



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 359
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26th August, 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 **University Council of Jamaica**:

1. **Director, Human Resource and Administration (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Director 1, Public Procurement (GMG/SEG 1)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post
3. **Director, Facilities and Office Management (GMG/SEG 1)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

1. **Director, Human Resource and Administration (GMG/SEG 3)**

Job Purpose

The Director, Human Resource and Administration is expected to manage and drive best practices in Human Resource Management, Human Resource Development, Organisational Development, Office Management and Records Management within the Organisation.

Key Responsibilities

- Participates in the development of the Council's Strategic and Operational Plans;
- Develops Work Plans and the necessary Budget for the Unit;
- Plans, co-ordinates and directs all the activities of the functional area;
- Provides leadership, support and guidance to all staff to ensure the Unit is effectively managed;
- Conducts periodical review for supervisee/s in accordance to the Work Plan;
- Conducts final performance evaluations for direct report/s and recommends appropriate training and development programmes, as necessary;
- Provides advice to the Executive Director and the Management Team on all matters related to the management of Human Resources;
- Develops and implements the Human Resource (HR) policies for the organization as it relates to recruitment and selection, workforce planning and organisation, training and development, performance management, compensation and employee relations;
- Manages the maintenance of Human Resource policies and manual to aid the standardization of processes;
- Maintains a knowledge base and overall awareness of current Human Resource practices and trends and informs managers of new developments;
- Interprets and communicates HR policies and makes recommendations on policy and procedural changes;
- Interprets manpower needs by evaluating vacancies and liaising with Unit Heads regarding the filling of these vacancies;
- Supports the restructuring and re-organization of Units;
- Manages the preparation of succession planning for management and key positions;
- Manages the process for recruitment and selection, orientation and the retention of staff;
- Conducts Exit Interviews to determine the reason/s for termination;

- Prepares and submits HR Submissions to the Human Resource & Administration Committee;
- Prepares HR Report to the Board and other reports as required;
- Develops, implements and participates in the Employee Recognition Programme;
- Oversees the administration of benefits and staff welfare as it relates to leave, health insurance, increments, seniority, pension, group life, duty concession, tailoring allowance, lunch allowance, staff loan, etc.;
- Co-ordinates Staff Welfare Programmes and socials to promote healthy and proactive employment relations climate;
- Co-ordinates and conducts staff team building activities;
- Implements policies and activities to maintain Occupational Health and Wellness in the workplace;
- Oversees and monitors the updating and maintenance of E-Census;
- Conducts Training Needs Analysis;
- Oversees the development and administration of the training programme;
- Directs, implements and monitors the implementation of the Performance Management and Appraisal System;
- Develops, updates and maintains Staff Lists, Job Descriptions and Organisational Charts for the Council;
- Directs the administration of discipline and grievance procedures;
- Oversees the Records Management System within the Unit;
- Conducts survey and research regarding employment issues, benefits, staff welfare and HR policies and procedure;
- Performs other related functions as directed by the Director, Public Relations and Communication/Executive Director.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Public Service Regulations and the Staff Orders;
- Excellent knowledge of Human Resource Management policies, procedures and regulations;
- Excellent knowledge of management principles and practices, as well as supervisory management;
- Excellent knowledge of the Jamaican Labour laws and Industrial Relations practices;
- Knowledge of the Public Bodies Management and Accountability Act;
- Proficient in the use of Microsoft Office applications
- Customer and quality focus;
- High level of integrity and confidentiality;
- Excellent social and interpersonal skills;
- Excellent communication and coaching skills
- Exceptional leadership skills;
- Excellent problem solving and decision making skills;
- Goals and results oriented;
- Excellent teamwork and cooperation

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management or a related discipline;
- Minimum five (5) years' experience at the management level.

2. Director 1, Public Procurement (GMG/SEG 1)

Job Purpose

The Director 1, Public Procurement has the responsibility to ensure that goods and services required by the Authority are procured and delivered as requested in accordance with the Government of Jamaica's (GOJ's) Public Procurement Act, 2015 and Regulations.

Key Responsibilities

- Prepares the Annual Procurement Plan for the procurement of goods, works and services;
- Liaises with the Divisions and provides advice and support in the preparation of their Unit's Annual Procurement Plans;

- Acts as Procurement Co-ordinator and Lead Evaluator;
- Provides data in the compilation of the Annual Procurement Budget and Annual Work Plan;
- Manages the Annual Procurement Budget and alerts the Executive Director as necessary, to avoid overruns or underutilization;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts Organization Procurement Training seminars/workshops;
- Co-ordinates reports for submissions to the MOFPS, OCG, PPC and Cabinet;
- Ensures that tender documents are prepared in accordance to GoJ standards disseminated timely and accurately;
- Monitors the Organization's procurement activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the Tendering process;
- Provides advice on Public Procurement matters to officers;
- Provides the Finance Unit with the necessary assistance and information as it relates to the preparation of cheques for payments and reconciliation of Accounts;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of the Procurement Guidelines and procedures are complied with;
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage;
- Monitors the issuing of Purchase Orders and follows up for receipt/delivery of goods and/or services;
- Certifies all invoices, payment orders prior to submitting to the Finance Unit;
- Acquires Clearance Letters from National Insurance Scheme (NIS), National Housing Trust (NHT) and Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ) for the Organization to be exempted from these taxes;
- Ensures that all funds allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to the Procurement guideless of the FAA Act;

