



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 198**  
**OSC Ref. C. 6222<sup>10</sup>**

**25<sup>th</sup> May, 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 **Post and Telecommunications Department**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Director, Administration (GMG/SEG 2), the Officer Manager (GMG/SEG 1) provides support services in the areas of Office Management and general services that will enhance the Department's capabilities to carry out its various functions effectively and efficiently.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Participates in the development of the Unit's Operational Objectives and Standards;
- Directs the work of the Unit by overseeing the development of the Unit and Individual Work Plans, in support of the Operational Plan;
- Prepares Operational Reports;
- Co-ordinates and oversees the functions of direct reports;
- Provides leadership to direct reports;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Develops and communicates appropriate and relevant standards in keeping with the objectives of the functional area;
- Develops and implements monitoring mechanisms to ensure targets are achieved in a timely manner;
- Convenes and participates in meetings relevant to role and function.

#### ***Technical/Professional:***

#### ***Inventory Management***

- Implements the appropriate systems procedures and to ensure the effective operation of the Office Services Unit;
- Oversees the establishment and maintenance of an inventory of all office furniture and equipment for the Branches/Units of the Department and all postal points;
- Ensures that all Location Charts are prepared and the proper indexing for office furniture and equipment within the Branches/Units of Department and its Postal Offices;
- Co-ordinates the arrangement of the disposal of unserviceable office furniture/equipment;
- Co-ordinates the continuous inventory of stock, stationery and supplies to mitigate outage and to facilitate continued operation;
- Makes recommendations regarding the procurement of furniture, equipment and other supplies, including services, in accordance with Government's policies and procedures;
- Ensures the preparation of Board of Survey (BOS) Reports for the Ministry of Finance and the Public Service;
- Ensures that BOS items are removed from the Department to the BOS location and that assets marked for disposal are disposed of according to the National Environmental Planning Agency (NEPA) guidelines.

#### ***Office Services***

- Develops and maintains re-order levels for stocks, office supplies, stationery and other goods;
- Liaises with Divisional Heads regarding office accommodation and comfort;
- Develops and maintains a Filing System for Invoices and suppliers;
- Monitors the timely receipt and distribution of daily subscription of Newspaper;
- Ensures that catering services are provided as the need arises;
- Assists with the monitoring of the maintenance of the copiers;

- Manages cleaning services by ensuring that cleaning supplies are stocked and that Offices are cleaned to required standards;
- Develops Roster for maintaining the cleanliness of the Office environs;
- Conducts inspection of facilities to ensure cleaning is done to required standard;
- Manages arrangements for all in-house functions and meetings and ensures venues are prepared and manned and that refreshment is provided;
- Oversees the general maintenance of office equipment;
- Verifies receipt of supplies and co-ordinates the payment for Invoices submitted for delivery;
- Distributes stationery and office supplies to all ancillary staff and monitors use and storage;
- Prepares and submits information to facilitate payment of tailoring allowances and safety clothing for relevant staff.

#### ***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 organisational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination 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;
- Ensures the welfare and developmental needs of staff in the Division/Unit/Section are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organisation's goals;
- Performs any other related duties assigned by supervisor.

#### **Required Knowledge, Skills and Competencies**

- Excellent knowledge and understanding of Office Management and Inventory Management
- Good knowledge and understanding of Procurement procedures
- Basic knowledge and understanding of Budget preparation
- Good knowledge of Human Resource procedures
- Knowledge of the operations of Government/Department's policies and procedures
- Report Writing and Records Management skills
- Proficiency in the use of the relevant software applications
- Sound oral and written communication skills
- Sound planning and organizing skills
- Sound problem-solving and decision-making skills
- Ability to work on own initiative
- Good interpersonal skills

#### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies/Public Sector Management/Public Administration Management;
  - Certificate in Supplies Management;
  - Training in Supervisory Management;
  - Two (2) years related working experience;
- OR**
- Associate Degree/Diploma in Management Studies/Public Sector Management;
  - Certificate in Supplies Management;
  - Training in Supervisory Management;
  - Five (5) years related working experience.

#### **Special Conditions Associated with the Job**

- Island-wide travelling;
- Extended working hours.

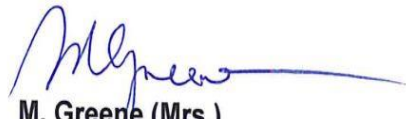
Applications accompanied by résumés should be submitted **no later than Tuesday, 7<sup>th</sup> June, 2022 to:**

Director, Human Resource Management and Development  
Post and Telecommunications Department  
6 – 10 South Camp Road  
Kingston

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.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.**



M. Greene (Mrs.)  
for Chief Personnel Officer (acting)