



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

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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 **Post and Telecommunications Department**:

1. **Senior Director, Corporate Services (GMG/SEG 5) (Vacant) Pay Band 11** salary range \$6,820,273 - \$9,172,509 per annum.
2. **Director, Facilities and Property Management (GMG/SEG 4) (Vacant) Pay Band 10** salary range \$5,597,715 - \$7,528,305 per annum.
3. **Quantity Surveyor (SOG/ST 7) (Vacant) Pay Band 9** salary range \$4,594,306 - \$6,178,830 per annum.
4. **Technical Co-ordinator (GMG/SEG 2) (Vacant) Pay Band 8**, salary range \$3,770,761 - \$5,071,454 per annum.

1. Senior Director, Corporate Services (GMG/SEG 5)

Job Purpose

The **Senior Director, Corporate Services (GMG/SEG 5)** is responsible for leading and directing the development and implementation of programmes and strategies of the Branches under his/her portfolio; ensuring adequate support services are provided to the Divisions and Postal Operations within the Post and Telecommunications Department in accordance with legalization and policies, to meet the strategic and operational objectives of the Organization.

Key Responsibilities

Management And Administrative:

- Leads in the development and implementation of the Strategic, Corporate and Operational Plans, projects and related Budgets for the Branch;
- Provides advice and recommendations to the Postmaster General and Senior Managers on postal services administration;
- Ensures that corporate services are delivered efficiently across all Divisions and that the highest level of customer service is maintained;
- Co-ordinates the preparation of responses to Audit queries pertinent to the Corporate Services Branch;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Division provides a consistently high level of service to them;
- Provides policy interpretation, guidance/advice to the Postmaster General and Senior Managers to ensure effective co-ordination of the PTD's functions and compliance with/adherence to existing Public Service regulations/policies;
- Improves efficiency and ensures cost reduction by initiating innovation and or changes in internal management approaches, practices, systems, procedures, and policies.

Technical/Professional

- Oversees the development and implementation of modernized corporate policies and services and ensures that they remain responsive to the changing needs and requirements of the Post and Telecommunications Department;
- Monitors the performance of the Branch against targets and milestones and approved budgetary allocation;
- Leads in the development and implementation of the overall Divisional Work Plan and the Individual Work Plans for employees within the Branch; ensuring that they are aligned to the Operational Plan and that staff is effectively utilized and productivity of the Branch optimized;
- Ensures the development/review and implementation of Operational Systems and procedures to guide the effective delivery of services by the respective Units within the span of control;

- Examines periodic reports submitted by Divisional Heads and ensures actions are taken and/or appropriate responses provided on corporate services related matters;
- Monitors the implementation of initiatives to ensure conformance with Government guidelines and internal policies;
- Conducts risk and feasibility assessments of strategies regarding functional areas;
- Provides technical advice to Executive Management and Heads of Division and Postal Branch Managers in relation to functional areas informed by governing legislation, regulations, Government policies and best practices;
- Undertakes initiatives to improve quality of work processes through consultations with stakeholders;
- Ensures that appropriate Service Level Agreements are in place for responsible functional areas as necessary, informed by the Branch's capacity and best practices in customer service standards.

Administration & Asset Management

- Leads in the development and implementation of strategic initiatives to enhance asset management based on co-ordination with diverse, stakeholders, including Heads of Divisions, Ministry of Finance and Public Service and Auditor General's Department;
- Reviews and provides direction for overarching strategies and procedures regarding operations within the various functional areas and evaluates their continued relevance in light of environmental changes;
- Reviews/participates in the implementation of the Disaster Recovery Plan for equipment, information and furniture for the Corporate Office and all office locations island wide;
- Ensures that the Office/Asset Management Functions are undertaken in a manner that enhances the performance of the Department.

