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CIRCULAR No. 231   **26th May, 2023**
OSC Ref. C.4860[10]

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/be assigned to the following posts in the **Ministry of Labour and Social Security**:

1. **Director Child Labour Unit (GMG/SEG 3) (Vacant) - Child Labour Department,** salary range $4,594,306 – $6,178,830 per annum.

2. **Systems Development Manager (MIS/IT 6) (Vacant) - Management Information Systems Unit**, salary range: $4,594,306 - $6,178,830 per annum.

3. **Senior Systems Analyst (MIS/IT 5) (Vacant) - Management Information Systems Unit**, salary range $3,770,761 – $5,071,254 per annum.

4. **Network Administrator (MIS/IT 4) (Not Vacant) - Management Information Systems Unit**, salary range $3,094,839 - $4,162,214 per annum.

5. **Programmer Analyst (MIS/IT 4) – 2 posts (Vacant) - Management Information Systems Unit**, salary range: $3,094,839 - $4,162,214 per annum.

6. **Assistant Human Resource Officer (GMG/AM 3) (Vacant) - Human Resource Management and Development Department**, salary range $1,984,305 - $2,668,670 per annum.

7. **Property Management and Maintenance Officer (SOG/ST 3) (Not Vacant) - Administration/Property Management and Maintenance Unit**, salary range $1,984,305 - $2,668,670 per annum.

8. **Public Procurement Administrator (GMG/AM 2) (Vacant) - Administration Branch Division**, salary range $1,550,136 - $2,084,761 per annum.

1. **Director, Child Labour Unit (GMG/SEG 3)**

Job Purpose

The Director, Child Labour Unit in consultation with the Divisional Director, Industrial Relations and Allied Services, facilitates the implementation of the National Plan of Action on Child Labour and liaises with stakeholders locally and internationally to enable the strengthening and creation of supportive environments to prevent children from being engaged in Child Labour.

Key Responsibilities

Technical:
- Manages the implementation of the National Country Programme to reduce and ultimately eliminate Child Labour in Jamaica;
- Plans and implements Training Workshops for stakeholders, viz workers and Employers' Organizations, government and non-government Agency Representatives and Ministry personnel to improve their knowledge base on how to take action to combat Child Labour;
- Conceptualizes, plans and implements Public Awareness Programme through various information media displays, handbooks, presentation to interest groups, service clubs etc.;
- Co-ordinates and maintains Information System/Database on Child Labour in Jamaica;
- Develops and establishes a system to monitor and track Child Labourers in Jamaica;
- Designs and develops a system for counselling and referral for Child Labourers and their parents;
- Provides technical oversight to action programmes implementing direct support programmes to prevent and withdraw children involved in Child Labour;
- Provides guidance and technical inputs into the preparation of any project document to seek funding/support locally and internationally;

- Liaises with the respective Agencies and Departments of Government, NGOS and other stakeholders to provide advice/comments in keeping with Jamaica's ratification of ILO Conventions 138 and 82;
- Prepares Annual Reports/Special Notes to the ILO on the ratification of Conventions138 and 182;
- Administers the relevant sections of the various pieces of legislation as it relates to the problem of Child Labour in Jamaica;
- Convenes meetings and provides technical support for National Steering Committee on Child Labour in Jamaica;
- Hosts and provides other logistical support for visiting delegations of the ILO/IPEC, and Sub regional Office for the Caribbean on Mission in Jamaica;
- Attends and participates in local, regional and international workshops, seminars to discuss child labour and other child rights issues;
- Represents the Ministry of Labour and Social Security on the Task Force established by government to address Human Trafficking and other such committees establish to address child rights issues.

Human Resource:
- Maintain open communication with all staff and management;
- Complete performance appraisals annually for staff assigned to the Unit, using criteria based upon Job Description;
- Motivates and supports staff through positive feedback recognising their strengths whenever possible;
- Co-ordinates and facilitates problem- solving process when necessary;
- Arranges and attends all staff meeting.

Managerial/Administrative:
- Supervises the procurement of goods and services required to undertake the activities of the Unit by submitting requisitions for equipment;
- Prepares and manages Budget for the Unit;
- Prepares and submits Quarterly Reports on the work of the Unit for Corporate/Strategic and Operational Plans as well as sectional reports for the Ministry of Labour and Social Security's Annual Labour Market Reports.

