



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 34 **OSC Ref. C.6567¹⁴**

27th 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 following **vacant** posts in the **Jamaica Combined Cadet Force, Jamaica Defence Force**:

1. **Manager, Training and Development (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Public Relations/Media Officer (MCG/IE 4)**, salary range \$1,665,309 - \$1,979,529 per annum and any allowance(s) attached to the post.
3. **Research and Development Officer (GMG/SEG 1)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
4. **Logistics and Stores Manager (GMG/SEG 1)**, salary range 1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
5. **Training Officer (GMG/AM 4) – (4 posts)**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.
6. **Technical Support Assistant (MIS/IT 3)**, salary range \$1,147,933 - \$1,364,532 per annum and any allowance(s) attached to the post.
7. **Secretary 2 (OPS/SS 2)**, salary range \$781,231 - \$928,638 per annum and any allowance(s) attached to the post.

1. Manager, Training and Development (GMG/SEG 2)

Job Purpose

Under the direction of the Director, Jamaica Combined Cadet Force, the Manager, Training and Development, is responsible for creating and implementing training programmes/curriculum, training all trainers to be dispatched and overseeing the development of staff. He/she will evaluate productivity and help employees create long-term career plans.

Key Responsibilities

- Reviews Training Policies and Guidelines to ensure congruence with Corporate Plans and Objectives;
- Conducts random assessments of local training programmes to determine relevance and suitability;
- Convenes and attends meeting with Divisional Heads and other relevant stakeholders to discuss training programmes and training needs;
- Develops the Organization's Training Policy and designs the Training and Development Plans to support its Mission and objectives;
- Prepares the annual financial needs for training and makes the necessary submission for inclusion in the Budget;
- Prepares Training Plans and Schedule for all Divisions within the Organization;
- Works in conjunction with all the Committees under Delegation of Functions to implement new strategies and efficiency mechanisms to achieve Corporate goals;
- Develops and manages a Training Programme to support the Succession Planning Policy of the Organization;
- Undertakes specific aspect of in-house training for selected categories and co-ordinates the implementation of training conducted by other officers to ensure that objectives are met;
- Recruits a cadre of competent presenters and other resource persons internally and externally, and conducts evaluation of their performances;

- Maintains arrangements with local and overseas institutions to satisfy training needs of the organization;
- Confers with JDF Officers and stakeholders from the Private and Public Sectors on technical aspects of Band, Air, Sea and Infantry Training;
- Facilitates the upgrading of skills and provides maximum career advancement and development opportunities for officers by:
 - ✓ Liaising with Training/Scholarship Section of the Cabinet Office to get information re-availability of courses and scholarships
 - ✓ Keeping all employees generally informed of training available to them
 - ✓ Oversees the processing of nomination for training courses offered by local and overseas institutions
 - ✓ Collaborating with the Senior Director, Operations, to design and develop Training and other Human Resource Programmes;
- Designs and administers instruments to conduct evaluation of the programmes;
- Researches and recommends improvements to instructional methodology based upon applicable psychological and educational principles;
- Evaluates the impact of training programmes' on-the-job performance of staff to ensure internal transfer of skills;
- Tracks and reports trends in the distribution of training effectiveness and assesses costs and benefits;
- Measures the ROI per person for training experienced;
- Periodically reviews course contents to maintain relevance;
- Re-designs training programmes and methods of instructions, where required, based on analysis of post training evaluations;
- Represents the JCCF at meetings, seminars and conferences local and overseas.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring, training and providing assistance and support as needed;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division;
- Completes performance evaluation;
- Prepares individual Work Plan for trainers;
- Aids direct reports in preparing Work Plans;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Sound knowledge of new and diverse training needs
- Sound knowledge of Human Resource functions
- Knowledge of Organizational Development
- Knowledge of computer office applications
- Training delivery skills
- Excellent writing/creative skills
- Excellent time management skills
- Excellent analytical skills

Core:

- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Integrity/Ethics and confidentiality
- Ability to work in a team
- Excellent Interpersonal skills
- Integrity/Ethics
- Customer and quality focus
- Ability to negotiate
- Persuasive

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Sciences – Management Studies, Public Administration, Arts and General Studies or equivalent qualifications;
- Training Certification/Teaching Diploma would be an asset;
- Four (4) years related experience, two (2) years of which should be in a supervisory capacity;
- Experience in a Military/Paramilitary Organization would be an asset.

