



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 213**

**OSC Ref. C.6567<sup>14</sup>**

**1<sup>st</sup> June, 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. **Administrative Assistant (GMG/AM 2) (Vacant)**, salary range \$1,025, 878 - \$1,219, 446 per annum and any allowance(s) attached to the post.
2. **Stores Assets Officer (PIDG/RIM 3)**, salary range \$933, 069 - \$1,109, 126 per annum and any allowance(s) attached to the post.
3. **Armoury Attendant, (LMO/TS 3) (Vacant)**, salary range \$11, 202 – 12,674 per week and any allowance(s) attached to the post.

### **1. Administrative Assistant (GMG/AM 2)**

#### **Job Purpose**

Under the supervision of the Director, Finance and Administration, the Administrative Assistant is responsible to provide administrative support to the Organization within the assigned Region. Some duties include inventory management, organizing company records, roster scheduling, Budget and office reporting, invoicing and customer service.

#### **Key Responsibilities**

- Creates, updates and maintains records and databases;
- Monitors and maintains office equipment and inventory supplies, orders replacement supplies as needed;
- Updates office policies and procedures;
- Ensures telephone messages are taken and relayed;
- Schedules supervisor/company calendar and update as needed;
- Prepares reports on expenses, Office Budgets and other expenditures;
- Supports department managers and staff;
- Prepares travel arrangements for office staff and managers, overseeing and preparing Expense Reports and Budget;
- Co-ordinates building and maintenance issues for general repairs;
- Organises special functions and social events;
- Prepares correspondences, documentation or presentation materials;
- Assists in the preparation for camps, providing administrative support where necessary;
- Performs other related duties that may from time to time be assigned.

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

##### **Technical/Functional**

- Knowledge of office operations and practices
- Knowledge of telephone etiquette and techniques
- Excellent knowledge in customer relations techniques
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)

##### **Core**

- Excellent written and verbal communication skills
- Excellent time management skills: ability to prioritize
- Integrity
- Ability to work on own Initiative

- Interpersonal skills
- Deliver output of a consistently high quality
- Confidentiality
- Demonstrate proper official conduct

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

- Diploma/Associate Degree in Business Administration/ Management Studies or Public Administration or related field
- At least two (2) years' experience as an Office Assistant or Office Administrator

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

- Operating knowledge of a modern electronic switchboard system
- Customer service techniques
- Polite manner and pleasant voice

## **2. Stores Assets Officer (PIDG/RIM 3)**

### **Job Purpose**

To maintain good record keeping practices of all Store items thereby ensuring accountability and conformity to Cadet Act and accounting policies and Procedures

To collect cash sales from the store clerk daily during all Camps and Courses held by HQ JCCF and place in the QM's Safe

### **Key Responsibilities**

**To maintain good record keeping practices of all store items (i.e. clothing, arms and ammunition, equipment, accommodation and expense) by receiving and issuing items thereby securing and ensuring accountability and conformity to Cadet Act and accounting policies and procedures:**

- Ensures that all equipment on charge to the Jamaica Combined Cadet Force is recorded in Army Book 404 on Army forms B6527 / 6528;
- Ensures that clothing on charge to the Jamaica Combined Cadet Force is recorded in Army book 561 on Army forms B6526 / H85CO and JF8500A.;
- Ensures that all accommodation stores on charge to the Jamaica Combined Cadet Force is recorded in Army Book 531;
- Ensures that all 'Controlled Stores' ( i.e. stores that carry a registered number ) are recorded on Army form G8046 ( Special Stores Register ) by registered numbers. These numbers should be checked against the item whenever it is "issued" or "received";
- Collects unserviceable item of clothing or equipment for repairs or exchange;
- Draws receipt of repairable or serviceable items after repairs are effected;
- Issues replacement when items of stores are beyond economical repairs to Battalions / Units/JCCF Members, if available;
- Writes off unavailable items, from the Unit's and battalion's and charges items in both ledgers (AB 404/AB 561). When the items are available it will be re-issued and recorded as a new entry;
- Makes decisions as the need arises on matters relating to the QM Stores;
- Maintains accurate Ammunition Record;
- Updates the Asset Management System with detailed information about the JCCF
- Receives or returns and checks all type of stores from/ to the JDF and other Agencies and ensures that they are accurately recorded;
- Prepares all stores for issue to battalion/Units and members of the JCCF as required.;
- Prepares from the monthly Force's Orders any item of uniform, badges and insignias that the orders so dictates;
- Assists with the writing off of stores and equipment on charge to the JCCF.

