



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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19th May, 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 be assigned to the post of **Office Services and Fleet Manager (GMG/SEG 1) – (Not Vacant)** in the **Corporate Services Division, Ministry of Industry, Investment and Commerce**, salary range \$3,094,839 - \$4,162,214 per annum.

Job Purpose

Under the supervision of the Director, Office Management and General Services (GMG/SEG 2), the Office Services and Fleet Manager (GMG/SEG 1) plans, organizes and coordinates security, utility management and fleet and transportation activities in the Office Management and General Services Branch.

Key Responsibilities

Management/Administrative:

- Serves on committees and task forces to provide input and exchange information;
- Attends meetings or conferences to obtain or disseminate information regarding issues and programmes relating to the Unit's work;
- Represents the Unit at Government hosted functions to present evidence or information;
- Participates in the Corporate and Operational Planning Process of the Ministry;
- Develops policies and procedures to outline the responsibilities of the Unit's staff;
- Tracks time-sensitive events to meet deadlines;
- Checks and certifies claim forms for members of the Unit in respect of overtime;
- Directs fleet and Transport Management, and security tasks and functions.

Fleet and Transport:

- Manages the custody of the Ministry's motor vehicle fleet;
- Ensures that all motor vehicles within the Ministry's fleet meet with the established standards of fitness and safety and are appropriately registered and insured;
- Ensures appropriate and valid licenses for driving personnel and that only designated/authorized personnel access and operates vehicles;
- Ensures implementation of internal systems of control in the use of motor vehicle and motor vehicle accessories.

Office Management:

- Organizes the provision of adequate amenities and welfare facilities such as light, air conditioning, plumbing, telephones and office supplies;
- Develops and implements measures for the adequate disposal of refuse from the Ministry;
- Monitors contracts, agreements, and/or leases to ensure service is in compliance with the contract and Government regulations;
- Liaises with contractors/suppliers in resolving discrepancies on a timely basis;
- Makes arrangements for the provision of identification cards for staff;
- Co-ordinates the setting up of conference rooms and serving of refreshments for meetings;
- Makes arrangements for the preparation of office spaces and the removal/relocation of assets as requested.

Security:

- Organizes the provision of access cards for security doors in the Ministry;
- Responds to enquires relating to CCTV monitors, camera, and Digital Video Recorder and the resolving of same.

Inventory/Asset Management:

- Ensures the management of an effective Inventory Management and Control System for furniture, motor vehicle, equipment, office supplies and accessories;

- Develops and manages an effective Asset Management System as it relates to valuation and insurance;
- Complete periodical review of assets for recommendation for Board of Survey or repairs;
- Ensures all Inventory Records are updated and accessible.

Supplies Management:

- Verify and submits to the Procurement Unit requests for the procurement of the goods and services;
- Monitors supplies of goods to ensure adequate supplies are available;
- Ensure Stock Records are maintained;
- Checks and certifies invoices related to the purchasing of goods and services;
- Ensure Stocktaking is conducted and Quarterly Stock Variance Report prepared and variances reported and accounted for.

Building Maintenance/Facility Management:

- Co-ordinates and supervises maintenance work within the office building;
- Checks and monitors works assigned to ensure that these are carried out according to specifications;
- Checks and certifies all bills and contracts for payment;
- Contributes to the development of an Annual Maintenance Schedule;
- Conduct monthly building inspections and liaise with landlord to conduct preventative and corrective maintenance;
- Monitors the upkeep of the grounds and ensures the Ministry's building is clean and in good condition.

Human Resource:

- Assists in the formulating and implementation of measures to foster a high level of skill, care, competence, integrity, and courtesy for staff;
- Directs/supervises the work of staff and ensures that duties are performed efficiently and effectively;
- Provides leadership to staff through effective object setting delegation and communication;
- Identifies training and development needs of employees and ensures that they are adequately addressed;
- Participates in the recruitment and selection of staff for the Department;
- Assists in the promotion of staff welfare and development through the preparation of Employee Performance Appraisals, recommendations for appointments, promotion, training, bursaries and Leave;

Required Knowledge, Skills, and Competencies

- Good oral and written communication skills
- Teamwork and co-operation
- High-level of integrity
- Compliance
- Adaptability
- Social skills
- Ability to use own initiative
- Technical skills
- Good interpersonal skills
- Good planning and organizing skills
- Methodical
- Goals/Results Oriented
- Good analytical thinking skills
- Good people management
- Managing external relationships

Minimum Required Qualification and Experience

- B.Sc. in Management Studies/Public Administration or equivalent from a recognized tertiary institution;
- Three (3) years' experience in a related field including preparation of Bid/Contract Documents.

Applications accompanied by résumés should be submitted **no later than Friday, 2nd June, 2023** **to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**