Special Conditions Associated with the Job

- May be required to occasionally work outside of normal working hours;
- May be required to travel locally and overseas.

2. Public Relations/Media Officer (MCG/IE 4)

Job Purpose

Under the direct supervision of the Director, Jamaica Combined Cadet Force, the Public Relations/Media Officer is to provide support in the operations of the Division to advance a positive image of the Organization by effectively representing its policies, programmes, services and activities to internal and external customers and the general public.

Key Responsibilities

- Implements the Organization's Public Education Programmes, utilizing the mass media and public fora to foster greater understanding and public awareness;
- Monitors the organization's programmes and policies;
- Develops communication initiatives for radio, television and print media, in consultation with key stakeholders;
- Prepares and disseminates information to the media, public and private organizations and the general public;
- Develops Periodicals and other publications;
- Advises management on Public Relations issues;
- Provides internal and external feedback on the impact of the Organization's initiatives and programmes;
- Develops and implements effective communication strategies to sensitize staff about policy decisions, activities and developments within the Organisation;
- Co-ordinates and develops communication strategies for the Ministry, in collaboration with portfolio agencies;
- Organizes Press Briefings, Receptions, Conferences and other special events, on behalf of the Organization;
- Prepares Speeches for senior members of staff;
- Ensures media coverage for the organization's functions, to include major camps;
- Attends meetings and prepares reports;
- Assists with the preparation of the Unit's Budget;
- Produces special publications on behalf of the JCCF, such as Annual Reports, feature articles and advertisements;
- Advises the Manager of the consequences of the Ministry's actions which may impact stakeholders;
- Establishes and maintains effective working relationships with representatives of the media;
- Arranges and co-ordinates Press Conferences, Seminars and Consultation;
- Develops Press Releases and Interviews to all types of media, in a bid to educate stakeholders and the public in general, on the functions/Mission of the JCCF;
- Enhances and maintains a positive Corporate image of the Organization to the public;
- Contributes to internal communication channels;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Functional/Technical:

- Excellent knowledge of Communication Programme Planning and Communication Media
- Excellent knowledge of Customer Service principles and techniques
- Excellent oral and written communication skills

- Knowledge of computer applications and in the use of visual and other presentation aids

Core:

- Excellent interpersonal skills
- Excellent planning and organizing skills
- Self-starter/Initiative
- Ability to work in a team

Minimum Required Qualification and Experience

- Bachelor of Arts Degree in Mass Communication or equivalent qualification
- Specialized training in Public Relations
- Expertise in event planning and management
- Experience in planning, developing and implementing PR strategies
- Three (3) years' experience as a Communications Practitioner
- Experience in the use of standard computer applications

Special Condition Associated with the Job

- May be required to work outside of normal work hours to include the weekend.

3. Research and Development Officer (GMG/SEG 1)

Job Purpose

Under the supervision of the Manager, Training and Development, the Research and Development Officer is responsible for research, planning and development of new programmes and initiatives.

Key Responsibilities

- Researches projects to ensure their feasibility and sustainability;
- Reviews and analyzes data to inform decision making;
- Supports and collaborates with the Manager, Programmes and Initiatives, in environmental scanning, promoting and targeting funding opportunities;
- Uses appropriate and creative methods to design and manage research projects;
- Applies a variety of research techniques to gather relevant information, including Document Analysis, Surveys, Case Studies and Interviews;
- Develops Test Theories;
- Prepares reports and identifies and provides advice about possible strategies;
- Assists in the daily operations that support and implement current programme objectives;
- Assists in the identification of risks associated with the various programmes and initiatives;
- Analyzes programme results and presents findings to management;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

Technical:

- Sound knowledge of Project Management
- Sound knowledge of research methodologies
- Ability to produce clear findings and reasoned recommendations
- Knowledge of Computer Office Applications
- Excellent time management skills
- Excellent analytical skills

Core:

- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Strategic and creative thinker
- Ability to work in a team
- Excellent interpersonal skills
- Integrity/Ethics
- Customer and Quality Focus
- Ability to negotiate

- Persuasive

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration, Management Studies, Public Administration, or equivalent qualifications;
- Three (3) years related experience;
- Experience in a Military/Paramilitary organization would be a distinct asset.

Special Conditions Associated with the Job

- May be required to occasionally work outside of normal working hours;
- May be required to travel island-wide.