Procurement Management

- Manages the development of the Procurement Plan for the Branch based on analysis of resource needs and allocations;
- Ensures the implementation of the Procurement Policies and Procedures, which fosters cost savings and value for money;
- Conducts analysis of procurement practices within the Department to provide advice on projected timelines and efficiency of procedures;
- Leads and reviews the preparation of required reports to the Office of the Contractor General;
- Reviews contracts and tenders for conformance to Government guidelines and policies;
- Directs the analysis of market and delivery systems in order to assess present and future resource availability;
- Oversees the preparation of submissions to the National Contract Commission and to Cabinet as required;

Facilities and Property Management

- Oversees and monitors lease negotiations with various property owners, ensuring critical property requirements of the Department are taken into account;
- Monitors the development and implementation of Project Plans for redesigned office layouts and ensures conformity to Government/Departmental policies procedures and guidelines;
- Reviews analysis of the Department's space requirements based on emerging needs and structures;
- Contributes to cost saving and energy efficiency strategies to improve the operating efficacy of the Department;
- Ensures the preparation of annual updates of the PTD's Five (5) year (Strategic Plan) Building and Maintenance Plan for submission to the Ministry of Science Energy and Technology (MSET);
- Oversees the preparation and submission of the Annual Capital and Recurrent Budgets including costs for acquisition of property, new construction, embedment of safes and minor building repairs;
- Ensures the proper management of the rental of private premises by the Department; including liaison with the National Land Agency (NLA) in brokering rental agreements;
- Represents the Department in the negotiation brokerage of lease/rental agreements for space available in the Department's offices island wide and ensures that the arrangements are managed in keeping with the agreement instruments.

Human Resource Management and Development

- Monitors the administration of policies and programmes ensuring consistency, equity and the maintenance of good HRMD practices;
- Oversees the implementation of an effective Recruitment and Selection Programme aimed at selecting and retaining competent and productive employees, in keeping with established Government guidelines;
- Establishes an Employee Development Programme which provides opportunities for maximizing the potential of employees and identifying career development options;
- Ensures the implementation of the Performance Management and Appraisal System (PMAS) in PTD by providing leadership and guidance to facilitate effective and efficient implementation of all facets of the initiative;
- Ensures the periodic review and analysis of the PTD's structure and manpower needs and makes recommendations for adjustments where necessary to meet the changing requirements of operational objectives as indicated in the PTD's strategic planning process.

Information and Communications Technology

- Oversees the provision of Information Technology Systems to transform and modernize the operations of the PTD;
- Ensures the development and implementation of an information systems strategy for the PTD;
- Promotes the use of Information Technology as an agent to transform and modernize the PTD's operations and strategies;
- Ensures the design and development of new enabling technologies are in keeping with needs and priorities of PTD.

Customer Services and Corporate Communications and Public Relations:

- Ensures the development and implementation of a Strategic Communication Plan and Programmes for the Post and Telecommunication Department;
- Reviews monthly updates on Corporate Communications and Public Relations activities in relation to the PTD and makes recommendations where necessary;
- Ensures media requests are responded to and represents the Department on issues attracting media coverage;
- Oversees the preparation of activities for the roll out of new products and services offered by the Post and Telecommunications Department;
- Ensures that regular customer service/marketing surveys are conducted to assist in the assessment process;
- Leads the consultation with Executive Management, Regional Managers, and the Quality Assurance Manager in developing customer service procedures, policies and standards for the Department;
- Analyzes statistics or other data to determine the level of customer service being provided by the Department.

Human Resource Management:

- Provides strategic direction to the development and delivery of training and development initiatives for staff of the Department;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Branch;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Ensures the development and implementation of a Succession Planning Framework for the Department;
- Ensures the implementation of a PMAS in PTD by providing leadership and guidance to facilitate effective and efficient implementation of all facets of the initiative.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision making skills;
- Integrity
- Initiative
- The ability to identify and build effective planning teams which work well across functional boundaries within the Department and with external stakeholders;
- Excellent knowledge of Government procurement policies, Act and Regulations;
- Excellent working knowledge of the GOJ budgeting process;
- Proficiency in the use of relevant computer applications;
- Excellent knowledge of the principles of policy development, analysis, and evaluation.
- Knowledge of risk management principles.
- Excellent knowledge of the principles of effective Human Resource Management.
- Knowledge of the Staff Orders, Public Service Regulations, and other relevant government regulations.
- Knowledge of the Financial Administration and Audit Act.

