



**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](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 85**  
**OSC Ref. C.6276<sup>13</sup>**

**28<sup>th</sup> 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 **vacant** post of **Office Manager (GMG/SEG 1)** in the **Jamaica Fire Brigade**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Deputy Commissioner, Administration, the incumbent is responsible for overseeing all the physical Plants/Offices of the Brigade, in-so-far as the provision, repair and maintenance of the office equipment, office furniture, stationery and other general supplies is concerned.

### **Key Responsibilities**

- Maintains and distributes office furniture, equipment and supplies;
- Maintains an appropriate Inventory System for furniture, equipment and other physical assets of the Brigade;
- Ensures that the offices of the Brigade Headquarters are maintained in good order at all times by the undertaking regular inspections of same and where necessary, makes arrangements for the repairs to be done by contacting the relevant parties with responsibility for actual repairs;
- Consults with the Personnel Officer regarding new appointments with a view of ensuring that where required, furniture and equipment are provided for staff;
- Ensures that the Telephone System in the Brigade Headquarters operate satisfactorily and that the switchboard, extensions and direct telephone lines are in good working order by:
  - ✓ Contacting utility provider when necessary, to effect repairs of installations
  - ✓ Following up with these requests to see that they are speedily carried out;
- Liaises with other Divisions/Departments within the Brigade to fill their office equipment, furniture and stationery needs;
- Makes arrangement for the holding of Boards of Survey for the write-off and disposal of unserviceable furniture and equipment and ensures that the results of the Boards of Survey are implemented;
- Submits request for new furniture and equipment or replacements to the Deputy Commissioner, Administration, for inclusion in the Brigade's Annual estimates;
- Issues stationery to the Fire Stations and other Brigade installations island-wide;
- Ensures the security of the Brigade's furniture, equipment, machines and records by:
  - ✓ Submitting request for the provision of adequate and reliable storage equipment
  - ✓ Making regular checks on the physical security of the Brigade Headquarters to ensure that the persons are not able to enter the offices via unauthorized entries
  - ✓ Arranging to have the doors and windows of the offices securely locked outside of office hours
  - ✓ Implementing a safe and secure system for the storage of spare keys
  - ✓ Ensuring that Insurance Policies covering the contents of the Brigade Headquarters are renewed and kept up-dated for the best coverage at all times
  - ✓ Exercising control over **all** duplicating, fax and copying machines at Brigade Headquarters and, in this regard, operating a system for the copying of documents and through the said system be able to exact a change of members of staff for copies made of private/personal documents keeping an accurate record of such changes and remitting the cash basis to the Director, Finance
  - ✓ Exercising control over the Brigade Headquarters Notice Board to ensure the timely posting of notices, the timely removal of stale notices and ensuring that inappropriate and unauthorized notices are not displayed;
- Carries out the following in respect to the welfare and discipline of the weekly-paid staff:
  - ✓ Explaining where necessary, the regulations and directives and providing guidance on the methods and techniques relevant to their duties and responsibilities
  - ✓ Ensuring that all Brigade Headquarters rules and regulations are obeyed by them
  - ✓ Recommending Departmental and Sick Leave

- ✓ Conducting investigations regarding complaints made and recommending course of action to be taken
- ✓ Making the necessary arrangements for conferences and meetings and other official office functions.

***Technical/Professional:***

- Assists in maintaining adequate controls and reporting procedures to accomplish the proper and timely recording and reporting of the physical flows of all materials, equipment, supplies and services by:
  - ✓ Recommending purchasing and inventory control policies, procedures and levels
  - ✓ Maintaining systems and procedures for the accurate classification and coding of goods and services;
- Maintains a list of qualified suppliers;
- Liaises with and arranges with service providers for the timely and efficient provision of service, repairs and maintenance as necessary;
- Anticipates acquisitions and advises on priorities and allocation of resources;
- Identifies and records each item of furniture, equipment and other assets;
- Assists in providing the Brigade with updated data on the number of assets in its possession, including value;
- Maintains Location and Master Inventory Charts and affixes Location Charts in individual offices and other pertinent areas;
- Prepares/Maintains a Master Inventory Record of all assets owned by the Brigade in categorical order, comprising date of items purchased, depreciation and location;
- Prepares list of furniture for Board of Survey; removes items from Location and Master Inventory Records and records the transfer of items from offices;
- Records all items leaving the Brigade for repairs or loan and follows-up to ensure that items are returned in good condition;
- Issues stationery supplies;
- Maintains cellular phone file by recording monthly bills amount.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent customer quality focus skills
- Sound integrity
- Excellent analytical skills

***Functional:***

- Sound knowledge of trade suppliers and inventory analysis
- Sound knowledge of Government's assets management
- Working knowledge of the Financial Administration and Audit (FAA) Act
- Excellent use of technology
- Excellent planning and organizing skills
- Excellent problem-solving and decision-making skills

**Minimum Required Qualification and Experience**

- First Degree in Public Administration or Management Studies from an accredited institution;
- Three (3) years' experience in a similar position;
- Formal Training in Management Techniques at MIND or any other local Management Training Institution;
- Experience in analyzing stock movements and establishing re-order levels.

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

**Director, Human Resource Management and Development  
Jamaica Fire Brigade  
c/o Brigade Headquarters  
The Domes  
85 Hagley Park Road  
Kingston 10**

Email: [dirhr.jfb@cwjamaica.com/mgrant@jfb.gov.jm](mailto:dirhr.jfb@cwjamaica.com/mgrant@jfb.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 horizontal stroke extending to the right.

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