



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 497 **OSC Ref. C. 4840³²**

17th 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 fill the following **vacant** posts in the **Public Expenditure Policy Co-ordination Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Manager, Asset Sales and Auctions (GMG/SEG 3)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Senior Asset Monitoring Officer (GMG/SEG 2)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Administrative Assistant (GMG/AM 4)**, salary range \$1,467,234 – \$1,744,080 per annum and any allowance(s) attached to the post.
4. **Warehouse Technician (GMG/AM 3)**, salary range \$1,229,060 – \$1,460,966 per annum and any allowance(s) attached to the post.

1. **Manager, Asset Sales and Auctions (GMG/SEG 3)**

Job Purpose

Under the general leadership and direction of the Director, Asset Management and Disposal Services, the Manager, Asset Sales and Auctions, will lead the design and transformation of the Asset Sales Function in the GOJ. The holder of this post will be an integral strategic team leader who will identify and implement innovative sales and marketing strategies to aid the disposal of obsolescence state assets to align with the GOJ goals and objectives.

Key Responsibilities

Technical/Professional:

- Participates in the development of a comprehensive operational Asset Disposal Management Strategy for the entire GOJ to ensure compliance with legislative, statutory and Industry requirements;
- Participates in the design/review and implementation of strategies and pricing thresholds to facilitate asset sales to Public Sector workers and the public by way of retail/fixed price sales, internet and live auctions, bids, et.al;
- Provides systematic Asset Sales and Auction advice, guidance, and business support to all MDAs;
- Creates, implements and monitors effective asset sales strategies and programmes towards the achievement of GOJ asset disposal goals and objectives;
- Identifies new and existing business opportunities to increase the growth of the GOJ Asset Disposal Sales Function by promoting strong customer/stakeholder engagement, retention and attraction strategies;
- Participates in the design, implementation and review of delegation of function frameworks and guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Establishes and directs a structured multi-channel sales framework and service level agreements across MDAs in the GOJ with a focus on building a high-performance sales culture;
- Directs the planning and execution of the Quarterly Auction for high value assets approved for disposal by the Asset Monitoring Section and in accordance with the Sale Framework and SLAs;
- Designs and implements mechanisms to manage the organisation exhibitions and opportunities to showcase the stock pool of GOJ assets to be disposed by virtual (online shop/auctions) and physical means;

- Formulates, implements and revises systems to collect, maintains, analyzes and makes available data, metrics and statistics on Asset Sales and Auctions in the GOJ to support planning and performance measurement;
- Directs the collection, reconciliation and remittance all funds received via regular retail sales and auctions to the Consolidated Fund or designated fund;
- Reviews and approves Monthly Financial Reports from internal asset sales transactions, as well as transactions administered under the sales framework and SLAs by MDAs;
- Generates overall financial management reporting and sales forecasting statistics and metrics for the GOJ Asset Disposal Function;
- Acts as the point of escalation for emerging queries and issues that arise in MDAs regarding the asset sales business processes and systems;
- Works in partnership with the Managers of Asset Monitoring and Asset Custody and Warehousing to enable organizational objectives are achieved in an efficient manner;
- Directs the monitoring and formulation of recommendations for MDAs compliance with the Asset Sales accountabilities to ensure all relevant legal and statutory requirements are met;
- Develops business relationships and partnerships with customers and key stakeholder using knowledge of the Sector and trends in the market;
- Develops and implements competencies and processes required to create an effective and efficient asset sales culture and practice in the GOJ;
- Devises approaches that ensures Asset Sales and Auction Officers and MDA functionaries receive adequate training and induction to perform their sales roles in accordance with sales framework and SLAs;
- Assists Asset Sales and Auction Officers and MDAs functionaries with organisational skills, account strategies, and administrative responsibilities to ensure a high level of customer satisfaction is maintained;
- Collaborates with the Director and Corporate Communications and PR Branch – MoFPS in devising marketing and promotional strategies to support the Asset Sales Function;
- Provides leadership through effective communication of vision, active coaching and development whilst matching sales results to goals and taking appropriate action to address this when necessary;
- Keeps up to date with trends and activities in the Sector, being aware of market forces to remain ahead of the curve;
- Remains aware of relevant Asset Management and Disposal innovation and Industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), Meetings, Seminars, Workshops and Conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Sales and Auctions Presentations related to asset management as needed.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service Reports in accordance with established standards;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge sales and marketing principles and practices
- Strong commitment to delivering a high level of customer service
- Sound knowledge of programme monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied Excellent interpersonal and team management skills
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on Inter-ministerial and Multi-sectoral Committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including programme development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications audiences

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Five (5) years' experience in a Private, NGO or Public Sector Management environment, working within Sales and Marketing principles and practices.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

2. Senior Asset Monitoring Officer (GMG/SEG 2)

Job Purpose

Under the general management and direction of the Manager, Asset Monitoring, the Senior Asset Monitoring Officer is responsible for leading team that manages the Asset Assessment and Disposal business processes, procedures, and systems in a cluster of MDAs.

