



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. 462 **OSC Ref. C. 6555¹⁴**

3rd November, 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 be assigned to/fill the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Administrator (GMG/AM 3) (Not Vacant) – Food Storage and Prevention of Infestation Division**, during the period **November 14, 2022 to December 30, 2022**, salary range \$1,229,060 – \$1,460,966 per annum and any allowance(s) attached to the post.
2. **Inventory Officer (PIDG/RIM 3) (Not Vacant) - Office Management and General Services Branch**, during the period **November 14, 2022 to March 31, 2023**, salary range \$933,069 – \$1,109,126 per annum and any allowance(s) attached to the post.
3. **Secretary 2 (OPS/SS 2) (Vacant) - Human Resource Management and Development Branch**, salary range \$781,231 – \$928,638 per annum and any allowance(s) attached to the post.

1. **Administrator (GMG/AM 3)**

Job Purpose

Under the direction of the Chief Food Storage Officer, the Administrator (GMG/AM 3) ensures the procurement, provision and maintenance of goods and services necessary for the efficient and timely operations of the FSPID, including the Western Regional Office. The Administrator also supervises several administrative staff members to ensure that all staff are properly equipped, an environment conducive to work is maintained, leave applications are processed and attendance records maintained

Key Responsibilities

Management/Administrative:

- Attends meetings or conferences to obtain or disseminate information regarding issues and programs relating to the Unit's work;
- Participates in the preparation and management of the FSPID's Budget;
- Develops policies and procedures to outline the responsibilities of the Unit's staff;
- Provides advice/guidance to all members of staff in the interpretation and application of Government policies, rules and regulations;
- Provides advice/guidance to the Chief Food Storage Officer on human resource policies and procedures and administrative matters.

Technical/Professional:

- Maintains an effective Inventory Management and Control System for furniture, equipment, office supplies and chemicals;
- Organizes the provision of adequate amenities and welfare facilities such as light, air conditioning, plumbing, telephones and office supplies;
- Oversees supervision of the transportation fleet and drivers ensuring performance standards are developed and met for the Fleet Drivers;
- Supervises and monitors storekeeper ensuring that he/she follows all the procedures required;
- Ensures stocktaking and equipment inventory is done and inventory list is kept updated;
- Ensures that storekeeper orders stock in time so the FSPID's revenue earnings is not affected by depletion of stock;
- Ensures the front office operates efficiently;
- Supervises the Records Officer to ensure efficient management of files and records within the Registry;
- Ensures that clerks record messages and process requests for the Inspectors' services at on-site inspections for the members of the Chambers of Commerce, as well as messages

from custom brokers, custom officers, chemical houses, etc. and ensure they are acted on;

- Ensures that indirect supervision of cleaners is carried out properly;
- Assists in preparing requests for quotations and bid documents for invitation to Tender on goods and services;
- Assists in preparing contracts for the procurement of services;
- Makes presentations to the MIIC Procurement Committee;
- Liaises with suppliers/contractors in resolving issues and/or discrepancies;
- Maintains the Unit's staff listing;
- Prepares reports for submission to the Chief Food Storage Officer and Human Resource Division;
- Monitors Attendance Register and maintains Leave Cards for entire Unit;
- Liaises with the Government Board of Survey regarding the writing-off of equipment, furniture, etc.;
- Prepares and submits letters of justification for the operation of post within the Unit.

Human Resources:

- Makes recommendations for leave (Vacation, Sick and Departmental)
- Prepares, reviews and/or updates Job descriptions for Clerical Officers and other officers of junior levels;
- Prepares performance reviews and evaluations of persons reporting to this post and recommending to the Chief Food Storage Officer their promotion or permanent appointment;
- Directs/supervises the work of staff and ensures that duties are performed efficiently and effectively;
- Identifies training and development needs of employees and ensures that they are adequately addressed;
- Participates in the recruitment of staff for the FSPID/Unit and recommends transfers promotions, termination and leave in accordance with establish Human Resource policies and procedures;
- Establishes and maintains a system that fosters a culture of teamwork, employee's empowerment and commitment to the FSPID's and Organization's goals;
- Ensures the welfare and developmental needs of staff in the FSPID/Unit are clearly identified and addressed.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills
- Good time management skills
- Good leadership skills
- Methodical
- Teamwork and co-operation
- Ability to use own initiative