4. Logistics and Stores Manager (GMG/SEG 1)

Job Purpose

Under the supervision of the Director, Finance and Administration, the Logistics and Stores Manager is responsible for organizing and maintaining all JCCF operations and stores. He/She is also responsible for the day-to-day operations of the Inventory Team and ensuring the workflow and supervision of the Team is effective and obstacles to the process are cleared.

Key Responsibilities

- Plans and manages Logistics, Stores and Transportation activities;
- Directs, optimizes and co-ordinates full order cycle;
- Liaises and negotiates with suppliers, manufacturers, retailers and customers;
- Keeps track of quality and quantity stock levels and delivery times, transport costs and efficiency;
- Plans vehicle routes;
- Processes requests;
- Supplies all JCCF Camps/Training with the necessary supplies as requested/needed;
- Arranges and plans out stores, catalogues goods and processes deliveries;
- Resolves complaints or problems that arises;
- Maintains metrics and analyzes data to assess performance and implement improvements;
- Complies with laws, regulations and Occupational Health and Safety Act;
- Implements Health and Safety Procedures;
- Recommends continuous improvement to operations;
- Collaborates with various Departments to realize efficiencies and manage expectations;
- Prepares and manages Budget;
- Prepares Monthly, Quarterly and Annual reports.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring, training and providing assistance and support as needed;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Division;
- Completes performance evaluation;
- Prepares Individual Work Plan;
- Aids direct reports in preparing Work Plans;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Sound knowledge of Supply Chain Management
- Sound knowledge of GOJ Public Procurement Guidelines
- Knowledge of Occupational Health and Safety Act

- Knowledge of computer office applications
- Excellent time management skills
- Excellent analytical skills

Core:

- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Strategic and creative thinker
- Ability to work in a team
- Interpersonal skills
- Integrity/Ethics
- Customer and Quality Focus
- Ability to negotiate
- Persuasive

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration, Supply Chain Management, Logistics Public Administration or equivalent qualifications;
- Training in GOJ Public Procurement Guidelines would be an asset;
- Three (3) years related experience, two (2) years of which should be in a supervisory capacity;
- Experience in a Military/Paramilitary organization would be a distinct asset.

Special Conditions Associated with the Job

- May be required to occasionally work outside of normal working hours, to include weekends;
- May be required to travel island-wide.

5. Training Officer GMG/AM 4)

Job Purpose

The Training Officer is responsible for participating in the planning, development and implementation of training courses for the JCCF.

Key Responsibilities

To participate in the planning, development and implementation of training courses for the JCCF:

- Selects subject material and course outlines and confers JCCF Officers on the details of training programmes;
- Analyses objectives of the Cadet Units to determine and address existing situations that might cause changes in training requirements;
- Writes reports detailing training methods and techniques to be used in Courses for the perusal of the Adjutant Training Officer;
- Develops and circulates Training Schedules;
- Assists with the planning and co-ordination of local training events and conferences;
- Conducts Training Courses and Conferences at Cadet Units;
- Prepares training manuals and Test Papers and conducts testing for Officers/Cadets island-wide.

To build and maintain effective working relationships with Schools and Public Organizations island wide by providing and disseminating information in keeping with the mandate of the Cadet Force:

- Explains the meaning and application of the rules and regulations of the JCCF through Interviews or other means, such as Lectures and Circulars and Letters;
- Visits Cadet Units to conduct inspections and to address concerns of performance, attitude and discipline;
- Reviews training objectives and strategies made by the Officers of various Units and determines their feasibility;
- Prepares letters, issues Circulars and directives and provides face-to-face and telephone discussions;
- Interviews and counsels Cadets;

- Establishes and maintains effective working relationships with Schools, Colleges and Private and Public Organizations island-wide;
- Initiates and arranges meetings with Principals, Teachers and Officers to obtain their co-operation and assistance;
- Addresses meetings and explains the activities of the JCCF;
- Represents the JCCF at Meetings, Seminars and Conferences, locally and overseas;
- Represents the JCCF at Special Olympics, Disaster Preparedness and any other Civic Committee.

To undertake ongoing research of the training needs of the JCCF to enhance performance and ensure inclusion of latest developments:

- Undertakes research of training needs of the JCCF and keeps abreast of the latest developments in training;
- Liaises with Cadet Force Officers with a view to determine their training needs;
- Modifies existing courses for improving course delivery and content;
- Examines innovations and techniques in training and assesses their relevance for improving existing Course content;
- Confers with JDF Officers and stakeholders from the Private and Public Sectors on technical aspects of Band, Air, Sea and Infantry training;
- Gleans training data and information;
- Examines Publications, Periodicals and Bulletins;
- Attends and participates in Camp courses, locally and overseas;
- Prepares Reports and Briefs outlining training needs of the various Units and submits to the Adjutant Training Officer.

