



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
Website: www.osc.gov.jm

CIRCULAR No. 283 **OSC Ref. C. 4858⁴²**

5th July, 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 post of **Security and Energy Officer (GMG/SEG 1) – (Not Vacant)** in the **Facilities and Property Management Division – Security and Energy Unit, Ministry of Agriculture and Fisheries**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

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

The incumbent is also responsible for co-ordinating all official overseas trips for members of staff and political directorate by providing the necessary travel documents.

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 forums, 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;
- Overseas 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 teamwork, employee empowerment and commitment to the Division's and Organization's goals
- Performs any other duties that may be 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 co-operation

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 Qualification and Experience

- BSc. Degree in Management Studies, Business Administration;
 - Three (3) years' work-related experience.
- OR**
- Associate Degree in Management Studies, Business Administration;
 - Five (5) years' experience in work related areas at supervisory level;
 - Training in security discipline would be an asset.

Special Conditions Associated with the Job

- Extensive traveling island wide.

Applications accompanied by résumés should be submitted **no later than Monday, 18th July, 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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