

OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 222
OSC Ref. C.6555¹⁴

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 following posts in the **Jamaica National Agency for Accreditation, Ministry of Industry, Investment and Commerce**:

1. **Programme Co-ordinator (GMG/SEG 2) – (Vacant)**, salary range \$3,770,760 - \$5,071,254 per annum.
2. **Marketing and Communications Officer (GMG/SEG 2) – (Vacant)**, salary range \$3,770,761 - \$5,071,254 per annum.
3. **Driver/Bearer (LMO/DR 1) – (Vacant)**, salary range \$20,081 - \$27,007 per week.
4. **Handyman/Groundsman (LMO/TS 2) – (Vacant)**, salary range \$16,481 - \$22,166 per week.

1. **Programme Co-ordinator (GMG/SEG 2)**

Job Purpose

Under the direction of the Director, Accreditation, the Programme Co-ordinator is responsible for managing the accreditation and reaccreditation activities relating to testing laboratories, calibration laboratories, medical laboratories, inspection bodies and certification bodies in order to ensure that the regulatory requirements of the international standards governing these programmes are met.

Key Responsibilities

- Co-ordinates the processing of applications for accreditation under the assigned programme;
- Co-ordinates pre-assessment visits, pre- and post-activities done by technical teams in relation to the assigned programme/standard;
- Co-ordinates the initial assessment, surveillance, and reassessment process for accreditation in relation to the assigned programme/standard;
- Vets and compiles Assessor's Reports, Nonconformity Reports and supporting documentation submitted by assessors;
- Provides information on accreditation to Ministries, Departments, Agencies, and the Private Sector as required;
- Contributes to development of operational and informational documentation as directed;
- Assists in the development and maintenance of the documentation of the Quality Management System;
- Participates on the Agency's Technical Advisory Committees and other committees for the development of accreditation standards and guidelines;
- Prepares content for and delivers training programmes, as required;
- Participates in the analysis of Training Evaluation Reports completed by participants and compiled by the Accreditation Administrator;
- Prepares correspondence, reports, briefs and other documents for internal and external stakeholders;
- Participates in and attends local, regional, and international meetings, conferences, seminars and workshops as directed;
- Monitors the contracting and performance of external Assessors in accordance with existing accreditation procedures by: Reviewing the expertise of assessors qualified to work on assessment teams; Identifying appropriate Assessors and Technical Experts to work on specific assessment teams;
- Meets with contract Assessors and Technical Experts to discuss accomplishments, challenges and to develop improvement strategies.

Required Knowledge, Skills, and Competencies

- Good knowledge of accreditation policies and procedures and related regional and international arrangements and agreements
- Good knowledge of the conformity assessment procedures used internationally
- Good knowledge of the international standards for testing laboratories, calibration laboratories, medical laboratories, inspection, and certification bodies
- Ability to manage effective partnerships with internal and external stakeholders
- Good knowledge of the ISO 9000 standard series
- Strong customer service and quality focus skills
- Strong oral and written communication skills
- Strong analytical thinking skills
- Excellent team building and cooperation skills
- Strong planning and organizing skills
- Good leadership skills
- Strong adaptability skills
- High level of integrity and professionalism
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelors Degree in a scientific discipline from a recognized University or equivalent qualifications
- Certificate in Quality Management
- Certificate in Accreditation Standards (ISO/IEC 17011 and others).
- Lead Auditor Certificate.
- Training in Management
- Two (2) years' experience in a senior/supervisory capacity
- At least five (5) years overall experience in the field, including experience with the ISO 9000 standards series.

2. Marketing and Communications Officer (GMG/SEG 2)

Job Purpose

Under the direction of the Director, Strategic Planning, Business Development and Promotions, the Marketing and Communications Officer has responsibility for planning, designing, organizing, implementing, and monitoring the Agency's Marketing, Communications, and Public Relations initiatives in order to apprise clients, other stakeholders and the general public locally and regionally of the Agency's programmes and services.

Key Responsibilities

- Plans all marketing, communications and public relations activities and develops materials including publications;
- Establishes media relations and develops strategies to acquire clients, upsells to existing clients and promotes the Agency;
- Exercises responsibility for editorial direction, design, production, and distribution of all organization publications;
- Co-ordinates media interest in the Organization and ensures regular contact with target media. Drafts Press Releases and appropriate responses to media enquiries;
- Acts as the organization's representative with the media and builds dialogue with Journalists as authorized;
- Conducts relevant market research, oversees, and monitors trends;
- Leads projects as assigned, such as cause-related marketing and special events;
- Manages the Agency's corporate image in the public domain by:
 - Planning and organizing the design and production of materials for staging the Agency's events;
 - Implementing and maintaining the Agency's corporate style in all written communication;
 - Co-ordinating the appearance of all Organization print and electronic material such as Letterheads, use of logo, brochures, etc.
- Develops and manages client communication tools by
 - Ensuring the Agency's website and social/professional media pages are current and reflect the preferred corporate image
 - Organizing marketing materials and logistics in keeping with the nature of events;
- Prepares speeches and presentations for the CEO, Directors, and Managers;