To manage the Commissioning of Potential Officers of the Jamaica Combined Cadet Force in accordance with the JCCF's standards:

- Prepares list of applicants for Commission;
- Organizes Commission Boards on the directive of the Adjutant Training Officer;
- Ensures Potential Officers are vetted before being commissioned;
- Prepares list and Autobiography in respect of successful applicants to the Ministry of National Security;
- Prepares Parchment for successful applicants for Commission in the JCCF and submits to Adjutant Training Officer for the signature of the Governor General.

To co-ordinate the Award Programme in respect of the Duke of Edinburgh Officer:

- Advises the Adjutant Training Officer on all matters relating to the Award;
- Ensures new leaders are trained and existing leaders kept up to date with change in the conditions;
- Arranges for the supply of badges and certificates and promotional material;
- Keeps records of participants;
- Vets completed Record Book prior to signature of the completion certificate;
- Arranges for the completion certificate in the Record Book to be signed at the appropriate level;
- Arranges suitable events for the presentation of awards;
- Provides advice and assistance to Battalion Commanders on the day-to-day running of the award;
- Performs other related functions assigned.

Required Knowledge, Skills and Competencies

- Telephone techniques skills
- Thorough and accuracy in undertaking tasks
- Confidentiality
- Microsoft Office Suite
- Training/Instructor skills
- Able to work with little or no supervision
- Good planning and organizing skills
- Able to adapt to a Military/Para-military culture

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Sciences or equivalent qualification from a recognized tertiary institution;
- Three (3) years working experience in a similar capacity;
- Experience in a Military/Paramilitary organization would be a distinct asset.

Special Conditions Associated with the Job

- May be required to work beyond the normal working hours, on weekends and public holidays;
- Required to travel island-wide;
- Office located some distance from the main entrance;
- May be subjected to search based on JDF's rule;
- Work in fields occasionally or working in thick vegetation, occasionally.
- May be required to be away from home for extended periods;
- Required to work closely with the JDF, JCF, JFB and DCS.

6. Technical Support Assistant (MIS/IT 3)

Job Purpose

Under the supervision of the Logistics and Stores Manager, the Technical Support Assistant is responsible for providing the technical computer support that will allow users within the JCCF to carry out their functions more efficiently.

Key Responsibilities

- Works closely with the JDF, JCF, JFB and DCS;
- Optimizes workstation performance by:
 - ✓ Monitoring workstations and modifying configurations geared to improving machine performance
 - ✓ Diagnosing, analysing and resolving problems
 - ✓ Analysing help desk logs and making recommendation to improve the performance of workstations (e.g., replacing hard disks, adding memory, etc);
- Assists in machine connectivity and communication between computers by:
 - ✓ Ensuring that all computers have access to the Intranet and Email and are functioning properly; ensuring that authorized users have access to the Internet and that the connection is not being abused
 - ✓ Ensuring that all machines are on the network and that the connection is working properly. If it is not, resolves the problem;
- Assists with ensuring that users can effectively access required network data. Ensures that users can access network resource available on local Servers. Assists in providing training for users by:
 - ✓ Reviewing problems encountered by users in using PCs, printers or applications
 - ✓ Defining user-training requirements
 - ✓ Determining course participants
 - ✓ Preparing course material and handouts
 - ✓ Conducting or facilitating the delivery of user training.

To continue to upgrade and expand existing hardware/software to accommodate the growing data processing and information needs of the Ministry:

- Performs and supervises the installation of computers and peripheral by:
 - ✓ Monitoring all activities concerning the deploying of computer equipment (PCs, printers, scanners, etc.) to Divisions/Units
 - ✓ Performing device installation and testing activities;
- Participates in the maintenance of computer environment by:
 - ✓ Performing routine preventative maintenance on computer equipment, for example, PCs, printers, scanners, etc.
 - ✓ Troubleshooting complex faults
 - ✓ Effecting certain device repairs
 - ✓ Testing returned equipment to ensure that repairs were properly done;
- Assists in providing a secured and reliable computer environment by:
 - ✓ Resolving complex hardware (workstations, printers, scanners), software and application malfunctions
 - ✓ Installing software on workstations
 - ✓ Answering queries related to hardware and system security
 - ✓ Performing anti-virus protection activities.