Required Knowledge, Skills and Competencies

Leadership:
- Ability to sustain interpersonal and professional relationships with internal colleagues and contacts in donor and peer organizations
- Consistently works within internal process and procedures
- Strong interpersonal and team building skills
- Proactive engagement with relevant stakeholders

Project Management:
- Strong planning and time management skills
- Excellent written and oral communication skills, including the ability to effectively present complex ideas to diverse audiences
- Ability to problem-solve difficult issues
- Ability to multitask with ease, adapting to frequently changing priorities
- Strong negotiating and conflict resolution skills
- Proficiency in developing and managing a budget

Technical skills:
- Strong experience in managing technical areas or a support function
- Strong knowledge and understanding of donor policies and regulations
- High competence using common desktop applications and internal systems
- Strong analytical and problem solving skills
- Strong knowledge of Child Labour Laws and Rights

People Management:
- Demonstrated proficiency in supervising diverse staff complement, including providing honest feedback
- Ability to mentor others

Minimum Required Qualification and Experience

- First Degree in Social Sciences, Social Policy, Social Work or related area;
- Five (5) years' experience at the Senior Management level;
- Sound knowledge of monitoring and evaluation systems;

- Project Management experience an asset.

<div align="center">**OR**</div>

- Masters Degree in Social Policy, Social Work, Development Studies or equivalent;
- Three (3) years related work experience at the senior management level;
- Sound knowledge of monitoring and evaluation systems;
- Project Management experience an asset.

Special Conditions Associated with the Job

- Work in volatile and remote areas;
- Extensive travel (local and international).

2. Systems Development Manager (MIS/IT 6)

Job Purpose

To plan, manage and lead a team of Programmer Analysts in developing, implementing and maintaining information systems specifically in the area of Ministry of Labour and Social Security. This includes establishing and overseeing the observance of coding and documentation standards for applications/systems development and integration.

Key Responsibilities

Management/Administrative:
- Provides leadership, support and guidance to all staff to ensure that the Unit is effectively managed;
- Develops Operation and Work Plans with the supporting budget for the Unit ensuring that all the relevant activities to be undertaken and required resources are considered and that expenditures are made within the budgetary allocations;
- Plans, co-ordinates and directs all the activities of the functional areas;
- Establishes and enforces standards and rules of professional conduct for staff within the Unit in order to maintain the highest degree of confidence in its integrity and efficiency;
- Ensures staff is aware of and operates in accordance with all relevant laws and policies;
- Maintains effective working relations with external and internal stakeholders ensuring that the Unit provides a consistently high level of service;

Professional/Technical:
- Analyzes design documents generated by the Business Analysis Unit and determines their completeness or need for additional information;
- Manages programme design, coding, unit testing, documentation and maintenance processes;
- Oversees the development of user interface and system integration;
- Analyzes the user requirements and determines the most effective/efficient programming solution based on development options available;
- Participates in the requirement specification process for the procurement of software systems;
- Assists in the evaluation process of software systems;
- Analyzes existing ICT environment to determine its adequacy to house and support the systems to be developed/acquired;
- Ensures the preparation of technical documentation for the implementation, support and maintenance of new and/or modified systems;
- Oversees the design and development of application to facilitate systems integration;
- Provides guidance and assistance to development team in troubleshooting and problem resolution;
- Participates in the co-ordination of projects; leads and co-ordinates the work of the Programmers to develop, test, install and modify programmes;
- Keeps abreast of current trends and developments in the field and applies pertinent new knowledge to performance of other responsibilities;
- Maintains a consistent, high quality, customer-focussed approach when conducting business and providing services to clients and other external customers;
- Performs other related duties assigned by the Director, Systems Development.

Human Resource Management:
- Develops and manages the Unit's HR Plan that addresses staff requirements, Succession Planning and liaises with the Director Systems Development;
- Participates in the recruitment of staff for the Unit and ensures that they are aware of and adhere to the policies and procedures of the Department;
- Conducts periodical reviews of supervisees in accordance with Work Plans;

- Completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Initiates and participates in disciplinary proceedings relating to staff members within the Unit and implements corrective measures.

