



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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9th March, 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 following **vacant posts** in the **Jamaica Fire Brigade**:

1. **Senior Public Procurement Officer (GMG/SEG 1) - Public Procurement Finance, Corporate Affairs Branch**, salary range \$2,735,387 - \$3,678,791 per annum.
2. **Senior Secretary (OPS/SS 3) - Core Technical Support Services Branch**, salary range \$1,370,094 - \$1,842,625 per annum.
3. **Senior Secretary (OPS/SS 3) - Fire Safety Prevention and Investigation Branch**, salary range \$1,370,094 - \$1,842,625 per annum.

1. Senior Public Procurement Officer (GMG/SEG 1)

Job Purpose

Reporting to the Director of Public Procurement (DPP), the incumbent is responsible for managing and directing all procurement activities for respective areas in compliance with Government policies, guidelines, legislation and regulations.

Key Responsibilities

Technical/ Professional:

- Presides over Bid Evaluation Committees by guiding members through the evaluation process and ensuring the integrity of the competitive process while fully supporting the selection and decision making process;
- Works with the Director of Public Procurement in the development and collation of the Brigade's Procurement Plan in accordance with guidelines;
- Utilizes appropriate financial systems to produce Purchase Orders, subsequent to verification of availability of funds;
- Prepares Tax Withholding Certificates upon receipt of Services Invoices;
- Monitors procurement activities, identifies problems and devises appropriate strategies to ensure implementation;
- Liaises with Finance and Accounts Department to ensure compliance with contract conditions for payments and other procurement guidelines;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and contract termination;
- Advises supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that the Public Procurement Committee and the Organization Sector Committee Submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals are maintained;
- Advises the Director, Public Procurement or Programme and Project Managers Management and Office Manager on supplier's reliability/suitability and performance;
- Negotiates purchasing and credit agreements and service contracts;
- Collaborates with the Research and Development, Quality Assurance and Legal Specialist in the Office of the Commissioner in the development of Terms of Reference for contract services;
- Analyses market and delivery systems in order to assess present and future material availability;
- Verifies the condition of goods received to confirm quality and appropriate items have been delivered;
- Advises Director, Finance and Corporate Affairs /other Branches and Commissioner on purchase methods and alternate products and recommends substitutes;
- Liaises with suppliers of goods to obtain quotations and product information to inform procurement decisions; and prepares these documents for processing;
- Liaises with the Office Management Unit and establishes and maintains an Inventory Listing of equipment bought etc.

Management/Administrative:

- Prepares Annual Work Plans to satisfy the Ministry's Performance Appraisal activities;
- Participates in the development of the Finance, Corporate Affairs Branch's Operational Plan and Budget;
- Liaises with the relevant Programme Project Co-ordinator and Accounting Officers in the organization, to collate information for the organization's Annual Procurement Plan;
- Maintains continuous contact with the Ministry of Finance and Public Service, Public Procurement Commission, Integrity Commission to receive updates/changes in GOJ Procurement Policy Guidelines and communicates same to all relevant staff;
- Leads, prioritizes and manages the day-to-day operation of staff to ensure the effective management of operations and that goals and objectives are being met;
- Ensures adherence to Standard Operating Procedures and policies to maximize efficiency and work quality;
- Builds and maintains professional relationships with external and internal clients of the Ministry;
- Reviews best practices and recommends strategies that will improve the Inventory Maintenance Function;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware and adheres to the policies, procedures and regulations of the Jamaica Fire Brigade;
- Identifies development programmes and makes recommendation for staff to attend such programmes;
- Ensures that the necessary tools, equipment and furniture is identified and provided for productive work;

Technical/ Professional:

- Presides over Bid Evaluation Committees by guiding members through the evaluation process and ensuring the integrity of the competitive process while fully supporting the selection and decision making process;
- Works with the Director of Public Procurement in the development and collation of the Brigade's Procurement Plan in accordance with guidelines;
- Utilizes appropriate financial systems to produce Purchase Orders, subsequent to verification of availability of funds;
- Prepares Tax Withholding Certificates upon receipt of Service Invoices;
- Monitors procurement activities, identifies problems and devises appropriate strategies to ensure implementation;
- Liaises with Finance and Accounts Department to ensure compliance with contract conditions for payments and other procurement guidelines;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and contract termination;
- Advises supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that the Public Procurement Committee and the Organization Sector Committee Submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals are maintained;
- Advises the Director, Public Procurement or Programme and Project Managers, Management and Office Manager on supplier's reliability/suitability and performance;
- Negotiates purchasing and credit agreements and service contracts;
- Collaborates with the Research and Development, Quality Assurance and Legal Specialist in the Office of the Commissioner in the development of Terms of Reference for contract services;
- Analyses market and delivery systems in order to assess present and future material availability;
- Verifies the condition of goods received to confirm quality and appropriate items have been delivered;
- Advises Director, Finance and Corporate Affairs/other Branches and Commissioner on purchase methods and alternate products and recommends substitutes;
- Liaises with suppliers of goods to obtain quotations and product information to inform procurement decisions; and prepares these documents for processing;
- Liaises with the Office Management Unit and establishes and maintains an Inventory Listing of equipment bought etc.