To provide sufficient operational capability to achieve acceptable response time especially during peak period and minimize downtime to an acceptable level:

- Assists in the monitoring and logging of the movement of computer hardware by:
 - ✓ Maintaining an Inventory by room of equipment on assigned block(s)

- ✓ Conducting Quarterly Inventory Audit and updating log if required;
- Keeps abreast of trends and developments in information technology;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Sound knowledge of Occupational Health and Safety guidelines
- Sound knowledge of the organisation's policies and procedures
- High level of integrity and professionalism maintained
- Knowledge of computer office and software applications
- Excellent time management skills
- Analytical skills

Core:

- Good problem-solving and analysis skills
- Excellent oral and written communication skills
- Quality of output
- Ability to work in a team
- Good interpersonal skills
- Integrity/Ethics
- Customer and quality focus
- Ability to use initiative

Minimum Required Qualification and Experience

- Diploma in Computer Science or its equivalent from a recognized tertiary institution;
 - Two (2) to three (3) years' experience in computer networks and systems maintenance;
- OR**
- Secondary level education with a minimum four (4) CXC or GCE O' Level subjects, including Mathematics and English;
 - Three (3) to four (4) years' experience in related field;
 - A+, Linux+ or Cisco Certified Network Associate accreditation will be an asset.

Special Conditions Associated with the Job

- May be required to occasionally work outside of normal working hours;
- Required to travel island-wide.

7. Secretary 2 (OPS/SS 2)

Job Purpose

Under the direct supervision of the Director, Jamaica Combined Cadet Force, the incumbent is to provide support to the operations of the Division by providing efficient and effective secretarial and administrative support services to the Head of Division and customers.

Key Responsibilities

- Maintains basic knowledge of the operations of the Senior Director's Office;
- Advises callers with whom to communicate in the regarding specific issues;
- Advises callers of the Senior Director's availability and takes messages in his absence or unavailability;
- Replies to routine queries arriving at the Senior Director's Office and directing other queries to the relevant official;
- Interviews visitors and callers to determine the nature of their enquiry and refers persons to the proper authority;
- Deals with complaints and requests;
- Issues routine information regarding technical, administrative and/or departmental matter;
- Disseminates information to internal and external parties;
- Composes letters and memoranda from general instructions;
- Answers routine correspondence;
- Establishes and maintains a system for the control and safe keeping of classified, secret and confidential documents and reports;

- Types all necessary correspondence for dispatch;
- Composes letters and memos based on general instructions;
- Records all mail/files received and dispatched;
- Arranges for the printing, copying, binding, dispatch, etc., of documents produced;
- Designs and maintains an effective general filing system;
- Reviews, proofreads and edits documents prepared;
- Maintains the Diary of the Senior Director;
- Schedules appointments and Briefs for the Senior Director on the matter before confirming meeting;
- Arranges meetings and ensures that recordings of the proceedings are done;
- Takes Minutes at meetings when directed to do so and circulates them as required;
- Collates and co-ordinates the Bi-weekly Work Schedules for Unit Heads Meeting;
- Makes local and international travel arrangements, prepares Itineraries and maintains all travel records;
- Manages and maintains Office equipment and supplies;
- Manages the Offices physical resources, such as printers, computers, phones, etc. and arranges for the prompt repair or replacement of faulty equipment;
- Orders and secures stationery and other supplies for the Senior Director's Office;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Ability to use the office machines, e.g. memory writer, binder, photocopier, computer and fax machine
- Proficiency with word processing, spreadsheet and other basic software applications and Internet communications
- Knowledge of Records Management
- Knowledge of Government Protocol

Core:

- Possess a positive job attitude
- Excellent oral and written communication skills
- Ability to use initiative
- Excellent internal and external customer relations
- Demonstrate proper official conduct and decorum
- Good interpersonal skills
- Good problem-solving and analytical skills
- Ability to pay attention to detail
- Ability to work in a team
- Integrity/Ethics

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 9th February 2022 to:**

**Director, Human Resource Management and Administration
Human Resource Management and Administration Section
Jamaica Defence Force
Up Park Camp
Kingston 5**

Email: joboppsjdfciv@gmail.com

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 'MT' or similar, with a long, sweeping horizontal line extending to the right.

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