



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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15th February, 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 **Public Expenditure Policy and Co-ordination Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Director, Asset Management and Disposal Services (GMG/SEG 4)**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Manager, Asset Monitoring (GMG/SEG 3)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Manager, Asset Sales and Auctions (GMG/SEG 3)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
4. **Asset Monitoring Officer (GMG/SEG 1) – (3 posts)**, salary range \$1,640,253 – \$1949,746 per annum and any allowance(s) attached to the post.

1. Director, Asset Management and Disposal Services (GMG/SEG 4)

Job Purpose

Under the general leadership and direction of the Deputy Financial Secretary - PXPC, the Director, Asset Management and Disposal Services, provides high level, strategic advice to the Financial Secretary (FS), Deputy Financial Secretary (DFS) and Ministries, Departments and Agencies (MDAs) by establishing and maintaining effective operational Asset Management and Disposal Frameworks and Accountabilities to enable conformity with the GOJ Asset Management Policy 2020, the Financial Administration and Audit (FAA) Act and Instructions, 2017 and international best practices. The position works collaboratively with all MDAs, including Public Bodies to drive awareness and importance of the operational Asset Management and Disposal Agenda and compliance with GOJ's legislative and statutory obligations. Additionally, the position is charged with monitoring and evaluating the efficacy of all fixed assets in the GOJ, and oversees the redistribution of assets, destruction of assets and sale of assets totaling just over a billion dollars annually.

Key Responsibilities

Technical/Professional:

- Oversees the research and development of a comprehensive operational Asset Disposal Management Strategy for the entire GOJ to ensure compliance with legislative, statutory and Industry requirements;
- Advises the Financial Secretary and Deputy Financial Secretary on all aspects of Asset Management including opportunities for rationalization, disposal, reconfiguration and associated investment to maximize the utility of the GOJ's asset base;
- Provides systematic operational Asset Management and Disposal advice, guidance, and business support to all MDAs;
- Leads the modelling/review and implementation of protocols and systems that drives the redistribution of useful GOJ assets among MDAs;
- Leads the design/review and implementation of strategies and pricing thresholds to facilitate asset sales to Public Sector workers and the public by way of retail/fixed price sales, internet and live auctions, bids, et.al;
- Leads the design, implementation and review of business processes, systems and procedures to manage the disposal of GOJ motor vehicles;
- Leads the design/review and implementation of business processes, systems and procedures to guide the disposal of high value equipment and machinery in the GOJ, specifically related to the Ministries of Health, Transport and Works, National Security, Agriculture and Fisheries and Education;