Minimum Required Qualification and Experience

- Master's in Business Administration or Public Administration or comparable qualifications in the Social Sciences, from an accredited tertiary institution;
- Eight (8) years of related working experience in general management, five (5) of which should be at the management level preferably in the public sector, or in an organization of similar size and complexity.
- Proven experience in managing change.
- Certification in Procurement.
- Certificate in Project Management would be an asset.

2. Director, Facilities And Property Management (GMG/SEG 4)

Job Purpose

The Director, Facilities & Property Management (GMG/SEG 4), is responsible for planning, co-ordinating, overseeing, managing, and directing the operations and activities of all facilities engineering, layout, design, construction, utilities operations, building and equipment maintenance, facility/property protection and security, and associated administrative and supervisory functions for the properties of the Post and Telecommunications Department (PTD). The Director, Facilities & Property Management is also accountable for contracting with and overseeing the activities of various contractors and consultants for the fulfilment of facilities/properties engineering design, installation, operation, maintenance, modification, construction, modernization and protection of physical facilities and equipment, or any other activity for the effective and efficient operation of the PTD and its tenants.

Key Responsibilities

Management and Administrative:

- Contributes to the development of the Department's Corporate Plan by establishing medium term and annual objectives and targets for the Branch;
- Provides technical advice to the Postmaster General and the Senior Directors.
- Prepares the Branch's Annual Operational, Unit Work Plan and Budget;
- Monitors expenditure against budget and recommends funds transfer and new allocations;
- Updates annually, the PTD's Five (5) Year Strategic Plan for building maintenance for submission to the Ministry of Science, Energy and Technology (MSET);
- Directs the process of contract selection and management, ensuring that the appropriate procedures are adhered to;
- Represents the Department at meetings, conferences and other functions as directed;
- Provides guidance/advice to the Postmaster General, Deputy Postmaster General, Project Managers, Technical Co-ordinators, Regional Director, and Managers.

Technical/Professional:

- Directs staff in designing buildings, providing supervision and guidance on technical and financial matters, and ensuring timely completion of building projects;
- Directs the preparation of preliminary and final drawings for renovated or new buildings;