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 organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotions, terminations and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, monitoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goal;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of Government Procurement Guidelines and the Financial Administration and Audit (FAA) Act
- Excellent knowledge of Contract Administration
- Ability to research and evaluate technical proposals and recommend contracts for awards
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Good knowledge of computer applications
- Sound integrity
- Excellent oral and written communication skills
- Excellent interpersonal, people management and customer relations skills
- Excellent team player
- Good negotiating skills
- Ability to work under pressure and meet deadlines
- Good problem-solving and decision-making skills
- Excellent time management skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Business Administration, Public Administration, Public Sector Management Economics, Accounts or any related field;
- Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND
- Five (5) years' experience in a similar position.

3. Director, Facilities and Office Management (GMG/SEG 1)

Job Purpose

The Director is responsible for the provision of efficient and timely delivery of a range of functions including property and facilities maintenance and office management services for the University Council of Jamaica.

Key Responsibilities

Human Resource, Management and Administrative:

- Develops the Corporate and Operational Plans for the Unit;
- Develops the Annual Budget for the Unit;
- Develops and maintains policies and procedures for the operation of the Unit;
- Provides expert advice and recommendation;
- Prepares and submits reports as requested;
- Reviews, directs and monitors activities in the Records Management Unit;
- Ensures the development, implementation and review of operational systems and procedures to guide the delivery of services;
- Ensures effective internal control systems are in place in accordance to the Financial Administration (FAA) Act and circulars issued from time to time;
- Prepares Work Plans and conducts Performance Evaluations;
- Provides leadership through effective delegation and communication.

Property/Facilities Management:

- Develops Framework Agreements for service contracts;
- Ensures execution of service contracts for the facilities;
- Co-ordinates and supervises activities for the maintenance of the physical facilities as well as for utility conservation;
- Develops periodically reviews the UCJ Programme for property and maintenance;
- Organizes and monitors the activities of Technical Teams engaged in the upgrading of existing building and the construction of new office facilities, ensuring satisfactory completion of projects;
- Monitors the maintenance of plants, gardens, buildings and the general surroundings as well as refurbishing and upgrading/replacement as appropriate of critical equipment such as electrical generators, elevators, air conditioning, etc.;
- Prepares and mitigates against natural disaster as they relate to the Property Management function in consultation with the Executive Director.

Office Management:

- Ensures the acquisition of adequate amenities/facilities such as light power, air conditioning, plumbing, telephones, equipment and domestic office supplies;
- Monitors the timely payment of utility bills;
- Develops and manages an effective Asset Management Programme inclusive of reviewing valuation and insurance of UCJ's asset to ensure that they are in keeping with Government policy;
- Ensures adequate maintenance schedule is put in place to minimize breakdown of equipment/assets;
- Co-ordinates logistics for conferences, meetings, special events and functions;
- Ensures efficient catering for meetings, special events and functions.

Inventory and Asset Management:

- Ensures the implementation and maintenance of an inventory management system for office supplies, furniture and equipment;
- Maintains inventory control of all assets;

- Ensures that inventory of assets are up-to date, arrangements made for repairs of furniture and equipment and for Board of Survey to be carried out;
- Conducts monthly Inventory Audit for office supplies, furniture and equipment;
- Performs review to ensure that stores are carrying out their daily control activities;
- Co-ordinates general stock counts and investigates all unusual variances;
- Co-ordinates random counts of products received;

Transport and Security Management:

- Ensures UCJ's company vehicles and motor cycle are maintained and operated in a road worthy condition;
- Ensures that Motor Vehicles and Bike Documents are always up-to date;
- Develops and implements a Maintenance/Service Schedule for motor vehicles and bike;
- Ensures appropriate Security Service is contracted to provide effective and efficient service to the UCJ;
- Act as Liaison between the UCJ and contracted Security Service provider.

Required Knowledge, Skills and Competencies

- Knowledge of Government policies and procedures
- Working knowledge of the Financial Administration Audit (FAA) Act
- Sound knowledge of Government of Jamaica's procurement policies, procedures, contract management and reporting requirements
- Excellent leadership and management skills
- Excellent oral and written communication and interpersonal skills
- Excellent analytical and negotiating skills
- Excellent judgement, decision-making and problem solving skills
- Demonstrates sound personal and professional integrity and maintain strict confidentiality
- Sound knowledge of safety and security management
- Sound knowledge of vehicle maintenance
- Sound knowledge of property management and Building and Construction
- Sound knowledge of inventory management

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Construction Management or a related field from a recognized tertiary institution
- Minimum five (5) years' experience in a middle management position preferably in Property Management and Office Management.

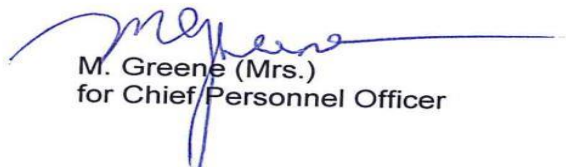
Applications accompanied by résumés should be submitted **no later than Thursday, 8th September, 2022 to:**

**Director, Human Resource & Administration,
The University Council of Jamaica
31 Windsor Avenue
Kingston 5**

Email: jobs@ucj.org.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