



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. 398 **OSC Ref. C.6222¹⁰**

19th September, 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 Branch Manager 3 (PTO/PMA 3) - (3 posts)** in the **Junction Post Office, Spalding Post Office and Albert Town Post Office, Post and Telecommunications Department**, salary range \$1,088,756 - \$1,294,189 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Regional Manager, the Branch Manager 3 directs, co-ordinates and manages the operations of the Post Office effectively and efficiently. The incumbent is responsible for the management of (the suite of services offered) mail and parcels and undertakes the custody and accounting for cash and stock of postage stamps and other items of value.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Corporate, Operational and Unit Plans and the accompanying capital and recurrent Budget for the Division;
- Collaborations with the Regional Manager to develop the Post Office Operational and Unit Plans and Budget;
- Prepares Individual Work Plan in collaboration with supervisor;
- Assists with the development, implementation and review of the Post Office Standard Operation Procedural Manual and ensures compliance with stipulated guidelines;
- Participates in the preparation of World Post Day activities;
- Certifies Travel Claims for Officers under supervision;
- Provides leadership and direction to staff to ensure organizational standards and policies are maintained and followed;
- Makes proper arrangements for daily opening and closing of Office, and the custody of key(s);
- Attends Departmental meetings and reports on (Postal Branch) Post Office activities and provide feedback to staff;
- Convenes staff meetings to ensure effective and efficient management in the (Postal Branch) Post Office;
- Advises and makes recommendations to the Regional Manager on the development of the Post Office;
- Advises Regional Manager on activities affecting the (Postal Branch) Post Office;
- Liaises with Members of Parliament in the constituency in relation to the (Postal Branch) Post Office;
- Keeps abreast with trends and best practices in Postal Management and Operations;
- Represents the Department at forums, conferences, meetings and seminars, disseminates information/knowledge gained to Staff and implement change where necessary.

Technical/Professional:

- Ensures prompt and accurate dispatch of mail to feeder Post Offices and Central Sorting Office by monitoring Mail Drivers and Motor Bike Raider arrivals; to dispatch and sign off on claims;
- Acts as custodian for all main stock cash, stamps and valuables assign to the Post Office and securing item in the vault on behalf of the Postmaster General in accordance with the FAA Act regulations;
- Prepares for submission Cash Book Statements of Revenue and Expenditure, Daily Mail Statistics and Monthly Reports of all transaction to the Regional Manager and the Senior Director, Finance;
- Prepares Cash Statements of receipts and expenditures and submits to the Regional Manager;
- Ensures dual custody check of all cash, stock and valuables received against remittance advice;

- Manages the stock level and Imprest in staff's possession ensuring that there is adequate Imprest and stock at all times;
- Conducts routine checks of Imprest and stock held by staff to ensure that there is no misappropriation of funds;
- Ensures that results of audits/checks are properly recorded and that staff signs and dates same;
- Collects revenues daily and makes daily deposits to the Postmaster General's Account directly or by registered mail;
- Records the receipts and disbursement of Imprest, cash and stock daily;
- Reconciles and balances the revenue, deposit and Commercial Services Book daily;
- Maintains an up-to-date Till Book by recording Imprest and stock assigned to staff and ensures custodians sign for all valuables on a monthly basis;
- Remits excess cash to the Miscellaneous Revenue Account in the Finance and Accounts Branch and makes notation in the appropriate Register/Book;
- Ensures that shortages are rectified to reflect the correct balance of monies received with immediate effect;
- Maintains an up-to-date Receipt Book Register;
- Ensures that all official records for the assigned Post Office are maintained appropriately;
- Supervises activities pertaining to PATH payments; assists with PATH payment and reconcile statements;
- Monitors and reviews information entered on the Automated Track and Trace Systems regarding letters and parcels and makes the required changes were necessary;
- Supervises the collection of revenue for private letter boxes and operations ensuring that the revenue collected are recorded in the appropriate book and receipts are issued;
- Collects, collates and safeguards information, data and evidence in all its various forms and disseminates to those authorized on a need to have, know basis;
- Initiates investigations solely and or co-operatively into breaches of, but not limited to, the State's, Government's and the Department's various rules and regulations, FAA Act, illegal activities and misuse within the Nation's Postal System;
- Provides support to training development and implementation;
- Provides support in the monitoring and assessment of customer satisfaction;
- Assists with the continuous review of postmen districts.

Human Resource Management:

- Participates in recruitment, transfer and, promotion of staff;
- Ensures the developmental and welfare needs of the staff are identified and addressed;
- Reviews, monitors and evaluates the performance of staff 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 Post Office and the Department's goals;
- Fosters an atmosphere of trust, high ethical and confidentiality standards;
- Administers in conjunction with the Human Resource Management Unit, the discipline of staff at the Post Office;
- Engages in local Succession Planning with a view to support Human Resource strategic objectives;
- Ensures that the Attendance Register is maintained and that attendance reports, involving all staff are prepared and submitted;
- Manages Departmental/Casual and Sick leave in accordance with the Staff Orders and internal guidelines;
- Approves/Recommends Vacation Leave for staff as appropriate and ensures submission to the Regional Manager and the Human Resource Management and Development Branch;
- Ensures that direct reports are informed of organizational policies, procedures and standards;
- Deploys staff to meet the changing workflow to ensure staff is effectively utilized and productivity optimized;
- Performs any other related duties that may be assigned by Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of UPU Standards
- Knowledge of Post Office Act (1941)
- Knowledge of Post Industry and its Operations
- Knowledge of the Government/Department's policies and procedure
- Knowledge of the FAA Act
- Knowledge of the Staff Orders and the Public Service Regulations

- Sound knowledge of accounting principles and practices
- Sound knowledge of Records Management
- Excellent oral and written communications skills
- Customer Service and interpersonal skills
- Leadership skills

Minimum Required Qualification and Experience

- Associate Degree in Business Administration, National Council on Technical and Vocational Education and Training (NCTVET) - Business Administration Level 3 or related field from an accredited tertiary institution;
- Two (2) years' related experience at a supervisory level;
- Certificate in Customer Service (1 year course) would be an asset;
- Certificate in Supervisory Management (1 year course) would be an asset.

Special Conditions Associated with the Job

- High Risk Environment;
- Exposure to large sums of money;
- Exposure to criminal activities with local, regional and international reach.

Applications accompanied by résumés should be submitted **no later than Friday, 30th September, 2022 to:**

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

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**