



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 531**  
**OSC Ref. C. 4515/S3<sup>2</sup>**

**6<sup>th</sup> December, 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 **Office Manager (GMGAM 4) - (Not Vacant)** in the **Court Administration Division, Supreme Court's Office**, salary range \$2,190,302 - \$2,945,712 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the direction of the Director, Procurement and Administration, the Office Manager (GMG/AM 4), is responsible for implementing the appropriate mechanisms for effective management of the CAD's Office Services, ensuring a habitable and safe office environment in accordance with established standards and guidelines towards achieving the CAD's objective.

**Key Responsibilities**

***Management:***

- Participates in the development of the Unit's operational objective and standards;
- Prepares Work Plans and schedules for staff;
- Convenes and participates in meetings relevant to role and function;
- Prepares Operational Reports;
- Co-ordinates and oversees the functions of direct reports;
- Provides leadership to direct reports.

***Technical:***

- Implements the appropriate systems and procedures and ensures the effective operation of the Office Services Unit;
- Maintains a current and accurate inventory of office furniture and equipment;
- Prepares Location Charts and ensures the proper indexing for office furniture and equipment within central Ministry and its Agencies;
- Conducts periodical count of office furniture and equipment;
- Liaises with Divisional Heads regarding office accommodation and comfort;
- Ensures that the telephone/Switchboard is functional, and Operators are scheduled to ensure that the Switchboard is properly manned;
- Ensures that ancillary staffs are aware of their duties, appropriately assigned;
- Ensures that overtime duties are effectively monitored and appropriately assigned;
- Monitors the timely receipt and distribution of daily subscription of newspaper;
- Ensures that catering services are provided as the need arises;
- Assists with the monitoring of the maintenance of the copiers.

***Human Resource:***

- 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 personnel and/or organizational goal;
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination 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;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goal;
- 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**

- Excellent knowledge of organization's policies and procedures
- Excellent interpersonal skill
- Excellent oral and written communication skills
- Working knowledge in the relevant computer applications
- Ability to work in teams
- Keen eye for details

**Minimum Required Qualification and Experience**

- First Degree in Public Administration or Management Studies.
- OR**
- Certificate in Supplies Management, and least three (3) years related work experience.

**Special conditions associated with the job:**

- Some travelling will be involved.

Applications accompanied by résumés should be submitted **no later than Monday, 19<sup>th</sup> December, 2022 to:**

Senior Director  
Human Resource Management and Administration  
Court Administration Division  
The Towers, 8<sup>th</sup> Floor  
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**