- Spearheads the design/review and implementation of business processes, systems and procedures for the disposal of electronic devices, in close collaboration with the ICT Authority/E-Gov to ensure ICT security protocols are adhered to;
- Directs the design/review and implementation of business processes, systems and procedures for the disposal of specialized commodities/assets concerning the Foreign Services, weaponries, books, et.al;
- Leads the design, implementation and review of Delegation of Function Frameworks and Guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Oversees the provision of robust Financial Management practices by ensuring funds remitted to the Consolidated Fund or designated fund (in the case of Public Bodies) regarding asset sales/auctions accords with Service Level Agreements;
- Guides the creation and implementation of best practice quality assurance vision, strategy, policies, systems and procedures to aid and improve operational performance;
- Leads the ICT efficiency programme of the Asset Disposal Branch, by partnering with the ICT Authority/E-Gov and the MoFPS ICT Division to develop and maintain solutions that strategically support the mandated functions;
- Champions the effective use of an Asset Management System, utilising comprehensive stock condition data across all assets, which can then be readily analysed to inform strategy;
- Manages effective communication across the Branch and MDAs to ensure that all stakeholders are aware of policy and procedural requirements, and adopt the ethos of the Organization in the delivery of services;
- Champions the coaching and change processes by leading and motivating staff to deliver programmes and objectives through the change process and to prepare them for transition to new structures and operations;
- Ensures full compliance with Health and Safety legal requirements and procedures in respect of general Asset Management and Disposals;
- Leads the formulation, implementation and revision of systems to collect, maintain, analyze and make available data, metrics and statistics on operational Asset Management and Disposal in the GOJ to support planning and performance measurement;
- Oversees the monitoring and formulation of recommendations for MDAs compliance with the Asset Management accountabilities to ensure all relevant legal and statutory requirements are met;
- Guides the assessment of Asset Management and Disposal issues, risks and learnings raised through monitoring/evaluation reports from MDAs;
- Leads key Asset Management and Disposal projects including the design of Project Charters and Plans; and recommends approaches and delivers solutions to complex issues in the GOJ;
- Provides timely and systematic reports, studies and papers to the Financial Secretary, Deputy Financial Secretary and Senior Executive Management Team on all operational Asset Management and Disposal initiatives and related matters;
- Provides support in reviewing and assisting in the preparation of decision-making documents, to include: Cabinet Submissions, Notes, Ministry Papers, Technical Papers, etc.;
- Liaises with Senior Executives in MDAs on plans and strategies for operational Asset Management and Disposal issues to guide policy/programme development and evaluation;
- Establishes and maintains liaison and linkages with MDAs, Statutory Bodies, Private Sector and Non-Governmental Organizations on operational Asset Management and Disposal matters to ensure that the stakeholders' interests are addressed in the design of policies and programmes;
- Remains aware of relevant Asset Management and Disposal innovation and Industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative:

- Directs the alignment of the Branch's Corporate/Operational Plans and Budget with the Ministry's Strategic Objectives and priority programmes;
- Maintains mechanisms to effectively co-ordinate the alignment of plans, programmes and projects of the Branch in order to ensure a cohesive and complimentary execution of policy and programme initiatives;
- Participates in and co-ordinates the development of the strategic direction of the Ministry;
- Participates in strategic and business planning, identifying policy review and development priorities and resources to support and direct organizational objectives and outcomes;
- Prepares and submits performance and other reports relating to the achievement of targets for the Branch as required and ensures timely submission of all documents/information requested;
- Develops Individual Work Plan based on strategic alignment with MNS' Operational Plan;
- Establishes and maintains various Asset Disposal and related Committees that makes recommendations for the implementation of improved procedures and systems;

- Represents the Ministry of Finance and the Public Service (MoFPS) at sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, conferences and other fora as needed;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Management and Disposal presentations as needed.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession initiatives, transfer, promotion and leave, in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares Quarterly and/or Annual Customer Service Reports in accordance with established standards;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent team management skills
- Strong analytical, problem-solving, leadership and customer relations skills
- Excellent planning, organizing, judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- In-depth knowledge of Asset and Inventory Management principles and practices
- In-depth knowledge of Asset Depreciation Techniques and Disposal principles and practices used in large and complex organizations
- In-depth knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation
- In-depth knowledge of policy and programme monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy/programme development, Financial Planning, Performance Management Systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software

Minimum Required Education and Experience

- Master's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Certification in Change Management/Leadership;
- Three (3) years' experience in a Private, NGO or Public Sector Management environment, with at least three (3) years in a senior management capacity;

OR

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Certification in Change Management/Leadership;
- Four (4) years' experience in a Private, NGO or Public Sector Management environment, with at least three (3) years in a senior management capacity.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

2. Manager, Asset Monitoring (GMG/SEG 3)

Job Purpose

Under the general leadership and direction of the Director, Asset Management and Disposal Services, the Manager, Asset Monitoring, is responsible for developing and implementing criteria for categorizing GOJ assets, setting benchmarks for assessing asset worth, mechanisms for appraisal of GOJ Assets and Disposal recommendations. Additionally, the post holder stridently drives the monitoring and evaluation capabilities of the operational Asset Management and Disposal functions in MDAs, in accordance with Asset Management Frameworks, Delegation Framework, Service Level Agreements and other legislative and statutory requirements.