### **Other Responsibilities**

- Prepares exam material for all QM examination and assists the QM in the instructing and invigilation process;
- Performs other related functions assigned.

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

- Good oral and written communication skills
- Team work and cooperation
- Customer and quality focus
- Job knowledge
- Compliance
- Interpersonal skills
- Use of technology
- Goal/result oriented
- Working knowledge of the Government Regulations and principles and practices
- Knowledge in Asset Management
- Demonstrated high level of integrity and professionalism
- Must have keen attention for details and thorough in completing work tasks
- Knowledge of Military/Para Military operations

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

- Four (4) GCE"O' Levels passes - Grades A-C, including English Language and a numeric subject or four (4) CXC subjects - Levels 1-3, including English Language and a numeric subject;
- Training in Records and Information Management Systems, procedures and practices and automated technologies as it relates to records management and/or the area of operation;
- Five (5) years' experience.

### **Special Condition Associated with the Job**

- Normal working environment;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and Public Holidays;
- Office located some distance from the main entrance;
- Maybe subjected to search based on JDF's rule;
- Work in fields occasionally or working in thick vegetation occasionally.

## **3. Armoury Attendant (LMO/TS 3)**

### **Job Purpose**

Under the supervision of the Logistics Stores Manager, the Armoury Attendant is responsible for the control and management of the arms and ammunition assigned to the Jamaica Combined Cadet Force (JCCF).

### **Key Responsibilities**

- Examines arms and ammunition certificates and verifies stock received;
- Updates and maintains log sheets of arms and ammunitions in storage;
- Examines requisitions for arms and ammunition for accuracy and relevant authorisation;
- Monitors the distribution of arms and ammunition to authorised personnel;
- Stores arms and ammunition in designated locations;
- Maintains an inventory system including labelling etc. of all arms and ammunition in stores;
- Maintains filing system/database;
- Conducts site visits at outstations arms stores island wide and verifies stocks in storage;
- Arranges escort of and security of arms and ammunition being transported island-wide;
- Inspects/audits JCCF and outstations Armouries;
- Prepares inspection reports;
- Arranges and prepares for technical inspection of arms and ammunition in stock;

- Reviews technical reports and complies with recommendations for repairs or disposal of defective items;
- Maintains a log of all receipt and issuance of supplies and equipment;
- Is the accountable officer on all such items in stock;
- Liaises with the Commanding Officers of the JCCF and the respective Commanding Officers of the Jamaica Defence Force (JDF) for the care and storage of JCCF arms and ammunition held in their location;
- Performs other related duties that may from time to time be assigned.

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

#### **Technical**

- Working knowledge of FAA Act
- Sound knowledge of the Firearms Act
- Knowledge of Asset Inventory Management
- Knowledge of the Organisation's policies and procedures
- Good time management skills
- Proficient in the use of Microsoft applications

#### **Core**

- Problem Solving and Analytical skills
- Excellent oral and written communication skills
- Ability to pay attention to detail
- Teamwork and cooperation
- Interpersonal skills
- Integrity/Ethics
- Customer and quality focus
- Ability to work on own Initiative

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

- 4 CXC's including Math and English
  - Two (2) years' related experience with at least one year in Asset Management.
- Or**
- Completed of secondary level;
  - Three (3) years' related experience with at least one year in Asset Management.

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

- May be required to occasionally work outside of normal working hours
- Office located some distance from the main entrance
- May be subjected to search in keeping with JDF's rule
- Required to travel island-wide

Applications accompanied by résumés should be submitted **no later than Tuesday, 14<sup>th</sup> June, 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](mailto: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 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

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