Required Knowledge, Skills and Competencies

- Excellent knowledge of programming languages and system development tools
- Excellent knowledge of the Software Engineering Development Cycle
- Excellent knowledge of structured methodology with emphasis on structured programming
- Excellent knowledge of Ministry of Labour and Social Security operations, functions and Code of Conduct
- Excellent knowledge of management principles, practises and procedures
- Excellent decision-making, planning and organizing skills
- Excellent judgement, and analytical skills
- Excellent communication and interpersonal skills
- Excellent negotiating and/or advocacy skills
- Very good time management skill

Minimum Required Qualification and Experience

- BSc. in Computer Science or Information Technology or equivalent qualification;
- Specialized training in software development utilizing current programming languages;
- Certificate in Project Management;
- Four (4) years related work experience.

Special Condition Associated with the Job

- Required to travel (25 - 30%).

3. Senior Systems Analyst (MIS/IT 5)

Job Purpose

The incumbent will oversee and supervise the software development, implementation and maintenance of information systems in accordance with the requirements of the various Divisions/Units.

Key Responsibilities

- Provides strategic technical guidance to proactively improve performance, reliability, security and cost-effectiveness of customers' solutions, using Industry best practices by:
    - ✓ Supervising and participating in needs assessment to determine user requirements
    - ✓ Translating business requirements to system specifications
    - ✓ Collaborating with the Software Development Manager to design software and architecture
    - ✓ Ensuring that systems specifications are correctly converted to Programming Language Code Development Team
    - ✓ Identifying areas in code that require refactoring
    - ✓ Organizing and leading regular code reviews
    - ✓ Compiling Programme Manuals, Operation Manuals and User Manuals
    - ✓ Creating and maintaining all system documentation;
- Ensuring the quality of applications developed by:
    - ✓ Liaising with the Quality Assurance Team to ensure that software testing is being done appropriately and in a timely manner
    - ✓ Ensuring that appropriate developer testing is conducted by the Development Team
    - ✓ Preparing and scheduling Sprint Review Meetings with the System Development Manager, Product Owners and the Development Team
    - ✓ Ensuring that corrective measures for errors and omissions are done according to Industry best practices and software requirements
    - ✓ Conducting software testing
    - ✓ Performing formal and informal demonstrative presentation;
- Contributes to project planning and implementation to facilitate smooth transition of automated application by:
    - ✓ Ensuring that assigned tasks are executed and completed as required
    - ✓ Performing the relevant controls and/or procedures necessary for the integrity of data conversion process;

- Maintains existing Information Systems by:
  - ✓ Developing new modules
  - ✓ Enhancing existing modules and/or database structures
  - ✓ Performing special data cleaning exercise and data integrity checks
  - ✓ Performing special back-ups
  - ✓ Troubleshooting as required;
- Oversees the evaluation of the work process and implementing technology solutions to meet the business' current and future needs by:
  - ✓ Supervising the design and development of software by:
    - ➢ Conducting interviews with key personnel to determine the requirements
    - ➢ Developing the conceptual and physical designs that reflect the user's requirements
    - ➢ Organizing and prioritizing the team's work by breaking down features and epics into stories and tasks
    - ➢ Developing work sprints (sprint planning) for the Team
    - ➢ Conducting daily Sprint Meetings with the Team;
- Takes full advantage of capabilities of the technologies within the Ministry;
- Keeps abreast of developments in Information Technology, in particular Programming Methodologies and Software Engineering;
- Providing training for users and client support staff by:
  - ➢ Defining training requirements
  - ➢ Conducting/facilitating delivery of material;
- Participates in seminars, meetings, workshops, etc., to discuss the benefits and/or emergence of Information Technologies which can improve output in Divisions/Ministry;
- Encourages an environment that promotes customer service excellence, innovation, collaboration and teamwork by:
  - ✓ Liaising with team members, management, and clients to ensure projects are completed to standard
  - ✓ Motivating staff and creating a space where they can ask questions and voice their concerns
  - ✓ Communicating the needs of the team to the Software Development Manager
  - ✓ Conducting Sprint Retrospective Meetings and documenting lessons learnt for future use;
- Interprets and translates business requirements to system requirements in a manner that is understood by the Software Development Team;
- Provides guidance to Programmers/Analyst by:
  - ✓ Removing or escalating impediments faced by the Development Team
  - ✓ Preparing and scheduling sprint review meetings with the System Development Manager and the Development Team
  - ✓ Organizing and leading regular code reviews
  - ✓ Assisting with the hiring and training of technical personnel.