Key Responsibilities

Technical/Professional:

- Supports the Director in development of a comprehensive operational Asset Disposal Management Strategy for the entire GOJ to ensure compliance with legislative, statutory and Industry requirements;
- Researches, develops, modifies, and implements operational standards/benchmarks for assessing the worth/value and usefulness of GOJ assets by employing depreciation formulas and other scientific approaches;
- Researches, develops, and implements strategies and systems that describes and classifies/ranks all categories of GOJ assets;
- Devises mechanisms and protocols to guide the appraisal of GOJ assets;
- Directs the formulation of recommendation options for disposal actions in accordance with SLAs, SOPs and guidelines;
- Develops, implements, and monitors operational guidelines/procedures/toolkits for MDAs on the disposal of asset in keeping with SLAs;
- Designs and implements approaches to guide the redistribution or transfer of assets inter-MDAs;
- Participates in the design, implementation and review of business processes, systems, and procedures to manage the disposal of GOJ motor vehicles;
- Participates in the design/review and implementation of business processes, systems and procedures to guide the disposal of high value equipment and machinery in the GOJ, specifically related to the Ministries of Health, Transport and Works, National Security, Agriculture and Fisheries and Education;
- Participates in the design/review and implementation of business processes, systems and procedures for the disposal of electronic devices, in close collaboration with the ICT Authority/E-Gov to ensure ICT security protocols are adhered to;
- Participates in the design/review and implementation of business processes, systems and procedures for the disposal of specialized commodities/assets concerning the Foreign Services, weaponries, books, et.al;
- Participates in the design, implementation and review of delegation of function frameworks and guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Serves as the point of escalation for emerging queries and issues that arise in MDAs regarding the assessment of GOJ asset stock;

- Provides systematic operational Asset Management and Disposal advice, guidance, and business support to all MDAs;
- Develops and implements Monitoring and Evaluation Systems to aid and improve effective performance management of Asset Management and Disposal functions in the MDAs;
- Designs data collection procedures to facilitate the validation of quantitative and qualitative monitoring tools to support the operational Asset Management and Disposal functions;
- Leads and conducts analysis of quantitative data as well as qualitative data on all operational Asset Management and Disposal Programme inputs, outputs and outcomes in MDAs;
- Directs efforts in reviewing existing data collection and information Management Systems to identify and initiate Monitoring and Evaluation Technology innovations;
- Directs application of monitoring tools to track Asset Management and Disposal performance in MDAs in accordance with delegation frameworks and Monitoring and Evaluation Plans;
- Reviews and publishes quantitative and qualitative monitoring results for operational Asset Management and Disposal functions in visually-attractive Monitoring Reports for internal and external audiences;
- Reviews and approves Asset Disposal Schedules and Orders based on assessments conducted in accordance with SLAs and delegation frameworks;
- Supports effective use of an Asset Management System, utilising comprehensive stock condition data across all assets, which can then be readily analysed to inform strategy;
- Encourages the coaching and change processes by directing and motivating staff to deliver programmes and objectives through the change process and to prepare them for transition to new structures and operations;
- Ensures full compliance with Health and Safety legal requirements and procedures in respect of general Asset Management and Disposals;
- Liaises with Senior Executives in MDAs on plans and strategies for operational Asset Management and Disposal issues to guide policy/programme development and evaluation;
- Maintains liaison and linkages with MDAs, Statutory Bodies, Private Sector and Non-Governmental Organizations on operational Asset Management and Disposal matters to ensure that the stakeholders' interests are addressed in the design of policies and programmes;
- Remains aware of relevant Asset Management and Disposal innovation and Industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Sales and Auctions presentations related to Asset Management as needed.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares Quarterly and/or Annually Customer Service Reports in accordance with established standards;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent team management skills
- Strong analytical, problem-solving, leadership and customer relations skills
- Excellent planning, organizing, judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- In-depth knowledge of Asset and Inventory Management principles and practices
- In-depth knowledge of Asset Depreciation Techniques and Disposal principles and practices used in large and complex organizations
- In-depth knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation
- In-depth knowledge of policy and programme monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government;
- Knowledge of the Government processes, including policy/programme development, Financial Planning, Performance Management Systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Six (6) years' experience in a Private, NGO or Public Sector Management environment, working with Asset Management principles and practices.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

