partnership with Suppliers** - able to develop strategic partnerships with key suppliers ensuring that these are coordinated with other Agencies
- **Risk Management and Business Continuity** - able to take overall responsibility for the management of operational risk arising from all aspects of the use of systems and processes, as part of contingency planning
- **Building Maintenance** - able to develop the Agency's maintenance policy for its infrastructure
- **Space Management** - able to develop a space strategy, analyzing the needs and priorities of the business and preparing clear and concise strategies for space allocation, including space guidelines where appropriate.
- **Logistics Management** - able to develop strategic supply chain solutions that optimize stockholding costs whilst providing appropriate service level availability.
- **Asset Management Planning** - able to analyse business needs for the creation and/or acquisition of assets based on requirements.
- **Safety and Security** - able to develop a health and safety policy for MIND.

**Minimum Required Qualification and Experience**

- Post Graduate Degree in Estate Management, Construction Management or Mechanical Engineering or a related field from a recognized tertiary institution;
- Three (3) years' experience in a similar position with at least two (2) years at the middle management level.

Applications accompanied by résumés should be submitted **no later than Friday, 14<sup>th</sup> January, 2022 to:**

**Senior Manager, Human Resource Management  
Management Institute for National Development  
235A Old Hope Road  
Kingston 6**

Email: [hr@mind.edu.jm](mailto:hr@mind.edu.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**