Required Knowledge, Skills and Competencies

- Ability to establish trust
- Strong leadership qualities
- Ability to resolve conflicts and galvanize others
- Excellent project and crisis management skills
- Visionary and innovative
- Curious and willing to delve further
- Strong work ethics
- Ability to work in teams
- Ability to work remotely and with minimal supervision
- Ability to manage time successfully, prioritize effectively and meet tight deadlines
- Ability to work effectively under pressure
- Excellent interpersonal and oral and written communication skills
- Self-starter with a positive "can do" attitude.
- Results driven and pragmatic
- Ability to take ownership and responsibility for quality
- Ability to work in an agile environment
- Attention to detail and desire to probe further into data
- The ability to learn new technologies quickly
- Excellent analytical skills
- Commercial and business awareness
- Excellent problem-solving skills
- Excellent critical thinking skills
- Ability to exercise sound judgement when prioritizing tasks
- Specific Knowledge of:
  - ✓ ASP.NET, C#.NET

- ✓ WordPress and Drupal (optional)
- ✓ CSS, AJAX, Crystal Report
- ✓ Linux or Apache
- ✓ Structured Query Language (SQL)
- ✓ Relational Database (MSSQL 2016, MYSQL 5.7 and up, Azure SQL)
- ✓ Hypertext/Extensible Markup Language (HTML/XML)
- ✓ Structured methodology with emphasis on structured programming
- ✓ Object Oriented Methodologies
- ✓ SCRUM Agile methodology
- ✓ Team Foundation Server
- ✓ Azure DevOps
- ✓ Supervisory Management

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Sciences or equivalent from an accredited tertiary institution;
- Certified Scrum Master (CSM) would be an asset;
- Software Engineering Master Certification (SEMC) would be an asset;
- Microsoft Certified Solutions Developer (MCSD) would be an asset.
- Eight (8) years professional experience in Software Development;
- Three (3) years supervising a Software Development Team;
- Three (3) years of experience working with senior officials and conducting senior level consultations;

Special Condition Associated with the Job:

- Ability to work effectively under pressure.

4. Network Administrator (MIS/IT 4)

Job Purpose

Under the supervision of the Operations Manager, the Network Administrator is responsible for supporting, troubleshooting and maintaining the Local Area Network (LAN) and Wide Area Network (WAN) located throughout the Ministry of Labour and Social Security's Head Offices, Parish Offices, and Agencies. The incumbent should ensure an efficient, robust and reliable network throughout. He/she should also assist in troubleshooting, diagnosing and repairing malfunction equipment and Help Desk Assistance.

Key Responsibilities

The incumbent will support and maintain the overall health of the Ministry's LAN/WAN by:
- Troubleshooting and resolving problems at Head Offices, Local Offices and Agencies;
- Researching and maintaining knowledge of current hardware/software technologies for network equipment, network topology and infrastructure;
- Configuring and managing user accounts, groups, access policy permissions to shared network resources;
- Configuring and managing Network Switches, Routers, and other related equipment;
- Maintaining Inventory of the Ministry's network equipment;
- Managing distribution of static and dynamic IP addresses;
- Installing Network and Server Operating Systems and other System Software;
- Participating in managing active directory computer domain;
- Maintaining documentation of network configurations and equipment deployed throughout the Ministry;
- Monitoring and analyzing network usage and performance to effect load balancing and configurations that will enable optimization;
- Fine-tuning network parameters related to ensure highest security;
- Assisting in the planning, designing and implementation of network solutions to improve overall efficiency and robustness of LAN/WAN, as well as to accommodate the growing information processing needs of the Ministry;
- Working with Application Software Developers to ensure that connectivity requirements are met;
- Liaising with contractors in the implementation of the network (cabling and electronics);
- Installing network software upgrades as required;
- Interfacing with external telecommunications service providers to solve network related issues;

- Defining the infrastructural and environmental requirements of network devices;
- Assisting in the administration of Office 365 accounts;
- Establishing connectivity for users to the Ministry network and services, such as the Intranet and Internet;
- Installing antivirus, client applications, operating system software on servers as needed;
- Attending meetings where necessary;
- Periodically visiting outstations to ensure proper storage, maintenance and working environment of equipment.