Key Responsibilities

Technical/Professional:

- Participates in the development and implementation of operational standards/benchmarks for assessing the worth/value and usefulness of GOJ assets by employing depreciation formulas and other scientific approaches;
- Describes and classifies/ranks all categories of GOJ assets in keeping with implemented strategies and systems;
- Receives, assesses, and assigns requests from MDAs to Asset Monitoring Officer in keeping with the Asset Management and Disposal business processes;
- Appraises a wide range of GOJ assets by employing established mechanisms and protocols, including planned and unannounced site visits and inspections;
- Recommends disposal options, as well as reviews recommendations provided by direct reports for assessed assets in accordance with operational policies and procedures;

- Applies and implements key business processes and toolkits relating to the disposal of motor vehicles, high value equipment/machinery, electronic devices, specialised commodities in MDAs, et.al;
- Implements approaches to guide the redistribution or transfer of assets inter – MDAs;
- Participates in the design, implementation and review of Delegation of Function Frameworks and Guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Services as the point of escalation for emerging queries and issues that arise in MDAs regarding the assessment of GOJ asset stock;
- Provides systematic operational Asset Management and Disposal advice, guidance, and business support to all MDAs;
- Uses data collection procedures to facilitate the validation of quantitative and qualitative monitoring tools to support the operational asset management and disposal functions;
- Conducts analysis of quantitative data as well as qualitative data on all operational asset management and disposal programme inputs, outputs and outcomes in MDAs;
- Uses ICT solutions to track asset management and disposal performance in MDAs in accordance with delegation frameworks and monitoring and evaluation plans;
- Compiles quantitative and qualitative monitoring results for operational asset management and disposal functions relating to MDAs;
- Develops and Reviews Asset Disposal Schedules and Orders based on assessments conducted in accordance with SLAs and delegation frameworks;
- Reinforces effective use of an asset management ICT systems to strengthen effectiveness and efficiency;
- Ensures full compliance with health and safety legal requirements and procedures in respect of general asset management and disposals;
- Liaises with Senior Executives in MDAs on plans and strategies for operational Asset Management and Disposal issues to guide policy/programme development and evaluation;
- Remains aware of relevant Asset Management and Disposal innovation and industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Assessment and Disposal presentations related to asset management as needed.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding Programme.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares Quarterly and/or Annually Customer Service reports in accordance with established standards.

Required Knowledge, Skills and Competencies

- Good knowledge of Asset and Inventory Management principles and practices
- Good knowledge of Asset Depreciation Techniques and Disposal principles and practices used in large and complex organizations
- Good knowledge of policy and programme monitoring and evaluation frameworks

- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on Inter-ministerial and Multi-sectoral Committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy/programme development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software
- Excellent interpersonal and team management skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Four (4) years' experience in a Private, NGO or Public Sector Management environment, working with Asset Management principles and practices.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

3. Administrative Assistant (GMG/AM 4)

Job Purpose

Under the direction of the Director, Asset Management and Disposal Services, the Administrative Assistant will provide executive level support and co-ordination for the Director's Office. The Administrative Assistant performs a full range of technical and administrative support functions, including prompt, courteous and effective communication with internal and external stakeholders, to ensure the smooth and effective administration of the Director's Office.

Key Responsibilities

Technical/Professional:

- Provides a wide range of complex office administration and support to the Office of the Director;
- Serves as Principal Administrative Contact and Liaison with all the MoPFS' internal constituents and external contacts;
- Develops, implements and administers Divisional office systems, policies and procedures;
- Designs, implements and maintains systems for receiving, recording, storing and disseminating information;
- Co-ordinates requests for information from internal and external stakeholders and provides a professional first point of contact for all enquiries;
- Co-ordinates and tracks the preparation and timely advancement of Cabinet Submission;
- Ensures Cabinet Decisions are received and actioned as directed/appropriate;
- Manages complex and changing diaries, including: scheduling, negotiating appointments, meetings and travel arrangements;
- Implements systems to manage conference/meeting room bookings and equipment set up such as multimedia, teleconferencing, data projector and refreshments;