- Monitors the management of large construction projects to ensure that time and cost parameters are maintained by resolving a range of emergency problems; keeping the Postmaster General/CEO informed on the results of key issues;
- Ensures that consultants comply with construction/building/office designs and specifications stipulated in the contract/project document and discusses and decides with the Architect any variations during construction;
- Directs the acquisition of sites for postal or commercial services in accordance with medium and short term development plans;
- Supervises the development of construction costs for major and minor projects as well as standard costs for maintenance, for inclusion in the Ministry's Capital Budget;
- Ensures that requests regarding new constructions are processed and appropriate actions taken;
- Ensures that communication is maintained with the Electrical Engineers, Contractors, Architects (Private and NWA) Quantity Surveyors and Civil Engineers during the construction process;
- Develops, in consultation with the Senior Director, Corporate Services, objectives and procedures for the efficient operation of the Building Repairs and Maintenance Programme;
- Directs the development and implementation of schedules for the maintenance and upgrade of buildings, grounds, furniture, utilities, elevators, machinery, equipment and signage for the Offices;
- Conducts frequent site visits to observe the standard of work being undertaken;
- Monitors target dates and expenditures in relation to work completed to inform reports and Site Meetings;
- Conducts site visits to Post Offices following instances of burglaries/break-ins and makes necessary recommendations for precautions and actions to ensure that the building is secured and repairs effected;
- Ensures the monitoring, tracking and compliance of all PTD Maintenance and Construction Contracts;
- Reviews recommendations for approval of all bids and submissions for plant/facilities contract work;
- Undertakes the solicitation, preparation, and administration of appropriate contracts for all works to be undertaken on the PTD's facilities and properties;
- Co-ordinates with the Legal Officer on all major contracts for engineering work, technical specifications, tenancy agreements and contracts;
- Manages systems and procedures to ensure compliance with the terms and conditions of the PTD's Tenancy Agreements;
- Co-ordinates with Project Teams and Contracting Staff to resolve contractual arrangements and ensures timely invoicing;
- Arranges work for the Janitorial, landscaping, and associated teams employed/contracted to the PTD in collaboration with the Director, Administration;
- Manages the processing of work requests; preparation of project cost estimates; planning and scheduling of work; provision and management of required parts, material, equipment and maintenance of all related labour and equipment records;
- Ensures the preparation of the annual capital and recurrent budgets including costs for the acquisition of property, new construction, embedment of safes and minor building repairs;
- Prepares bidding documentation for procurement of Construction and Engineering services;
- Oversees the preparation of bills of quantities for the renovation of Post Offices to facilitate advertisement and subsequent tender process;
- Liaises with the Principal Finance Officer, MSET to ensure that required funds are available for payment to contractors when new construction is in progress;
- Liaises with the National Works Agency regarding financial statements and final progress reports on the satisfactory completion of the construction; facilitates the clearance of advance to projects;
- Oversees the management of the Department's large portfolio of assets;
- Reviews and prepares Business Plans for each property in the portfolio ensuring it includes clear strategies to maximize value and performance and provides comprehensive feedback;
- Reviews prepared reports on property performance relative to forecasts, asset strategies and investment targets;
- Ensures that vacant properties are occupied with qualified tenants;
- Negotiates on leasing, signing and turnover of all property under the purview of the Department;
- Supports due diligence and underwriting activities for prospective investment decisions.

Human Resource Management:

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendations of required training and development programmes;
- Provides leadership to direct reports through effective objective setting, delegation and communication processes;
- Provides guidance to direct reports through coaching, mentoring, and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of direct reports for the Branch;
- Recommends Vacation Leave for direct reports in keeping with established Human Resource policies;
- Recommends/administers disciplinary action in keeping with established Human Resource policies.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision making skills;
- Integrity
- Initiative
- Building Engineering; Design and Construction; Facilities Maintenance.
- Occupational Health & Safety policy, procedure and practices.
- Construction process.
- Project Management skills.
- Negotiation and contract management skills.
- Preparation of bidding documentation for procurement.
- Collecting and analyzing equipment running data for maintenance purposes.
- Computer skills and competent use of Microsoft Office Suite; Microsoft Project; Primavera; PH Stats; Stats Graphic.
- Disaster preparedness methods and principles and requirements.
- GoJ laws governing building contracts and contracting.
- Strategic Plan and its responsibilities with respect to achieving its targets.
- Budgetary systems and procedures, with the ability to monitor and control the maintenance budget effectively.
- Public Procurement planning processes and procedures, with the ability to prepare tender and bidding documents.

Minimum Required Qualification and Experience

- MSc in Engineering and Management or other equivalent qualification.
 - At least eight (8) years related work experience, at least five (5) of which should be at a senior level in a large construction organization.
 - At least five (5) years Project Management experience in related field.
 - Professional certification in Occupational Health & Safety.
- OR**
- Bachelors of Science Degree in Estate/Property or Construction Management, Electrical/Mechanical Engineering or related field from any of the above disciplines.
 - Ten (10) years related work experience at least five (5) of which must be at a senior level in a large construction enterprise.
 - At least five (5) years Project Management experience in related field.
 - Professional certification in Occupational Health & Safety.

Special Conditions Associated with the Job:

- Work with equipment and specialized software.
- Fast paced environment.
- High degrees of pressure on occasions to meet tight deadlines.
- Exposure to dirt, dust, hot and humid conditions on project sites.
- Frequent intra island travel and extended working hours is required.
- May be required to travel internationally to attend conferences, seminars and meetings.