Required Knowledge, Skills and Competencies

- Methodical
- Good analytical thinking
- Good problem-solving and decision-making skills
- Excellent use of technology
- Ability to use initiative
- Good planning and organizing skills
- Integrity
- Compliance
- Excellent oral and written communication skills
- Ability to work under pressure, in a target driven environment
- Solution oriented with a positive attitude
- Specific Knowledge of:
  - ✓ Telecommunication/Network Management
  - ✓ Extensive knowledge of network protocols, OSI model, bandwidth, VLANS, Firewalls, Remote Access and Network Security

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science, Information Technology, Telecommunication or equivalent, from a recognized tertiary institution;
- Three (3) years in a similar post;
- Cisco Certified Network Associate (CCNA) would be an asset.

Special Conditions Associated with the Job

- Exposure to dust and cold;
- Job requires lifting heavy equipment;
- Will be required to work extended hours;
- Will be required to travel daily/weekly/monthly to outstations.

5. Programmer Analyst (MIS/IT 4) – 2 posts

Job Purpose

The incumbent will develop, implement, and maintain Information Systems in accordance with the requirements of the various Divisions/Units.

Key Responsibilities

- Assists in the analysis, design and development of an automated application system by:
  - ✓ Taking part in needs assessment to determine user requirements
  - ✓ Clarifying and interpreting user requirements prior to the start of systems development exercise
  - ✓ Converting user requirements into systems specifications and algorithms to be converted to programming language code
  - ✓ Designing forms/report formats
  - ✓ Reviewing programme specifications
  - ✓ Converting systems specifications to programming language code
  - ✓ Modifying/revising existing programmes to facilitate changes in processing and/or user requirements
  - ✓ Compiling Programme, Operation and User Manuals
  - ✓ Developing Documentation;
- Ensures the quality of applications developed by:
  - ✓ Performing formal and informal walkthroughs
  - ✓ Developing test data
  - ✓ Testing programmes and systems

- ✓ Executing corrective measures for errors and omissions
- ✓ Performing re-work of tasks that do not conform to prescribed systems development standards;
- Contributes to project planning and implementation to facilitate smooth transition of automated application by:
  - ✓ Ensuring that assigned tasks are executed and completed as required
  - ✓ Performing the relevant controls and/or procedures necessary for the integrity of data conversion process;
- Maintains existing Information Systems by:
  - ✓ Developing new modules
  - ✓ Enhancing existing modules and/or database structures
  - ✓ Performing special data cleaning exercise and data integrity checks
  - ✓ Performing special back-ups;
- Assists with the designing and development of Websites and Intranets by:
  - ✓ Conducting interviews with key personnel to determine the requirements
  - ✓ Developing the conceptual and physical designs that reflect the user's requirements;
- Encourages office automation in support of increased productivity of office personnel by:
  - ✓ Taking full advantage of capabilities of the technologies within the Ministry
  - ✓ Keeping abreast of developments in Information Technology, in particular programming methodologies and software engineering
  - ✓ Providing training for users and client support staff by:
    - ▪ Defining training requirements
    - ▪ Conducting/facilitating delivery of material
  - ✓ Participating in seminars, meetings, workshops, etc., to discuss the benefits and/or emergence of information technologies which can improve output in Divisions/Ministry.

Required Knowledge, Skills and Competencies

- Ability to work in an agile development environment
- Ability to work in teams
- Ability to work remotely and with minimal supervision
- Ability to manage time successfully, prioritize effectively and meet tight deadlines
- Strong interpersonal and oral and written communication skills
- Self-starter with a positive "can do" attitude
- Results-driven and pragmatic
- Ability to take ownership and responsibility for quality
- Attention to detail and desire to probe further into data
- The ability to learn new technologies quickly
- Excellent analytical skills
- Commercial and business awareness
- Excellent problem-solving and critical thinking skills
- Ability to exercise sound judgement when prioritizing tasks
- Specific Knowledge of:
  - ✓ ASP.NET, C#.NET, VB.NET(optional)
  - ✓ CSS, AJAX, Crystal Report
  - ✓ Linux or Apache
  - ✓ Structured Query Language
  - ✓ Relational Database (MSSQL 2005/2008, INFORMIX, MYSQL)
  - ✓ Hypertext/Extensible Markup Language (HTML/XML)
  - ✓ Structured methodology with emphasis on structured programming
  - ✓ Object Oriented Methodologies

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science or equivalent from an accredited tertiary institution;
- Three-four (3-4) years of programming, including web development, with one-two (1-2) years' experience as a Programmer/Analyst.