- Co-ordinates effective meetings by organizing and collating Meeting Agendas, providing confidential Minute taking and distribution and coordinating follow up actions;
- Provides wide ranges of support including: keyboarding, composing and editing letters, memoranda, reports, presentations, etc.;
- Co-ordinates Senior Executive Management Meetings/Events, including conferences, seminars and training;
- Answers and routes phone calls, mail and e-mail messages and may handle wide-range information dissemination;
- Prepares complex correspondence, briefing packs, reports and papers;
- Conducts routine and complex research work and summarizes findings to aid decision making by the Director;
- Prepares and monitors the Budget for the Asset Disposal Services, including tracking expenditures and providing reports;
- Reviews, assesses, routes, answers and monitors follow up action steps on correspondence and related matters;
- Maintains Customer Service principles, standards and measurements;
- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Demonstrates professionalism, credibility and integrity in the performance of functions so as to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the Organization's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Executive Office for the Orientation and Onboarding Programme.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares Quarterly and/or Annually Customer Service reports in accordance with established standards;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of Cabinet Submission and the approval process
- Excellent keyboarding dexterity
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the Section
- General knowledge in Budget Cash Flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Office Administration, Business/Public Administration, Management Studies or a related discipline;
- Three (3) years related experience, in a fast-paced Executive/Corporate Analysis environment.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

4. Warehouse Technician (GMG/AM 3)

Job Purpose

Under the general leadership and direction of the Manager, Asset Custody and Warehousing, the Warehousing Technician provides support to branch by ensuring the warehouse is clean, organized and stocked. The Warehouse Technician prepare, receive, order and dispatch warehouse deliveries in accordance with agreed service levels and regulatory requirements.

Key Responsibilities

Technical/Professional:

- Receives and organizes assets based on the schedule/listings of Assets for Disposal from the Asset Monitoring Section;
- Unloads, unpacks, inspects, loads, moves, stores and records the movements and storage locations of assets and equipment within the warehouse and as necessary inputs information on various data bases;
- Loads and unloads assets by hand or using mechanical lifting equipment;
- Liaises with Asset Sales and Auctions Section to determine plans and priorities for future sales and auctions to trigger preparation of assets;
- Reconciles discrepancies in the Warehouse Inventory;
- Performs Stocktaking and Cycle Count Functions, investigates and reconciles discrepancies;
- Determines appropriate transportation methods and co-ordinates pickup with clients;
- Ensures the security of the warehouse, completes housekeeping duties to maintain the Warehouse in a clean, tidy and safe condition and reference materials current;
- Maintains Warehouse lights, doors, crates (used for content storage) and fire extinguishers ensuring functionality and organizing contractor repairs where applicable;
- Participates in and demonstrates an understanding of safety principles and practices; follows all safety policies and procedures to support a safe working environment, including safe operation of machines and equipment;
- Communicates job site conditions and concerns that may or are affecting completion of the job to Manager, Asset Custody and Warehousing.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of Committee, meetings, seminars, workshops and conferences as required;
- Prepares reports as required.

Human Resources:

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Contributes and maintains in a harmonious working environment.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- In-depth knowledge of Logistics and Inventory control principles and practices
- knowledge of warehousing practices
- Ability to maintain records
- Ability to understand and execute oral and written-instructions
- Ability to establish and maintain effective working relationships
- Physical strength and agility sufficient to perform the work
- Knowledge of computerized systems and software
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications
- Excellent interpersonal and team management skills
- Strong customer relations skills

Minimum Required Qualification and Experience

- Associate Degree/Diploma/NVQ-J in Logistics, Operations Management, Engineering, or a related discipline;
- One (1) years' experience in a Private, NGO or Public Sector Management environment, working with Logistics and Warehousing principles and practices.

Special Conditions Associated with the Job

- Work will be conducted in a fast-paced environment with on-going interactions with critical stakeholders and meeting tight deadlines using specialized software, which will result in high degrees of pressure, on occasions. There will be:
 - ✓ Frequent lifting from 2.25 - 18.5kg, unassisted (from 35-65% of the time)
 - ✓ Occasional lifting from 18.5 kg +, assisted (up to 50% of the time)
 - ✓ Access and mobility in tight spaces
 - ✓ Working at Heights - over 5 feet, periodically
 - ✓ Required to operate forklift, hoist and related logistically equipment
 - ✓ Sustained periods of standing, sitting, walking, bending, and kneeling.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 30th November, 2022 to:**

**Senior Director, Human Resource Management and Development
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: **hrapplications@mof.gov.jm**

Detailed information about the position can be accessed on the Ministry's website **www.mof.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**