



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 441
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14th October, 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 **Ministry of Labour and Social Security**:

1. **Administrator, Utility Services (GMG/AM 2)**, salary range \$1,025,878 - 1,219,446 per annum and any allowance(s) attached to the post.
2. **Administrator, Inventory (GMG/AM 2)**, salary range \$1,025,878 - 1,219,446 per annum and any allowance(s) attached to the post.

1. Administrator, Utility Services (GMG/AM 2)

Job Purpose

Under the direct supervision of the Director, Office Services, Utilities and Energy Management the Administrator, Utility Services (GMG/AM 2) is responsible for, implementing and monitoring effective programmes for Utility Management within the Ministry.

Key Responsibilities

Management/Administrative:

- Participates in the Strategic and Operational Plans for the Division;
- Dispatch copies of telephone bills to staff for identification of private/official calls and submits same for payment;
- Prepares monthly Utility Payment Schedules for submission to Finance and Accounts;
- Liaises with Utility Companies to ensure bills are received on time;
- Updates Utility Registers for all locations within the Ministry;
- Implements and monitors Utility Programme for the Ministry of Labour and Social Security;
- Participates in the Procurement of Telecommunication Systems and handsets for Offices island wide;
- Monitors the Ministry's Telecommunication Systems to ensure efficient delivery of system;
- Reports disconnected Utility Services for non-payment to the Finance and Accounts Division;
- Liaises with the Utility Companies for re-connection/transfer or permanent disconnection of Utility Services;
- Ensures that leased properties Utility Services are transferred in the Ministry's name;
- Represents the Unit at meetings, seminars, and workshops.

Technical/Professional:

- Ensures the Ministry is provided with efficient and effective Tele-communication and other Utility Services;
- Ensures that all utility bills are carefully analysed, and payment is made in a timely manner;
- Ensures that outstanding utility bills are paid to prevent disconnection of services;
- Assists in the preparation of reports on utilities for the Director, Administration;
- Assists with the reconciliation of utility bills with Statements from respective Companies and follow up with the Finance and Accounts Division for payments;
- Manages the Ministry's Closed User Group (CUG) Services to ensure efficiency;
- Distributes the monthly CUG Bills and ensures that they are paid within a timely manner;
- Verifies meter numbers with bills to ascertain correctness;
- Assists with the installations of phone lines and instruments;
- Request technical assistance for faulty telephone instruments and lines in a timely manner.
- Performs any other related duties that may be assigned from time to time by the Director, Office Services, Utility and Energy Management.

Required Knowledge, Skills and Competencies

Core:

- Good customer relations skills
- Good oral and written communication skills

- Good interpersonal skills
- Good analytical and problem-solving skills
- Ability to work well under pressure and as part of a team
- Sound judgement, tact, and initiative

Technical:

- Knowledge of the Government/Ministry's policies and procedure
- Good knowledge of the relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Management Studies, Business/Public Administration, or equivalent qualifications;
- Three (3) years' related work experience in a similar capacity.

OR

- Diploma in Management Studies, Business/Public Administration, or equivalent qualifications;
- Five (5) years' related work experience in a similar capacity.

Special Conditions Associated with the Job

- Extensive travelling island wide.

2. Administrator, Inventory (GMG/AM 2)

Job Purpose

Under the direct supervision of the Director, Office Services, Utilities and Energy Management, the Administrator, Inventory (GMG/AM 2) is responsible to update and maintain proper inventory records of all the Ministry's furniture, equipment, and other assets. The Officer is also responsible for identifying and recommending equipment, furniture and other assets for disposal in accordance with established standards and guidelines.

Key Responsibilities

Administrative:

- Assists in the development and implementation of programmes for the Division's Operational Plan;
- Prepares and monitors Work Schedules/Plan for the Unit;
- Prepares and submits activity and other reports as requested;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division and the GOJ Comprehensive Asset Management Policy;
- Creates Standard Operating Procedures (SOP's) for management of assets owned/leased/rented;
- Maintains regular contact with Procurement Unit and Programme Managers to ensure proper recording of all assets acquired and distributed;
- Monitors and reports on the state of assets to assist with budgetary plans;
- Ensures that the computerized Inventory Management System is maintained
- Reviews periodically Standard Operating Procedures (SOPs) and internal process and documents and updates accordingly;
- Liaises with members of staff to ensure proper usage of Government furniture, equipment, appliances, machinery;
- Facilitates training of all relevant support staff.

Fixed Asset Inventory Management:

- Ensures that Fixed Asset Inventory Systems are maintained and that all items of furniture and equipment are accounted for;
- Completes and updates all control records for all categories of furniture, equipment, appliances, and machinery;
- Ensures that all items of furniture and equipment are marked/coded;
- Carries out periodic checks on locations Island wide and updates location records;
- Makes arrangements for the Board of Survey for the disposal of unserviceable assets;
- Arrange for the disposal of assets for which approval had been granted;
- Implements the approved procedures to provide for the custody of all furniture, equipment, appliances, and machinery;
- Ensures a system is in place to receive and track all assets via electronic means;
- Takes custody of Master Inventory and updates records;
- Recommends for removal or transfer of all assets from the Ministry's locations island wide;

- Performs any other related duties assigned from time to time by the Director, Office Services, Utility and Energy.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong customer relations skills
- Good planning and organizing skills
- Excellent interpersonal skills

Technical:

- Sound knowledge of the Government of Jamaica (GoJ) Comprehensive Asset Management Policy
- Sound knowledge of Inventory Management
- Sound knowledge of Records Management
- Proficiency in the use of Microsoft Office suite

Minimum Required Qualification and Experience

- Associate Degree in Business/Public Administration, Business/Management Studies or other related disciplines;
- Certificate in Inventory/Supplies Management from MIND;
- Three (3) years' experience in a similar capacity particularly in the Public Sector.

OR

- Successfully completed four (4) subjects in CXC/GCE O' Level inclusive of Mathematics and English Language;
- Diploma in Inventory/Supplies Management from MIND;
- Five (5) years' experience in a similar capacity particularly in the Public Sector.

Desirable:

- BSc. Degree in Business/Public Administration, Business/Management Studies or other related disciplines.

Special Conditions Associated with the Job

- Exposure to heat and dust
- Lifting
- Bending
- Island wide travelling
- Periodic overnight accommodations

Applications accompanied by résumés should be submitted **no later than Friday, 28th October, 2022 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**