Special Condition Associated with the Job

- Ability to work effectively under pressure.

6. **Assistant Human Resource Officer (GMG/AM 3)**

Job Purpose

Under the direction of the Senior Human Resource Officer, Staffing, the incumbent assists with the engagement, placement and separation of employees, as well as supports the overall effectiveness of the Department and facilitates the implementation of the Human Resource Plan for the Ministry

Key Responsibilities

Technical/Professional:
Recruitment and Selection
- Reviews Job Descriptions in consultation with Heads of Sections to ensure relevance;
- Reviews resume's in order to aid the selection process;
- Short lists prospective employees;
- Prepares interview schedule;
- Contacts prospective employee(s) regarding interview schedule;
- Participates in the interview process for prospective employee (s);
- Selects the best candidate(s) based on interview results;
- Seeks approval for engagement;
- Notifies successful and unsuccessful candidates of interview results;
- Verifies references and qualifications;
- Prepares contracts for engagement or renewal, and temporary employment letter.

Ensures that the proper procedures regarding appointments, acting appointments, assignments and separation are followed:

Appointment:
- Requests and receives Performance Evaluation Reports for members eligible for appointments;
- Requests and reviews information from Establishment Officer;
- Reviews Performance Evaluation Report;
- Submits recommendation(s) for appointment(s);
- Informs staff members, Head of Sections, and the relevant Departments of outcome.

Acting:
- Receives recommendation for acting appointment/assignment from Senior Human Resource Officer Staffing in respect of specific categories of Officers;
- Reviews recommendations by checking Staff List along with personal file;
- Submits the relevant documentation in respect of acting appointment/assignment for consideration and approval;
- Inspects approval(s);
- Informs staff members, Head of Sections, and the relevant Departments regarding approvals of acting appointment/assignments.

Separation (termination and resignation):
- Receives resignation(s) from Senior Human Resource Officer, Staffing;
- Ascertains indebtedness status and Vacation Leave entitlement;
- Submits resignation (s) to the relevant authority;
- Informs former staff member(s) and the relevant authority of resignation acceptance;
- Processes directives to terminate staff.

Vacancies:
- Requests and reviews information from Senior Human Resource Officer;
- Liaises with various Department Heads with regards to vacancies.

Accurate information and technical advice provided:
- Provides information and technical advise to staff members in accordance with established guidelines.

Required Knowledge, Skills and Competencies

Core:
- Good oral and written communication skills
- Good interpersonal skills
- The ability to work on own initiative
- Good knowledge of modern Human Resource practices
- Team player

- Ability to work under stress

Technical:
- Good knowledge of Government policies and procedures

Minimum Required Qualification and Experience

- First Degree in Social Sciences, Public Administration and Business Administration or related field with two (2) years related experience in a Human Resource Management;
- Training in Human Resource Management.

7. Property Management and Maintenance Officer (SOG/ST 3)

Job Purpose

Under the direct supervision of Director, Property Management and Maintenance (SOG/ST 7), the Property Management and Maintenance Officer (SOG/ST 3), will assist with maintenance of office buildings and property. The incumbent will also monitor the construction and refurbishing of Buildings Island wide to ensure the effective functions of the organization.