3. Manager, Asset Sales and Auctions (GMG/SEG 3)

Job Purpose

Under the general leadership and direction of the Director, Asset Management and Disposal Services, the Manager, Asset Sales and Auctions, will lead the design and transformation of the Asset Sales function in the GOJ. The post holder will be an integral strategic team leader who will identify and implement innovative sales and marketing strategies to aid the disposal of obsolescence state assets to align with the GOJ goals and objectives.

Key Responsibilities

Technical/Professional:

- Participates in the development of a comprehensive operational Asset Disposal Management Strategy for the entire GOJ to ensure compliance with legislative, statutory and industry requirements;
- Participates in the design/review and implementation of strategies and pricing thresholds to facilitate asset sales to Public Sector Workers and the public by way of retail/fixed price sales, internet and live auctions, bids, et al;

- Provides systematic Asset Sales and Auction advice, guidance, and business support to all MDAs;
- Creates, implements and monitors effective asset sales strategies and programmes towards the achievement of GOJ Asset Disposal Goals and Objectives;
- Identifies new and existing business opportunities to increase the growth of the GOJ Asset Disposal Sales Function by promoting strong customer/stakeholder engagement, retention and attraction strategies;
- Participates in the design, implementation and review of Delegation of Function Frameworks and Guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Establishes and directs a structured multi-channel sales framework and service level agreements across MDAs in the GOJ with a focus on building a High-performance Sales Culture;
- Directs the planning and execution of the quarterly Auction for high value assets approved for disposal by the Asset Monitoring Section and in accordance with the Sale Framework and SLAs;
- Designs and implements mechanisms to manage the Organization exhibitions and opportunities to showcase the stock pool of GOJ assets to be disposed by virtual (online shop/auctions) and physical means;
- Formulates, implements and revise systems to collect, maintain, analyze and make available data, metrics and statistics on Asset Sales and Auctions in the GOJ to support planning and performance measurement;
- Directs the collection, reconciliation and remittance of all funds received via regular retail sales and auctions to the Consolidated Fund or designated fund;
- Reviews and approves Monthly Financial Reports from internal asset sales transactions, as well as transactions administered under the sales framework and SLAs by MDAs;
- Generates overall Financial Management reporting and sales forecasting statistics and metrics for the GOJ Asset Disposal Function;
- Acts as the point of escalation for emerging queries and issues that arise in MDAs regarding the asset sales business processes and systems;
- Works in partnership with the Managers of Asset Monitoring and Asset Custody and Warehousing to enable organizational objectives are achieved in an efficient manner;
- Directs the monitoring and formulation of recommendations for MDAs compliance with the Asset Sales accountabilities to ensure all relevant legal and statutory requirements are met;
- Develops business relationships and partnerships with customers and key stakeholder using knowledge of the Sector and trends in the market;
- Develops and implements competencies and processes required to create an effective and efficient asset sales culture and practice in the GOJ;
- Devises approaches that ensures Asset Sales and Auction Officers and MDA functionaries receive adequate training and induction to perform their sales roles in accordance with sales framework and SLAs;
- Assists Asset Sales and Auction Officers and MDAs functionaries with organizational skills, account strategies, and administrative responsibilities to ensure a high level of customer satisfaction is maintained;
- Collaborates with the Director and Corporate Communications and PR Branch – MoFPS in devising marketing and promotional strategies to support the asset sales function;
- Provides leadership through effective communication of vision, active coaching and development whilst matching sales results to goals and taking appropriate action to address this when necessary;
- Keeps up to date with trends and activities in the Sector, being aware of market forces to remain ahead of the curve.
- Remains aware of relevant Asset Management and Disposal innovation and Industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), Meetings, Seminars, Workshops and Conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Sales and Auctions presentations related to Asset Management as needed.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;