3. **Quantity Surveyor (SOG/ST 7)**

Job Purpose

Under the supervision of the Director, Facilities & Property Management , the Quantity Surveyor (SOG/ST 7) is responsible for determining the economic cost for all construction, renovation and repairs for the Department and that all cost (construction, renovation and repair) are controlled within the approved budget.

Key Responsibilities

Management and Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans to align to the Branch's Strategic/Operation/Unit Plan objectives;
- Provides technical advice and support to the Postmaster General, Director and Manager;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers property management related presentations as needed.

Technical/Professional:

- Prepares and conducts Cost Study Analysis based on the architectural, engineering (mechanical, electrical, plumbing, civil) drawings, engineering and architectural estimates, materials required and the labour involved;
- Reviews and critically evaluates the Discount Cash Flow (DCF) cost estimates submitted to assist in determining the value of investments;
- Evaluates tenders and contract documents submitted from contractors and sub-contractors and where appropriate assist the Department with negotiations;
- Prepares all quantitative measurement and valuations during the contract, for agreement of interim payments, through to final payment certificates for all Department renovation/maintenance projects;
- Vets contractor tenders and contract documents;
- Reviews the quality of all materials at the site and ensures compliance with all project specifications and quality, collaborates with the Department for all material procurement and maintains the quality of materials;
- Maintains effective and open dialogue with the working team regarding changes in work, job conditions, contractor/subcontractor relations and any deviation in the direction of the project;
- Prepares Technical Reports and Practical Completion Certificates.
- Prepares preliminary estimates for all building and civil engineering works.
- Reviews the Preliminary Development Budget to ascertain costing of proposed developments;
- Prepares cost analysis for renovation and maintenance of projects.
- Ensures that renovation and maintenance costs are maintained within the approved budget and expenditure;
- Develops, monitors, and maintains Cost Records for labour and materials, and for the overall contract cost of the Department;
- Assists in the co-ordination of designs for Building and Subdivision Plans to manage cost efficiency in standards and specifications;
- Assists the Manager, Facilities/Property in conducting appraisal designs;
- Produces designs using AutoCAD and other similar applications;
- Interprets blueprints, schematic drawings, payouts, and other visual aids.

Required Knowledge, Skills, and Competencies

- Working on complex projects in occupied spaces in a quantitative capacity.
- Commercially astute, numerate, risk averse and able to accurately forecast costs within the current construction constraints.
- Multi-tasking, self-motivated, energetic team player with flexible and adaptable approach to work.
- Managing/co-ordinating multiple quick turnaround projects simultaneously.
- Reading and understanding commercial construction plans and specifications.
- Good Organization skills, planning of resources and programme scheduling.
- Microsoft Office/Suite (Word, PowerPoint, Excel), Microsoft Project Estimating and quantity take-off, Excel in particular, Autodesk AutoCAD.
- Construction methods, practices, schedules, logistics and budgets.
- The Master Builders JIIC Agreement and labour rates.

- Building Code of Jamaica Institute of Quantity Surveyors.
- Project Planning & Management.
- Contract Administration process and the established form of contract.
- Budgetary systems and procedures, with the ability to monitor and control the maintenance budget effectively.
- Public Procurement planning processes and procedures, with the ability to prepare tender and bidding documents.

Minimum Required Qualification and Experience

- BSc (Undergraduate Degree) in Quantity Surveying/Cost Engineering or a related field.
- Certificate in Construction or Project Management.
- At least five (5) years of relevant experience as a Quantity Surveyor, preferably in interior/ground up, commercial /new and refurbished buildings.
- JIQS (Jamaica Institute of Quantity Surveyors) Certified or equivalent preferred.

Special Conditions Associated with the Job:

- Work with equipment and specialized software.
- Fast paced environment.
- High degrees of pressure on occasions to meet tight deadlines.
- Exposure to dirt, dust, hot and humid conditions on project sites.
- Frequent intra island travel and extended working hours is required.
- May be required to travel internationally to attend conferences, seminars and meetings.

