



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 455**  
**OSC Ref. C.6222<sup>10</sup>**

**25<sup>th</sup> 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 **vacant** post of **Property Manager (GMG/SEG 3)** in the **Post and Telecommunications Department**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the direction of the Director, Facilities and Property Management, the Property Manager (GMG/SEG 3) will seek to increase the revenue of the Post and Telecommunications Department, through leasing of all vacant spaces available. The incumbent will be responsible for the management of all property services related to licences, leases, rental, and updating Property Registry of the Post and Telecommunications Department, as well as to handle all acquisitions and divestment for properties in collaboration with the National Land Agency.

The incumbent will ensure that all properties vested with the Postmaster General being transferred have Registered Titles to generate for ease of Business and will also manage the pest control, waste management and other critical building and property support services.

**Key Responsibilities**

***Management/Administrative:***

- Contributes to the development of the Branch's Budget, Operational and Unit Plan;
- Contributes to the formulation of the Department's Disaster Recovery Plan in regard to property, facility, furniture, equipment and other paraphernalia.
- Collaborates with Supervisor in the preparation, signing and submission of Individual Work Plans;
- Manages the day-to-day operations and services of the Section ensuring Unit/Individual Plans are aligned to the operational objective and Budget of the Department and is executed;
- Prepares and submits to Director, Facilities and Property Management, Status Report on activities of the Section in keeping with Operation and Work Plans;
- Assesses Rental Rates offered by the Department and makes recommends on same for Annual review to ensure the rates offered by the Department are current/competitive;
- Reviews the necessary Real Property Legislation particularly the Rent Restriction Act;
- Advises and assists with executions of maintenance projects, major repairs and improvement;
- Assists with the review of systems and procedure for the effective operation of the Branch;
- Assists with implementation of safety and Environment Management Plans.
- Keeps abreast with new construction technologies and recommends improvements in property maintenance;
- Represents the Department with Governmental Agencies, landlords and tenants.

***Technical/Professional:***

- Monitors all programmes, budgets, contracts, and contracted services related to licences and rental properties;
- Identifies and manages all acquisitions and divestment for properties in collaboration with Director, Facility, Property Management and National Land Agency;
- Prepares Tender documents to include technical requirements for the acquisition of goods and property;
- Identifies and makes recommendations on the opportunities for the realization of development or investment potential of the properties;
- Ensures up-to-date listing/documentation of all properties under the purview of the Department by ensuring that paper and electronic Database are accurately updated;
- Prepares and enforces Lease Proposals, Lease Agreements and Lease Amendments;
- Prepares requests for estimates on properties from external contractors and submits to the Director, Facility, Property and Maintenance;
- Creates database to manage and monitor rent collection and arrears;
- Reviews and monitors all tenants in arrears;

- Prepares and submits property expenses in relation to insurance premium, Property Taxes, commissions and other property expenses;
- Assists with property valuation for insurance purposes;
- Interviews and screens Tenants for new tenancy;
- Prepares Rental Agreement for Director, Facility and Property Management authorization;
- Liaises with Legal Services Section on Contracts and Lease Agreement matters;
- Submits requests to the Legal Services Section for Demand Letters and Notices to quit;
- Ensures all complaints, disturbances and violations are investigated and resolved in a timely manner and in accordance with all legal requirements and Department policies and/or practices;
- Reports theft, arson, malicious or other damage, and illegal possession of premises to Property Manager and the Operations Section;
- Conducts regular visits to facilities/properties ensuring that work procured or tenancy is being executive in accordance with Contract Agreement;
- Prepares reports on all property visits conducted;
- Assists with the preparation of Time Sheets for Ground Staff;
- Assists with the preparation of Bid documents and the recommendation of contractors/consultants for landscaping and related projects;
- Organizes the collection of garbage from all properties under the span of control;
- Attends Court as required.

#### ***Human Resource Management:***

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to direct reports through effective objective setting, delegation, and communication processes;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of direct reports for the Branch;
- Recommends Vacation Leave for direct report in keeping with established Human Resource policies;
- Recommends/Administers disciplinary action in keeping with established Human Resource policies.
- Performs any other related duties that may be assigned by Director, Facility, Property and Maintenance.

#### **Required Knowledge, Skills and Competencies**

- Excellent knowledge of property maintenance and administration
- Excellent knowledge of Real Estate Act and Procurement Guidelines
- Excellent understanding of Rental Accounting
- Excellent knowledge of the Laws of Real Property
- Excellent knowledge of preparation of Bidding documentation for procurement
- Knowledge of contract negotiations and drafting
- Knowledge of current property management practices
- Good knowledge of facilities planning, processes and practices
- Excellent negotiation and contract management skills
- Ability to collect and analyze equipment running data for maintenance purposes
- Proficient in the use of Microsoft Office Suite or relevant computer applications
- Sound planning, organizing, problem-solving and decision-making skills
- Good interpersonal skills
- Excellent leadership skills

#### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Real Estate Management and Valuation or Business Administration or any other equivalent qualification;
- Five (5) or more years' experience managing Commercial/Office Real Estate;
- Project Management training and experience would be advantageous;
- Training in Facility/Building Management would be an asset.

**Special Conditions Associated with the Job**

- May be required to work beyond normal working hours and days;
- Will be required to travel island-wide;
- Must possess a valid Driver's Licence and a reliable motor car.

Applications accompanied by résumés should be submitted **no later than Monday, 7<sup>th</sup> November, 2022 to:**

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

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.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