- Participates in the recruitment of staff for the Branch and recommends, promotion and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on the role of Division/Unit for the Orientation/Onboarding Programme.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares Quarterly and/or Annually Customer Service Reports in accordance with established standards;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent team management skills
- Strong analytical, problem-solving, leadership and customer relations skills
- Excellent planning, organizing, judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Sound knowledge sales and marketing principles and practices
- Strong commitment to delivering a high level of customer service
- Sound knowledge of programme monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on Inter-ministerial and Multi-sectoral Committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of government
- Knowledge of the Government processes, including programme development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Five (5) years' experience in a Private, NGO or Public Sector Management environment, working within Sales and Marketing principles and practices.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

4. Asset Monitoring Officer (GMG/SEG 1) – (3 posts)

Job Purpose

Under the general supervision of the Senior Asset Monitoring Officer, the Asset Monitoring Officer works as a part of a team supporting the operational Asset Assessment and Disposal business processes, procedures and systems in the GOJ.

Key Responsibilities

Technical/Professional:

- Participates in the development and implementation of Operational Standards/Benchmarks for assessing the worth/value and usefulness of GOJ Assets by employing depreciation formulas and other scientific approaches;
- Describes and classifies/ranks all categories of GOJ Assets in keeping with implemented strategies and systems;
- Receives and assesses requests from MDAs in keeping with the Asset Management and Disposal business processes;
- Appraises a wide range of GOJ Assets by employing established mechanisms and protocols, including planned and unannounced site visits and inspections;
- Recommends disposal options for assessed assets in accordance with operational policies and procedures;
- Applies and implements key business processes and toolkits relating to the disposal of motor vehicles, high value equipment/machinery, electronic devices, specialized commodities in MDAs, et.al;
- Implements approaches to guide the redistribution or transfer of assets inter – MDAs;
- Participates in the design, implementation and review of delegation of function frameworks and guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Escalates emerging queries and issues that arise in MDAs regarding the assessment of GOJ asset stock;
- Provides systematic operational Asset Management and Disposal advice, guidance, and business support to all MDAs;
- Uses data collection procedures to facilitate the validation of quantitative and qualitative monitoring tools to support the operational Asset Management and Disposal functions;
- Conducts analysis of quantitative data as well as qualitative data on all operational Asset Management and Disposal Programme inputs, outputs and outcomes in MDAs;
- Compiles quantitative and qualitative monitoring results for operational Asset Management and Disposal functions relating to MDAs;
- Develops Asset Disposal Schedules and Orders based on assessments conducted in accordance with SLAs and delegation frameworks;
- Reinforces effective use of an Asset Management ICT Systems to strengthen effectiveness and efficiency;
- Ensures full compliance with Health and Safety legal requirements and procedures in respect of general Asset Management and Disposals;
- Liaises with Senior Executives in MDAs on plans and strategies for operational Asset Management and Disposal issues to guide policy/programme development and evaluation;
- Remains aware of relevant Asset Management and Disposal innovation and industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/Public Accounts Committee (PAC), Meetings, Seminars, Workshops and Conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Sales and Auctions presentations related to Asset Management as needed.

Human Resource:

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Contributes and maintains in a harmonious working environment.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares Quarterly and/or Annually Customer Service Reports in accordance;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Excellent team management skills
- Strong analytical, problem-solving, leadership and customer relations skills
- Excellent planning, organizing, judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Good knowledge of Asset and Inventory Management principles and practices
- Good knowledge of Asset Depreciation Techniques and Disposal principles and practices used in large and complex organizations
- Good knowledge of policy and programme monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry and for functioning effectively on Inter-ministerial and Multi-sectoral Committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy/programme development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Two (2) years' experience in a Private, NGO or Public Sector Management environment, working with Asset Management principles and practices.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

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

**Senior Director, Human Resource Management and Development
Human Resource Management and Development Branch
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapplications@mof.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 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

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