4. Technical Co-ordinator (GMG/SEG 2)

Job Purpose

The Technical Co-ordinator (GMG/SEG 2) is responsible for providing support in the co-ordination, development, implementation and monitoring of technical-related policies, plans, projects and programmes of the Department to ensure that the related responsibilities of the Postmaster General are executed efficiently and effectively.

Key Responsibilities

Management/Administrative

- Co-ordinates and participates in the preparation of the Operational Plan and Budget for the Executive Office;
- Prepares Individual Work Plan;
- Follows-up to ensure that all Performance Reports are prepared and reviewed for the attention of the PMG;
- Reviews and assesses the output of the PMG's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated;
- Manages matters related to local, regional, and international affairs which are presented for the attention of the PMG's Office and ensures accurate and timely action;
- Guides the development, implementation and maintenance of appropriate Communication, Information and Records Management Systems that facilitate timely and accessible information from the PMG's Office;
- Ensures that all administrative matters for the Office are administered effectively and makes recommendations for improvements as may be required;
- Ensures the smooth operations of the Office in the absence of the PMG;
- Proactively prioritises conflicting needs ensuring that same are handled expeditiously and are followed through to successful completion;
- Assists with the co-ordination of Senior and other Management Team meetings;
- Represents the Department at local, regional, and international fora (meetings, delegations, conferences, symposiums, conventions) as required.

Technical/Professional

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including but not limited to the Attorney General's Chambers and Cabinet Office) to elicit advice/feedback on matters affecting the Department;
- Monitors responses to queries from the Auditor General, Public Procurement Commission and the Integrity Commission by communicating with relevant officers in the PTD and ensures the provision of prompt and accurate information and data;

- Monitors responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the PMG is provided with accurate information for dissemination to the Ministry;
- Interacts/networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of Government to ensure that matters in relation to the work of the Department are expeditiously undertaken/addressed;
- Examines and assures the quality of submissions to Cabinet on behalf of the Department;
- Prepares Cabinet Submissions and Cabinet Notes on behalf of the PMG;
- Examines and quality assures Annual Reports and other Statutory Reports for the Department;
- Examines and quality assures documents prepared by Senior Managers for the signature of the PMG;
- Researches, prepares, and submits Position Papers, Reports, Briefs, and Meeting Agendas as required;
- Responds to queries by analyzing reports and preparing responses accordingly.
- Routes and obtains timely responses to requests to Senior Managers for comments, reports, and briefs for the attention of the Permanent Secretary.
- Co-ordinates and collaborates with other Activity Managers in the Department on projects and assignments, to ensure timely responses.
- Manages short-term projects being managed by the Department.
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensures the timely and informed implementation of decisions.
- Participates in the preparation for visits by Regional and International Heads of State and other official events as required at the level of the Department.
- Prepares speeches and speaking notes as requested by the PMG.
- Reviews procurement requisitions and supporting documents for the signature of the PMG.
- Responds generally to the demands of the Office of the PMG.

Human Resource Management

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals, and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff;
- Makes provisions for Direct Reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that Direct Reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for Direct Reports.

Required Knowledge, Skills and Competencies

- Ability to think and act strategically across a wide range of functions.
- Ability to multitask, work under pressure and meet tight deadlines.
- In-depth, up-to-date knowledge of Government's priorities of the day.
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations.
- Ability to interface with Senior Government Officials both locally and internationally.
- High level of diplomacy.
- Excellent research skills.
- Good knowledge of Government's systems and related operational policies.
- Ability to manage projects.
- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision making skills;
- High level of Integrity
- Ability to take own Initiative
- Change Management
- Strategic Vision

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or Business Administration or related area from an accredited tertiary institution; plus
- A minimum of five (5) years' experience in a similar position in the public or private sector, in an organization of similar size and complexity.
- Certification/experience in Project Management would be an asset.

Special Conditions Associated with the Job:

- May be required to work beyond regular working hours
- Typical office environment, no adverse working conditions
- Maybe required to travel locally and overseas in the execution of official duties.

Applications accompanied by résumés should be submitted **no later than Monday, 15th May, 2023 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: ceooffice@jamaicapost.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**