



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 233
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8th 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 be assigned to the following posts (**Not Vacant**) in the **Facilities and Property Management Branch, Ministry of Agriculture and Fisheries:**

1. **Security and Energy Officer (GMG/SEG 1)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Building and Property Maintenance Officer (SOG/ST 4)**, salary range \$1,103,582 - \$1,311,812 per annum and any allowance(s) attached to the post.

1. Security and Energy Officer (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Director, Facilities and Property Management, the Security and Energy Officer (GMG/SEG 1) is responsible for developing, implementing and monitoring effective programmes for:

- ✓ The security of office buildings, office machines, equipment and furniture
- ✓ Energy conservation
- ✓ Safety and security of members of staff

Key Responsibilities

Management/Administrative:

- Assists with the development of energy conservation systems and policies;
- Plans, develops, implements and monitors Disaster Preparedness Programme for the Ministry;
- Initiates and recommends security systems at strategic points in office buildings and compounds;
- Represents the Ministry at fora, conferences, meetings and seminars;
- Advises and makes recommendations to Manager, Facilities and Property Management on policy matters affecting security and energy conservation and disaster preparedness;
- Participates in the Strategic Planning, Operational Plans for the Division;
- Participates in the development and implementation of an effective energy conservation system;
- Oversees the effective implementation, compliance and monitoring of security, Security Guards and Watchmen to secure the Ministry's properties and buildings;
- Manages and monitors the Ministry's Telecommunication System to ensure efficient delivery of system.

Technical/Professional:

- Arranges official overseas trip for political directorate and members of staff;
- Prepares and circulates operation manuals on energy conservation for all members of staff of the Ministry;
- Manages the Ministry's Telephone Services by liaising with the relevant wireless companies;
- Conducts seminars to provide information on Energy Conservation and Disaster Preparedness;
- Pays all utility bills;
- Follows up with outstanding telephone bill payments to alleviate disconnection of services;
- Monitors energy conservation programme and conducts regular inspection of offices;
- Maintains records of Energy Conservation Programmes;
- Prepares reports on programmes implemented for the Manager, Facilities and Property Management;
- Liaises with embassies and overseas mission with regards to visa requirement;

- Identifies and recommends to the Manager, Facilities and Property Management installations of security lights, metal grills and the employment of Security Guards and Watchmen;
- Monitors security arrangements and makes recommendations for corrective action;
- Checks that fire extinguishers are located at appropriate places in office buildings and equipment are serviced on a regular basis;
- Reconciles utility bills with statements from respective companies and follow up with the Finance and Accounts Division for payments;
- Arranges Fire and Earthquake Drills;
- Manages the safety and security of records, office buildings and equipment in case of natural disaster;
- Procures and stores Disaster Relief Supplies;
- Oversees the installations of phone lines and instruments;
- Arranges hotel accommodations, airport pick-ups for the Political Directorate and Senior Officers

Human Resource

- Participates in recruitment of staff for the Division, recommends transfers, promotion and leave;
- Ensures the developmental and welfare needs of staff in the Division are identified and addressed;
- Monitors and evaluates the Performance Appraisals and recommends corrective actions where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong customer and quality focus skills
- Good oral and written communication skills
- Good leadership
- Good interpersonal skills
- Good problem solving and decision-making skills
- Managing the client interface
- Excellent planning and organizing skills
- Teamwork and cooperation

Technical:

- Knowledge of the Government/Ministry's policies and procedure
- Excellent knowledge of energy saving methods
- Excellent knowledge of security mechanisms and safety protocols
- Excellent management skills
- Proficient in relevant software applications
- Good Report writing skills

Minimum Required Education and Experience

- Bachelor of Science Degree in Management Studies, Business Administration
- Three (3) years' work related experience

Special Conditions Associated with the Job

- Extensive traveling island wide

2. Building and Property Maintenance Officer (SOG/ST 4)

Job Purpose

Under the direct supervision of Civil Works Engineer (SOG/ST 8), the Building and Property Maintenance Officer (SOG/ST 4), assists with maintenance of office buildings, Veterinary Clinics and Houses. The incumbent will also monitor the construction and refurbishing of buildings Island wide to ensure the effective functions of the Organization.

Key Responsibilities

Technical/Professional:

- Provides technical information to facilitate the preparation of specifications and drawings in respect of building maintenance and construction works;
- Prepares estimates for work to be done on properties buildings, drains and roads;
- Prepares contracts for works to be undertaken;
- Assigns work on the Ministry's property, buildings, drains and roads;
- Checks and monitors works assigned to ensure that these are carried out according to specifications;
- Prepares or ensures the preparation of details for payments on completion of works/contracts;
- Prepares monthly reports in respect of work assignments;
- Contributes to the development of an Annual Maintenance Schedule;
- Checks that the Ministry's buildings are clean and in good condition;
- Monitors the upkeep of the grounds;
- Checks electrical fixtures for safety;
- Checks the condition of furniture and equipment;
- Prepares and delivers letters of invitation for bidders for respective contracts;
- Prepares letters of tender document;
- Prepares documents for advertisement of tender and submits to the Jamaica Information Service (JIS) for advertisement in print media;
- Prepares and delivers bid proposal documents to interesting bidders;
- Prepares documents for opening of tenders;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Strong oral and written communication skills
- Strong customer relation skills
- Good problem solving and conflict management skills
- Good interpersonal skills
- Teamwork and cooperation
- Strong integrity
- Compliance
- Strong customer and quality focus skills

Technical

- Sound knowledge in plumbing, electrical repairs and building construction
- Sound Knowledge of the operations of Government and the organization's policies and procedures.
- Sound knowledge of the Building Code 4 of Jamaica
- Sound knowledge of Auto CAD
- Proficient in relevant microsoft applications
- Good report writing

Minimum Required Education and Experience

- Diploma in Vocational Training eg. HEART/VDTI
- Possess knowledge and skills in the field of plumbing, electrical and painting, woodworking (furniture building and repairing)
- General Driver's License
- Minimum of one (1) year experience in a related field

OR

- Certificate in Vocational Training or Junior Technical Officer's Course
- General Driver's License
- Knowledge and skills in the field of plumbing, electrical and painting, woodworking (furniture building and repairing)
- Minimum of three (3) years' experience in a related field.

Special Conditions Associated with the Job

- Island wide travelling
- Exposure to dust, excess water, chemicals and height

Applications accompanied by résumés should be submitted **no later than Tuesday, 21st June, 2022 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6.**

E-mail: hrm@moa.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.



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