



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 261**  
**OSC Ref. C. 6123<sup>4</sup>**

**9<sup>th</sup> June, 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 fill the **vacant** post of **Administrator-General/Chief Executive Officer (Grade 9) (Contract)** in the **Administrator General's Department**:

**Job Purpose**

- To execute the functions and responsibilities of the Administrator-General/Chief Executive Officer in accordance with the legislation and regulations governing the administration of estates, ensuring that the interest of minors and creditors is protected.
- To direct the operations of the Agency in compliance with the laws, regulations and policies governing the management of Executive Agencies.

**Key Responsibilities**

***Technical/Professional:***

- Develops and agrees on the Corporate and Business Plans and the Annual Budget to facilitate short, medium and long term, goals and objectives strategically;
- Guides the successful implementation of the Corporate and Business Plans and the Annual Budget;
- Collaborates with the Minister and Permanent Secretary in setting and monitoring performance standards for the Agency;
- Provides effective leadership to executives, managers, supervisors and staff to facilitate the achievement of performance standards;
- Improves the cost effectiveness of operations and directs the delivery of core services to agreed performance standards and generate additional revenue through value added services;
- Decides on appropriate policies and procedures for hiring, developing, training, transferring, promoting, appraising and rewarding staff;
- Reviews and approves the appropriate Human Resources policies and procedures governing employees within the Agency periodically;
- Participates in the recruitment of Senior Management staff for the Agency;
- Ensures the effective operation of financial and trust management information systems;
- Advises the Minister and Permanent Secretary on issues arising from policy implementation and makes recommendations for change that correctly deal with those issues, including amendments to legislation;
- Undertakes statutory responsibilities as Administrator-General/Chief Executive Officer in accordance with the law.

***Management/Administrative:***

- Participates in the development of the strategic direction of the Agency;
- Ensures that the Financial, Accounting, and internal control systems are maintained in accordance with the FAA Act, Financial Instructions to Executive Agencies, and approved Financial and Accounting Regulations and Procedures;
- Represents the Agency at local and international meetings, and conferences, as required.

***Human Resource:***

- Directs, monitors, and evaluates the performance of staff supervised to meet agreed performance targets and standards;
- Prepares Performance Appraisals;
- Conducts Training Sessions;
- Recommends leave for staff supervised and in accordance with Agency's HR policies and procedures;
- Exercises authority in disciplinary decisions.

### **Required Knowledge, Skills and Competencies**

- Sound knowledge of the Laws related to succession
- In-depth experience of working with the laws of trust and succession
- Excellent analytical skills and the ability to think strategically and contribute to the successful achievement of Government policies
- Excellent interpersonal and staff management skills
- Ability to lead and motivate staff
- Ability to prioritise amongst conflicting demands, solve business problems and make rational decisions based on a sound understanding of the facts
- Excellent communication skills
- Excellent negotiation skills
- Ability to think in commercial, business-like terms and still act in the public interest
- An understanding of investment and portfolio management
- An understanding of the application of information technology solutions to business problems and the fundamentals of business process re-engineering
- Experience in business management
- A results-oriented approach to management
- Innovativeness

### **Minimum Required Qualification and Experience**

- Bachelor of Laws;
- Legal Education Certificate;
- Post Graduate certification in Management Studies, Public Administration, Law, or equivalent qualification/training;
- Ten (10) years' experience at a managerial level of which at least five (5) years should be at the Senior Management level;
- Ten (10) years' related experience in the practice of the Laws relating to succession.

### **Special Conditions Associated with the Job**

- Computer use which may cause eye strain;
- Occasionally required to travel islandwide;
- Requirement to work on weekends and outside of normal working hours;
- Operating in a highly stressful environment.

Applications accompanied by résumés should be submitted **no later than Friday, 30<sup>th</sup> June 2023** to:

**Director  
Human Resource Management & Development  
Ministry of Justice  
61 Constant Spring Road  
Kingston 10**

Email: [careers@moj.gov.jm](mailto:careers@moj.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.**



Jacqueline Mendez (Mrs.), JP  
Chief Personnel Officer