Technical:

- Sound knowledge of the principles and practices of Human Resource Management and Administration
- Knowledge of the operations of Government/Ministry's policies and procedures (e.g. FAA Act, Government procurement guidelines)
- Proficiency in the use of relevant computer applications
- Excellent knowledge of organization policies and procedures

Minimum Required Qualification and Experience

- B.Sc. in Public Administration/Management studies or related discipline;
- One (1) year working experience in related field;
- Proficiency in Microsoft applications.

OR

- Diploma/Certificate in Human Resource Management, Public Administration, Management studies;
- Three (3) years' experience at a supervisory level.

Special Conditions associated with the Job

- Exposure to hazardous chemicals;
- Must required a motor vehicle and valid Driver's License;
- May be required to travel island wide;
- May be required to work outside of regular work hours, including weekends and public holidays.

2. Inventory Officer (PIDG/RIM 3)

Job Purpose

Under the direct supervision of the Director, Office Management and General Services (GMG/SEG 2), the Inventory Officer (PIDG/RIM 3) is responsible to maintain proper Inventory Records of the Ministry's furniture, equipment and assets. The Officer is also responsible for identifying and recommending to the relevant authorities equipment, furniture and assets to the relevant authorities.

Key Responsibilities

Technical/Professional:

- Identifies, records and ensures that all Government furniture, equipment and other assets are inventoried;
- Maintains and secures all Inventory Records in the Ministry;
- Monitors location of all furniture, equipment and Government assets;
- Develops and maintains Inventory Records of furniture, equipment and assets of the Ministry;
- Identifies and recommends all repairs and Board of Survey to the relevant authorities;
- Installs and maintains all Location Records within the Ministry;
- Updates Office Machinery and Equipment Maintenance Records;
- Updates Master Inventory Records electronically and manually;
- Liaises with members of staff to ensure proper usage of Government furniture, equipment and assets;
- Prepares report on all equipment and furniture that are to be repaired and board of surveyed;
- Arranges all activities associated with the maintenance of office furniture and equipment;
- Maintains an inventory of the Ministry's key;
- Performs any other related duties that may be assigned by the Director Office Management and General Services as requested from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good planning and organizing skills
- Good teamwork and co-operation
- Good time management skills
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Integrity
- Customer and Quality Focus
- Ability to use own initiative

Technical/Functional:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of Asset Management
- Knowledge of Records Management
- Knowledge of FAA Act
- Proficient in the use of the relevant computer applications

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level including English Language and a numeracy subject and training in Records and Information Management Systems, procedures and practices and automated technologies as it relates to records management and/or the area of operation;

- Five or more (5+) years' experience in the particular field.

3. Secretary 2 (OPS/SS 2)

Job Purpose

Under the direct supervision of the Director, Human Resource Management, the Secretary is responsible for providing general secretarial support services to the Human Resource Management Section, to facilitate a smooth functioning of the Branch.

Key Responsibilities

Technical/Professional:

- Receives and process incoming mails;
- Drafts/types routine letters and memo and other documents based on instructions;
- Actions routine correspondence in accordance with guidelines given;
- Prepares Minutes of meetings as required and types Agenda;
- Develops and maintains Filing Systems for the Director as advised;
- Contacts officials in other Ministries and Departments to obtain information required by the Director;
- Gives general support and managing the routine functions of the Director's Office to facilitate the availability and easy flow of information;
- Directs telephone calls to appropriate officers;
- Maintains Appointment Diary, schedule and a message log;
- Responds to telephone calls for the Director and records messages as required
- Prepares all documents leaving the Director's Office for dispatch;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Good customer relation skills
- Ability to work on own initiative
- Good planning and organizing skills
- Knowledge of the operations of Government/Ministry's Policies, Practices and Procedures
- Good typing and shorthand skills
- Proficient in relevant software applications
- Sound knowledge of web-based research techniques

Minimum Required Qualification and Experience

- CXC or GCE O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

OR

- CXC or GCE O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 10th November, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', written over a horizontal line.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**