Key Responsibilities

Technical/Professional:
- Provides technical information to facilitate the preparation of specifications and drawings in respect of building maintenance and construction works;
- Requests estimates for work to be done on properties and buildings;
- Assists with the preparation of contracts for works to be undertaken;
- Has responsible for giving out work on the Ministry's property and buildings;
- Checks and monitors works assigned to ensure that these are carried out according to specifications;
- Ensures that procedures followed are in keeping with the Government's guidelines;
- Prepares or ensures the preparation of details for payments on completion of works/contracts;
- Prepares monthly reports in respect of work assignments;
- Contributes to the development of an Annual Maintenance Schedule;
- Ensures that the Ministry's buildings are clean and in good condition at all times;
- Monitors the upkeep of the grounds;
- Ensures that the electrical fixtures are in good working condition always;
- Ensures that the plumbing systems are in good working condition always;
- Ensures that the Air Condition Units are serviced and/or replaced periodically;
- Assists with the preparation and delivery of letters of invitation for bidders for respective contracts;
- Assists with the preparation of letters for tender document;
- Assists with the preparation of documents for advertisement of tender and submits to the Jamaica Information Service (JIS) for advertisement in print media;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:
- Strong oral and communication skills
- Strong customer relation skills
- Good problem solving and conflict management skills
- Good interpersonal skills
- Strong integrity
- Compliance

Technical:
- Sound knowledge in plumbing, electrical repairs and building construction
- Sound Knowledge of the operations of Government and the organization's policies and procedures
- Sound knowledge of the Building Code 4 of Jamaica

Minimum Required Qualification and Experience

- Diploma in Construction Engineering (UTECH);
- Vocational Training or Junior Technical Officer's Course;

- Possess knowledge and skills in the field of plumbing, electrical and painting, woodworking (furniture building and repairing);
- Two (2) years' experience in a related field.

OR

- Along with nos. 1 & 3, a minimum of three (3) years' experience in a related field.

Special Conditions Associated with the Job

- Required to travel island wide;
- Exposure to dust, water, chemicals, heat and height.

8. **Public Procurement Administrator (GMG/AM 2)**

Job Purpose

Under the direct supervision of the Senior Public Procurement Officer (GMG/SEG 1) the Public Procurement Administrator (GMG/AM 2) is responsible for conducting researches, checks, verifies, and maintains records of all goods and services procured and delivered to the Divisions/Units.

Key Responsibilities

Technical/Professional:
- Sources suitable and registered suppliers from which to purchase goods and services;
- Requests pro-forma invoices from reputable suppliers;
- Liaises with internal/external customers to ensure efficiency in the delivery of goods;
- Assists the Finance and Accounts Division with the necessary information as it relates to the preparation of cheques for payments and reconciliation of accounts;
- Contacts suppliers by phone, email, fax, face to face to deliver goods and collects cheques;
- Prepares documents for the signatures of the Senior Public Procurement Officer/Director of Public Procurement;
- Collects items and checks to ensure that the right quality and quantity of goods are received as per the purchase order and according to specification;
- Ensures that goods are received in a timely manner;
- Assists with the acquisition of Clearance Letter from the National Insurance Scheme (N.I.S) and National Housing Trust and Tax Compliance Certificate from the Tax Administration of Jamaica for the Ministry of Labour and Social Security to be exempted from these taxes;
- Ensures goods procured are of high quality and are obtained at the lowest prices;
- Follows through to ensure that payments are sent off through the CTMS once goods are received in satisfactory condition and as per purchase order;
- Ensures that purchases are made within the procurement guidelines;
- Investigates supplier's performance, capabilities and the competitiveness of the prices;
- Assists in the process of the clearance of advances to suppliers regarding the procurement of goods and services;
- Follows-up orders until payments are made;
- Travels to outstations to ensure that items procured are in fact at the respective locations and to check on suppliers' items quoted on to ensure value for money;
- Provides breakdown of G.C.T. on Withholding Tax Certificates under the respective cost centres to the Accounts Department on a monthly basis.

Required Knowledge, Skills and Competencies

Core:
- Sound integrity
- Good oral and written communication skills
- Good interpersonal relations
- Ability to work in team
- Good interpersonal skills
- Ability to work on own initiative
- Methodical

Technical:
- Extensive knowledge of Government Procurement guidelines and procedures
- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- Diploma in Business Administration/Public Administration/Management Studies or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 2 would be an asset;
- Two (2) years' experience in Procurement.

Special Condition Associated with the Job

- Will be required to participate in retreats/meetings outside of normal working hours from time to time.

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

> **Senior Director**
> **Human Resource Management and Development**
> **Ministry of Labour and Social Security**
> **14 National Heroes Circle**
> **Kingston 4**

> **Email: resume@mlss.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