



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 192** **OSC Ref. C.4515/S3<sup>2</sup>**

**2<sup>nd</sup> 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 **Transport Manager (GMG/AM 4) – (Not Vacant)** in the **Human Resource Management and Administration Branch, Court Administration Division**, salary range \$2,478,125 – \$3,332,803 per annum.

#### **Job Purpose**

Under the direction of the Director, Procurement and Administration (GMG/SEG 2), the Transport Manager (GMG/AM 4) is responsible for:

- Ensuring the adherence to the Motor Vehicle Policy developed by the Ministry of Finance and the Public Service (MOFPS);
- Managing a fleet of vehicles for the Court Administration Division and the Judiciary;
- Supervising all Drivers.

#### **Key Responsibilities**

##### ***Managerial/Administrative:***

- Recommends changes in Transport procedures;
- Prepares Budget for the Transport Unit;
- Participates in the development of the Operational Plan;
- Prepares the Work Plans for direct reports;
- Attends meetings and conferences on behalf of the Organization.

##### ***Technical/professional:***

- Ensures that all fleet vehicles are compliant with all legal, regulatory and contractual requirements and where necessary, escalating any identified issues and recommends resolution to the Director, Procurement and Administration;
- Monitors operations to ensure that staff members comply with administrative policies and procedures, safety rules and Government Regulations;
- Ensures that all required processes, systems and controls, are in place within the Unit to enable achievement of its objectives effectively and efficiently, i.e., safe parking of vehicles etc.;
- Develops and implements a proactive, planned and structured approach to the maintenance of fleet vehicles, keeping within the designated budget and ensuring all vehicles used are fit for purpose;
- Ensures Transport Staff delivers the service appropriate to the needs of the Organization and in line with relevant guidelines;
- Keeps up-to-date database for Vehicle Inventory and operational cost;
- Maintains records, which includes keeping updated records concerning maintenance, payment for servicing vehicle and expenditures of fuel acquisition;
- Monitors and maintains staff records on licensing, driving, testing and training and arranges for re-training and re-certification of drivers and registration and re-certifications of vehicles;
- Monitors spending to ensure that expenses are consistent with approved Budgets;
- Ensures that the maintenance, oiling and servicing schedule of the vehicles are followed;
- Monitors Fuel Advance Cards and fuel acquisition and analyzes Fuel Statements from gas stations;
- Reconciles receipts with statement from relevant company repairing vehicles;
- Ensures that proper Inventory of all components of vehicles are maintained and checked frequently;
- Arranges transportation for furniture, equipment and person;
- Visits accident sites and collates accident reports and keeps records/history of drivers and accidents;
- Maintains duty rosters of drivers to support pick-up and drop-off;
- Provides support for the delivery of mail – all mails and stationery leaving the organization;
- Submits comprehensive Monthly Report to the Director, Procurement and Administration.

***Human Resource Management:***

- Creates an effective team to achieve the Unit's objectives and targets;
- Provides day-to-day leadership and direction in the development and continual performance improvement of the Unit and oversees and manages the Unit's activities and operations;
- Ensures that the staffing needs of the Unit are met through appointments, promotions and staff development and training;
- Ensures the management and continuous performance of staff within the Unit through the implementation of the Performance Management System;
- Performs any other duties that may be assigned by the Director, Procurement and Administration and which may be deemed to fall within the remit of the post.

**Required knowledge, Skills and Competencies*****Core:***

- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills
- Good leadership skills
- Ability to work in a team
- Keen eye for details
- Goal and results oriented
- Good planning, organizing and time management skills
- Ability to use initiative

***Technical:***

- Sound knowledge of Auto-mechanics
- Knowledge of the organization mandate, operations and procedures
- Good problem-solving skills
- Knowledge of Staff Orders/Public Service Regulations and the Government of Jamaica's Motor Vehicle/Procurement Policies
- Proficient in the use of relevant computer software i.e. Excel, WORD, PowerPoint

**Minimum Required Qualification and Experience**

- Associate Degree in Business Administration or Management Studies;
- Certificates in Supplies and Supervisory Management would be an asset;
- Three (3) years' experience working in a fleet management or transport environment, inclusive of one (1) year's management experience.

**Special Condition Associated with the Job**

- Some travelling will be involved.

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

Senior Director  
Human Resource Management and Administration  
Court Administration Division  
The Towers  
25 Dominica Drive  
Kingston 5

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