



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 372 **OSC Ref. C. 4515/S3²**

2nd 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/be assigned to the following posts in the **Court Administration Division (CAD)**:

1. **Property Officer (SOG/ST 6) - (Vacant)** salary range \$1,656,124 – \$1,968,611 per annum and any allowance(s) attached to the post
2. **Assistant Auditor (FMG/AS 1) - (2 posts, 1 vacant and 1 Not Vacant)**, salary range \$1,395,541 – \$1,658,859 per annum and any allowance(s) attached to the post.

1. Property Officer (SOG/ST 6)

Job Purpose

Under the supervision of the Director, Property Management and Technical Services, the incumbent assists with the planning and development of the Court Administration Division (CAD) major and minor capitals Projects and also ensuring the provision and maintenance of proper physical facilities for the Court Administration Division.

Key Responsibilities

- Ensures that buildings occupied by the Court Administration Division are maintained;
- Ensures that the amenities of the Office are maintained and serviced;
- Ensures that the Court Administration Division's Switchboard and all telephone lines and extensions are at all times in good working condition;
- Ensures policy compliance to the decision and directions of the National Contracts Commission;
- Assists with the appraisal and evaluation of Building/Maintenance Projects undertaken;
- Assists with the preparation Capital Development Plans involving the construction of new buildings;
- Assists with the planning building refurbishing;
- Prepares Cash Flow for specified Projects undertaken by the Court Administration Division;
- Prepares and submits reports on projects undertaken;
- Assesses building for rentals;
- Liaises with the National Works Agency in respect of maintenance and repair to Government buildings;
- Inspects certificates and bills submitted by contractors and consultants;
- Inspects and keeps records on all facilities occupied by the Court Administration Division
- Assists with the supervision of the Construction/Maintenance Projects;
- Assists in the preparation of Procedural Manuals relating to safety and property management;
- Assists in the preparation of Annual Budget;
- Assists in the conduct of feasibility study for proposed projects;
- Liaises with architects, consultants and contractors regarding the suitability of building plans;
- Measures, prepares and cost scope of work;
- Checks, prepares job variation order upon completion of Projects;
- Drafts contract documents;
- Compiles Tender documents for meetings;
- Supervises the staff of the Maintenance Unit;
- Manages the welfare and development of direct reportees through the preparation of performance appraisal and recommendation;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills
- Excellent problem-solving skills
- Proficiency in reading Blueprints for building construction
- Ability to lead and work in team
- Excellent working knowledge of relevant computer applications

Minimum Required Qualification and Experience

- Diploma in Construction Management/Structure Engineering with two (2) years' experience in related field.
- OR**
- Certificate in Construction Engineering with four (4) years' experience in related field.

Special Conditions Associated with the Job

- Extensive travelling.

2. Assistant Auditor (FMG/AS 1) – (2 posts)

Job Purpose

Under the direct supervision of the Audit Supervisor, the incumbent is responsible for the examination of transactions, records and documents, both financial and operational, to determine compliance with the provisions of relevant laws, regulations, policies and rules.

Key Responsibilities

- Conducts reviews of assigned Division;
- Verifies organizational records;
- Examines and appraises financial and accounting practices, systems and procedures;
- Conducts Exit Interviews;
- Clears any queries on the working paper prepared;
- Assists in the preparation of preliminary recommendations and drafting of reports;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of Government's Accounting policies and procedures
- Sound analytical skills
- Sound knowledge of the FAA Act
- Good interpersonal and customer service skills
- Good oral and written communication skills
- Good planning and organizing skills
- Ability to work in a team
- Working knowledge of relevant computer application

Minimum Required Qualification and Experience

- Associate Degree, AAT, ACCA-CAT or equivalent qualifications;
- ACCA Level 1.

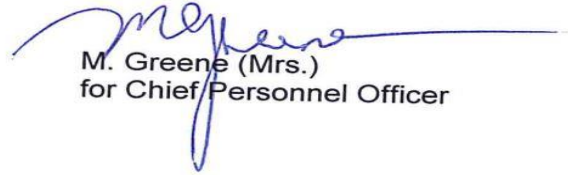
Applications accompanied by Résumés should be submitted **no later than Thursday, 15th September, 2022 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5**

Email: kadine.lobban@cad.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.



M. Greene (Mrs.)
for Chief Personnel Officer