Human Resource:

- Develops and manages the performance of staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;

- Promotes the building of institutional knowledge by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental leave for staff and participates in the administration of staff benefits in keeping with established Human Resource policies;
- Recommends disciplinary action in keeping with established Human Resource policies; Conducts Monthly and other ad hoc Staff Meetings as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management Branch in developing and implementing a Succession Planning Programme to ensure continuity of skills and competencies of staff and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals.

Required Knowledge, Skills and Competencies

Core:

- Ability to establish and maintain effective working relationships with other employees, vendors and the public
- Ability to communicate effectively orally and in writing
- High levels of professionalism and integrity
- Attention to detail and accuracy
- Ability to organize work and utilize good time management techniques to meet critical deadlines
- Ability to work with tight deadlines and deliver exceptional results
- Capable of working independently and with minimum supervision
- Good problem solving skills
- Good planning, negotiating and decision-making skills

Technical:

- Knowledge of the Government of Jamaica's Public Sector Procurement Policy and Procedures
- Knowledge of the Financial Administration and Audit (FAA) Act
- Ability to interpret and apply Government's procurement policies and procedures
- Ability to develop and establish criteria for the evaluation of bids and proposals
- Ability to prepare invitations to bid and requests for proposals
- Ability to analyze/evaluate bids and quotes and come to sound, well-reasoned conclusions
- Proficiency in Microsoft Office Suite and other programme applications.

Minimum Required Qualification and Experience

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Sector;
- Management, Economics or any other related field;
- Certificate in Public Procurement: UNDO/CIPS Level 2 or INPRI Level 3 and MIND;
- Three (3) years related work experience.

OR

- ACCA Level 2;
- Certification in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Experience in related field: three (3) years.

OR

- Diploma in Business Administration, Accounting or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Five (5) years related work experience.

Special Conditions Associated with the Job

- High level of professionalism expected;
- Exposed to highly confidential and critical information;
- Required to meet critical deadlines;
- Expected to display dedication;
- May be required to work beyond normal working hours at times.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Deputy Commissioner Core Technical Support Services (CTSS), the incumbent is responsible for providing secretarial and stenographic services for the prompt and efficient administration and operation of the Office of the Deputy Commissioner, Core Technical Support Services. In addition, provides secretarial assistance to other members of staff when required.

Key Responsibilities

Technical:

- Ensures that all correspondence of a general or routine nature received are properly actioned;
- Address problems relating to the routine operations of the office by interfacing with the appropriate JFB/MLGRD staff members and other Government entities as well as external entities;
- Organizes meetings for the Deputy Commissioner Core Technical Support Services.
- Takes notes at meetings and produces Minutes;
- Provides project management and technical writing skills when and where required;
- Validates and processes Applications for Licence and Registration in relations to the various fleet vehicles and JFB Drivers;
- Updating emergency vehicle status (on and off action) in the Fleet Registry on a daily basis;
- Assists in the collating of the Preventative Maintenance Plan for all Units within the CTSS;
- Updates Filing and Record Keeping Systems within the Unit;
- Preparing report for Technical and other Sub-Committee Meetings of the JFB Board for Deputy Commissioner Core Technical Support Services signature;
- Assisting external and internal clients by obtaining information and providing same as may be necessary;
- Works along with Deputy Commissioner Core Technical Support Services to ensure that correspondence for action are addressed and completed in accordance with the JFB Citizen Charter;
- Provides appropriate response and guidance to address enquiries; upon consultation with the Deputy Commissioner CTSS;
- Prepares Meeting Schedules and makes preparation for such meetings to minimize clashes;
- Follow up on matters to ensure the smooth administration of the Office of the Deputy Commissioner Core Technical Support Services;
- Performs other secretarial and administrative tasks as assigned.

Administrative:

- Maintains shared electronic folders containing calendar and contacts in the relevant software programme to ensure co-ordination;
- Works closely with staff in the CTSS Branch to follow up on correspondence;
- Drafts and finalizes some letters and memoranda;
- Screens telephone calls and visitors;
- Handles routine correspondence on behalf of the Deputy Commissioner Core Technical Support Services by retrieving and sending correspondences from intranet and internet or otherwise;
- Maintains the Work Diary (both electronically and manually), recording appointments, meetings visit etc. on a day-to-day basis and confirms, cancels and reschedules appointments for Deputy Commissioner;
- Performs any other related duties delegated by the Deputy Commissioner Core Technical Support Services (OIC CTSS).

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Ability to use own initiative
- Integrity
- Compliance
- Good interpersonal skills

- Use of technology (relevant computer applications)

Functional:

- Good problem solving and decision making skills
- Good planning and organizing skills
- Use of technology (relevant computer applications – Microsoft Office Software)
- Knowledge of Public Service Regulations and Staff Orders for the Public Service
- Excellent records and information management skills
- Ability to record and transcribe meeting Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- High School Graduate Diploma;
- Graduate of recognized Secretarial Institution;
- Certified Professional Secretary (CPS) Accreditation;
- Successful completion of the Certificate in Administrative Management Level II (CAM II); course for secretaries conducted by Management Institute for National Development (MIND);
- Knowledge of project management will be an asset.

