



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 508 **OSC Ref. C.4515/S3²**

23rd 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 the post of **Transport Manager (GMG/AM 4) – (Not Vacant)** in the **Human Resource Management and Administration Branch, Court Administration Division**, salary range \$1,467,234 – \$1,744,080 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Director, Procurement and Administration (GMG/SEG 2), the Transport Manager (GMG/AM 4) is responsible for:

- Ensuring the adherence to the Motor Vehicle Policy developed by the Ministry of Finance and the Public Service (MOFPS);
- Managing a fleet of vehicles for the Court Administration Division and the Judiciary;
- Supervising all Drivers.

Key Responsibilities

Managerial/Administrative:

- Recommends changes in Transport procedures;
- Prepares Budget for the Transport Unit;
- Participates in the development of the Operational Plan;
- Prepares the Work Plans for direct reports;
- Attends meetings and conferences on behalf of the Organization.

Technical/professional:

- Ensures that all fleet vehicles are compliant with all legal, regulatory and contractual requirements and where necessary, escalating any identified issues and recommends resolution to the Director, Procurement and Administration;
- Monitors operations to ensure that staff members comply with administrative policies and procedures, safety rules and Government Regulations;
- Ensures that all required processes, systems and controls, are in place within the Unit to enable achievement of its objectives effectively and efficiently, i.e., safe parking of vehicles etc.;
- Develops and implements a proactive, planned and structured approach to the maintenance of fleet vehicles, keeping within the designated budget and ensuring all vehicles used are fit for purpose;
- Ensures Transport Staff delivers the service appropriate to the needs of the Organization and in line with relevant guidelines;
- Keeps up-to-date database for Vehicle Inventory and operational cost;
- Maintains records, which includes keeping updated records concerning maintenance, payment for servicing vehicle and expenditures of fuel acquisition;
- Monitors and maintains staff records on licensing, driving, testing and training and arranges for re-training and re-certification of drivers and registration and re-certifications of vehicles;
- Monitors spending to ensure that expenses are consistent with approved Budgets;
- Ensures that the maintenance, oiling and servicing schedule of the vehicles are followed;
- Monitors Fuel Advance Cards and fuel acquisition and analyzes Fuel Statements from gas stations;
- Reconciles receipts with statement from relevant company repairing vehicles;
- Ensures that proper Inventory of all components of vehicles are maintained and checked frequently;
- Arranges transportation for furniture, equipment and person;
- Visits accident sites and collates accident reports and keeps records/history of drivers and accidents;
- Maintains duty rosters of drivers to support pick-up and drop-off;
- Provides support for the delivery of mail – all mails and stationery leaving the organization;
- Submits comprehensive Monthly Report to the Director, Procurement and Administration.

Human Resource Management:

- Creates an effective team to achieve the Unit's objectives and targets;
- Provides day-to-day leadership and direction in the development and continual performance improvement of the Unit and oversees and manages the Unit's activities and operations;
- Ensures that the staffing needs of the Unit are met through appointments, promotions and staff development and training;
- Ensures the management and continuous performance of staff within the Unit through the implementation of the Performance Management System;
- Performs any other duties that may be assigned by the Director, Procurement and Administration and which may be deemed to fall within the remit of the post.

Required knowledge, Skills and Competencies***Core:***

- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills
- Good leadership skills
- Ability to work in a team
- Keen eye for details
- Goal and results oriented
- Good planning, organizing and time management skills
- Ability to use initiative

Technical:

- Sound knowledge of Auto-mechanics
- Knowledge of the organization mandate, operations and procedures
- Good problem-solving skills
- Knowledge of Staff Orders/Public Service Regulations and the Government of Jamaica's Motor Vehicle/Procurement Policies
- Proficient in the use of relevant computer software i.e. Excel, WORD, PowerPoint

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or Management Studies;
- Certificates in Supplies and Supervisory Management would be an asset;
- Three (3) years' experience working in a fleet management or transport environment, inclusive of one (1) year's management experience.

Special Condition Associated with the Job

- Some travelling will be involved.

Applications accompanied by résumés should be submitted **no later than Tuesday, 6th December, 2022 to:**

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

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**