- Develops short- and long-term plans and budgets for the marketing/communications/public relations programme and its activities, monitors progress, assures adherence, and evaluates performance;
- Develops, implements, and monitors systems and procedures necessary for the smooth operation of the Marketing/Communications/Public Relations Function;
- Works with senior staff, other permanent and temporary staff to develop and maintain a strategic perspective based on marketplace and customer/stakeholder needs and satisfaction;
- Acts as an Internal Consultant on Communications and Public Relations issues.

Required Knowledge, Skills, and Competencies

- Excellent knowledge of marketing, public relations and communications strategies, approaches, tools, and methodologies.
- Sound knowledge of Government's communication policies and protocols.
- Knowledge of the local media landscape.
- Demonstrated skills in and knowledge of the design and execution of marketing, communications, and public relations activities.
- Strong, creative, strategic, analytical, and personal sales skills.
- Basic understanding of developing and managing budgets.
- Demonstrated success in writing press releases, making presentations and negotiating with media.
- Ability to oversee the design and production of print materials and publications.
- Knowledge of basic graphics and page layout.
- Ability to manage multiple projects at a time.
- Excellent oral and written communication skills.
- Excellent customer service and quality focus skills
- Excellent team building and co-operation skills
- Excellent planning, networking, and organizing skills.
- Excellent interpersonal and people management skills.

Minimum Required Qualification and Experience

- Bachelor of Arts degree in Mass Communications, Journalism, Marketing, or equivalent qualifications.
- Four (4) years experience in a comparable working environment.

3. Driver/Bearer (LMO/DR 1)

Job Purpose

Under the supervision of the Supervisor of Insolvency, the incumbent will take leadership in all aspects of strategic direction and policy relating to the provision of Human Resource Services, Property and office Services, Procurement, and Corporate Planning Services by developing and implementing policies and procedures that support the Offices' strategic objectives.

Key Responsibilities

- Maintains vehicle to ensure good working performance;
- Delivers and collects mail/documents and/or office supplies;
- Conducts transactions at any agency or organization when instructed;
- Transports officers to and from various points;
- Ensures that officers are transported safely to their destinations.

Required Knowledge, Skills, and Competencies

- Knowledge of the operations of the Authority's transportation procedures.
- Excellent driving skills.
- Excellent skills in defensive driving
- Proficiency in basic mechanics.
- Good knowledge of the road network in Jamaica.
- Knowledge of basic motor vehicle maintenance

Minimum Required Qualification and Experience

- Basic GOJ requirements for Entry to the Civil Service
- Valid General Driver's Licence.
- Two (2) years' experience in a similar position.
- Understanding of Basic Mechanical Operations would be an asset

4. Handyman/ Groundsman (LMO/TS 2)

Job Purpose

Under the direction of the Administrative Services Officer, the incumbent is responsible for maintaining the public spaces of the Agency, performing plumbing, minor repairs, and other odd jobs as directed.

Key Responsibilities

Core

- Maintains the aesthetics of the compound and inside public spaces by:
 - Watering and caring all plants, trees, flowerbeds and the grounds on a daily basis;
 - Mulching and removing weeds from lawns, pruning flowers, cutting trees and planting new plants;
 - Sweeping and hosing public areas and raking the garden on a daily basis;
 - Cutting lawns, trees, and hedges in keeping with the Agency' corporate image; and
 - Fertilizing and spraying flowerbeds and plants inside and on the periphery of the building;
- Paints, performs plumbing and minor repairs to Office equipment and furniture and fixtures;
- Cleans external walls, eaves, and windows to ensure that they are kept free of dirt, fungi, and cobwebs;
- Removes and disposes of rubbish and debris in and around the Agency;
- Reassembles, rearranges, and relocates office furniture and equipment as directed.

Required Knowledge, Skills, and Competencies

- Knowledge of basic maintenance tasks.
- Groundskeeping and landscaping knowledge
- Knowledge of equipment operation and maintenance
- Knowledge of safety procedures and regulations.
- Problem-solving skills
- Time management and organizational skills
- Good communication skills
- Willingness to adapt to changing priorities, tasks, and work environments.
- Good customer service skills to interact professionally and politely with residents or customers when addressing their maintenance requests or inquiries.

Minimum Required Qualification and Experience

- School Leaving Certificate from a recognized Secondary institution.
- Food Handler's Permit
- Minimum (1) year related experience

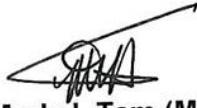
Applications accompanied by résumés should be submitted **no later than Wednesday, 31st May, 2023 to:**

**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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', written over a horizontal line.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**