OR

- Four (4) subjects at the CXC or GCE 'O' Level including English Language;
- Four (4) years' experience as a secretary with general office administration experience;
- Successful completion of Certificate in Executive Management, conducted by MIND.
- Knowledge of Project Management will be an asset.

Special Conditions associated with the Job

- High level of professionalism expected;
- Exposed to highly confidential and critical information;
- Required to meet critical deadlines;
- Expected to display dedication;
- May be required to work beyond normal working hours at times;
- May be required to work on own initiative in the absence of superiors.

3. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Deputy Commissioner Fire Safety Prevention and Investigation (FSPI); the incumbent is responsible for providing Secretarial and Stenographic services for the prompt and efficient administration and operation of the Office of the Deputy Commissioner. In addition, performs a variety of records management, inventory, book-keeping, and data entry tasks. In accordance with the Brigade's policies and procedures, gathers and processes data and generates related reports as requested.

Key Responsibilities

Technical

- Ensures that all correspondence of a general or routine nature received are properly actioned;
- Addresses problems relating to the routine operations of the office by interfacing with the appropriate JFB/MLGRD staff members, other agencies of the built environment and other Government entities as well as external entities;
- Organizes meetings for the Deputy Commissioner, Fire Safety Prevention and Investigation;
- Takes notes at meetings and produce Minutes;
- Provides paralegal and technical writing skills when and where required;
- Validates and processes applications for Certificate of Occupancy, Fire Safety Compliance of Premises, Event Hosting Permits, Firework Displays et al in relations to the various Permits and Certifications;
- Performs statistical and cost/benefit analysis;
- Prepares written reports and statistical and financial calculations;
- Updates Filing and Record Keeping System within the Unit;

- Prepares report for Technical/other Sub-Committee Meetings of the JFB Board for Deputy Commissioner Fire Safety Prevention and Investigation (OIC FSPI) signature;
- Assists external and internal clients by obtaining various information and providing same as may be necessary;
- Upon consultation with the Deputy Commissioner FSPI provides appropriate response and guidance to address enquiries;
- Works along with Deputy Commissioner Fire Prevention to ensure that correspondence for action are addressed and completed in accordance with the JFB Citizen Charter;
- Prepares meeting schedules and make preparation for such meetings to minimize clashes;
- Follows up on matters to ensure the smooth administration of the Office of the Deputy Commissioner FSPI;
- Performs other secretarial and administrative tasks as assigned.

Administrative:

- Maintains shared electronic folders containing calendar and contacts in the relevant software programme to ensure co-ordination;
- Works closely with staff in the Fire Safety, Prevention and Investigation Branch in following up on assignments and Work Plan deliverables;
- Drafts and finalizes letters and memoranda;
- Screens telephone calls and visitors;
- Provides customer service to internal and external customers by been tactful and courteous;
- Handles routine correspondence on behalf of the Deputy Commissioner FSPI by retrieving and sending correspondence from intranet and internet or otherwise;
- Maintains the Work Diary (both electronically and manually), recording appointments, meetings visit etc. on a day-to-day basis and confirms, cancels and reschedules appointments for Deputy Commissioner;
- Performs any other related duties delegated by the Deputy Commissioner FSPI from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Ability to use own initiative
- Integrity
- Compliance
- Good interpersonal skills
- Use of technology (relevant computer applications)

Functional:

- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Use of technology (relevant computer applications – Microsoft Office Software)
- Knowledge of Terms and Conditions of Service Manual for Civilian Staff and Staff Orders for the Public Service
- Excellent records and information management skills
- Ability to record and transcribe meeting minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- High School Graduate Diploma;
- Graduate of recognized Secretarial Institution;
- Certified Professional Secretary (CPS) Accreditation;
- Successful completion of the Certificate in Administrative Management Level II (CAM II) course for secretaries conducted by Management Institute for National Development (MIND);
- Three (3) years of secretarial experience in a computerized, highly-detailed business office or public entity;

- Proficient in the use of computer software to include: word processing, spreadsheets, database and computerized record keeping systems, file management applications etc.

OR

- Four (4) subjects at the CXC or GCE 'O' Level including English Language;
- Four to Five (4-5) years of general office experience plus Successful completion of Certificate in Executive Management, conducted by MIND;
- Successful completion of Certificate in Executive Management, conducted by MIND;
- Knowledge of paralegal duties would be an asset.

Special Conditions associated with the Job

- High level of professionalism expected;
- Exposed to highly confidential and critical information;
- Required to meet critical deadlines;
- Expected to display dedication;
- May be required to work beyond normal working hours at times;
- May be required to work on own initiative in the absence of superiors.

Applications, accompanied by résumés, should be submitted **no later than Wednesday, 22nd March, 2023 to:**

**Director, Human Resource Management
Jamaica Fire Brigade
85 Hagley Park Road
Kingston 10**

Email: dirhr.jfb@cwjamaica.com/mgrant@jfb.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**