



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. 46 **OSC Ref. C.4515/S3³**

26th January, 2023

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 Officer (SOG/ST 6) in the Building and Property Management Branch, Court Administration Division (CAD), Supreme Court**, salary range \$4,060,697 – \$5,461,186 per annum.

Job Purpose

Under the supervision of the Director, Property Management and Technical Services, the incumbent assists with the planning and development of the Court Administration Division's (CAD's) major and minor capital projects and also ensuring the provision and maintenance of proper physical facilities for the Court Administration Division (CAD).

Key Responsibilities

Technical/Professional:

- Ensures that the buildings occupied by the CAD are maintained;
- Ensures that the amenities of the Office are maintained and serviced;
- Ensures that the CAD Switchboard and all telephone lines and extensions are at all times in good working condition;
- Ensures policy compliance to the decision and directions of the National Contracts Commission;
- Assists with the appraisal and evaluation of building/maintenance projects undertaken;
- Assists with the preparation of Capital Development Plans involving the construction of new buildings;
- Assists with planning building refurbishing;
- Prepares Cash Flow for specified projects undertaken by the CAD;
- Prepares and submits reports on project undertaken;
- Assesses building for rentals;
- Liaises with the Ministry of Transport and Mining in respect of maintenance and repairs to Government buildings;
- Inspects certificates and bills submitted by contractors and consultants;
- Inspects and keeps records on all facilities occupied by the CAD;
- Assists with the supervision of the construction/maintenance of projects;
- Assists in the preparation of procedural manuals relating to Safety and Property Management;
- Assists in the preparation of Annual Budget;
- Assists in the conduct of feasibility study for proposed projects;
- Liaises with Architects, consultant and contractors regarding the suitability of building plans.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Ability to use initiative and manage own time
- Ability to analyze and solve problems
- Good interpersonal and customer service skills
- Good problem-solving skills

Technical:

- Proficiency in reading blueprints for building construction
- Ability to lead and work in team
- Working knowledge of the relevant computer applications

Minimum Required Qualification and Experience

- Diploma in Construction Management/Structure Engineering with two (2) years' experience in related field;
- OR**
- Certificate in Construction Engineering with four (4) years' experience in related field.

Special Conditions Associated with the Job

- Extensive travelling;
- Will be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th February, 2023 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th 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**