



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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27th 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/ be assigned to the following posts in the **Post and Telecommunications Department**:

1. **Senior Repairs and Maintenance Specialist (SOG/ST 5) (Not Vacant)** salary range \$3,094,839 - \$4,162,214 per annum.
2. **Assistant Technician (SOG/ST 5) (Vacant) - (2) posts, Eastern and Western Region** salary range \$3,094,839 - \$4,162,214 per annum.

1. **Senior Repairs and Maintenance Specialist (SOG/ST 5)**

Job Purpose

Under the supervisor of the Facilities Property and Maintenance Manager, the Senior Repair and Maintenance Specialist (Mechanical & Electrical) SOG/ST 5, undertakes complex mechanical and electrical activities on a wide variety of systems, components/equipment and structural facilities related to building repairs and maintenance. Provides advice and guidelines on matters concerning a wide range of complex mechanical system maintenance within the Post and Telecommunications Department.

Key Responsibilities

Management/Administrative

- Participates in the development of the Corporate/Operational Plan for the Regional Office;
- Prepares the Unit and Individual Plans in collaboration with Supervisor;
- Prepares and sign Individual Work Plans in collaboration with direct report;
- Prepares and submits the annual Regional Maintenance Programme and Budget;
- Ensures that policies, regulations and standards are adhered to in the conduct of building and maintenance contracts and assignments;
- Reviews and recommends payment vouchers and certificates of payments for satisfactory completion of work done at the postal facilities as assigned;
- Provides technical advice to the Regional Managers, Branch Managers on building and maintenance matters;
- Develops and maintains collaborative working relationships with the Postal Branch Managers and Staff;
- Prepares and submits Progress and Performance Reports;
- Keeps abreast of continued development in the field of mechanized postal handling and other equipment in the delivery of postal services.

Technical/Professional

- Plans, co-ordinates and monitors the implementation of the Regional Repairs and Maintenance Programme;
- Recommends changes to the programme as a result of budgetary and other changes;
- Recommends and seeks approval as necessary for the engagement of contractors to undertake minor repairs and maintenance activities in keeping with Government of Jamaica (GoJ) and Departmental guidelines and standards;
- Supervises minor repairs and maintenance contracts within the Regions as assigned and ensures that work orders are completed;
- Draft bills of quantities and provide input to contract documents for minor extensions, renovations and repairs of postal facilities within the Region;
- Assists in the conduct of site visits to ensure that building construction work is carried out in accordance with specifications and within agreed time frame; reports breaches or delays to the Director promptly;
- Ensures that all electrical equipment and fixtures, appliances and electronic mechanical equipment/apparatus and system are in good working order;

- Ensures the proper scheduling of work and that faults with mechanical and electrician equipment are entered and discharged in keeping with schedules;
- Manages the distribution of material and spare parts for activities in the regions; ensures that goods are verified and pro forma invoices are requested in keeping with proper procurement procedures and standards;
- Checks and verifies equipment, spare parts and tools prior to the placing of purchase requests; ensures the maintenance of proper inventory controls for parts and material;
- Supervises preventative maintenance on all types of electromechanical electrical equipment; ensures that faults are corrected in keeping with schedule;
- Ensures prompt response to emergency calls for repairs and maintenance issues in the Regions.

Human Resource Management

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation 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 report 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
- Good knowledge of mechanical and electrical concepts, principles and systems;
- Good knowledge of preventive maintenance method, principles, practices, and implementation.
- Good knowledge of the tools, equipment and supplies used in providing building maintenance services;
- Knowledge of laws governing building contracts and contracting;
- Knowledge of building codes and standard practices;
- Knowledge of disaster preparedness methods, principles and requirements;
- Knowledge of Project Management;
- Ability of analyze, diagnose, troubleshoot, and provide practical solutions.
- Ability to read and interpret plans and specifications for comparison with the progress of works;

Minimum Required Qualification and Experience

- Diploma in Construction/Electrical/Mechanical Engineering from an accredited Institution
- Certificate in Supervisory Management
- Plus 5 years working experience in a related field with 2 years at the supervisory level

Special Conditions Associated with The Job

- Works indoors and outdoors;
- Exposure to external environmental elements consistent with building maintenance and upgrade functions;
- Physical demands include walking, standing, stretching, bending and working in cramped spaces for extended periods;
- May be required to work beyond and outside of normal working hours in emergencies or to meet project deadlines.

2. Assistant Technician (SOG/ST 5)

Job Purpose

Under the general direction of the Facilities and Property Maintenance Manager, the Assistant Technician (SOG/ST 5) will provide support for planning, designing, and co-ordinating all major and minor construction and refurbishments projects to ensure that they are accomplished within prescribed codes, time frames and budgets. This includes supporting the allocation of resources to initiate, plan, execute, monitor, and close all related project for the Post and Telecommunication Department.

Key Responsibilities

Management/Administrative

- Participates in the development of the Branch's Budget, Operational and Corporate Plans;
- Prepares Work Plan in consultation with Supervisor;
- Contributes to the Unit's Monthly and Annual Reports;
- Prepares project reports;
- Certifies Payments for workers and contractors and prepare draft final accounts;
- Executes tasks assigned in the development and continual performance improvement of the Branch.

Technical/Professional

- Prepares tender and technical documents for the procurement of goods, works and services;
- Prepares draft construction designs that meet the requirements for technical and specialist formulations for various post offices;
- Requests and monitors the preparation of project documents for the acquisition of equipment and delivery of projects;
- Prepares and submits human and physical resources for the execution of projects;
- Identifies and prepares preliminary and final drawings for the refurbishing of buildings and offices;
- Monitors the progress of all construction projects to ensures that time and cost parameters are maintained by resolving a range of emergency problems and keeping the Manager informed of the results of key issues;
- Prepares draft technical specifications for minor projects and renovations;
- Executes solutions to complaints/reports concerning engineering problems and ensures that they are resolved;
- Collects and monitors Energy and Water Bills for analysis for presentation;
- Reviews utilities consumption and recommends strategies to minimize costs through Energy Audits;
- Reviews the work of the Senior Maintenance Officers, General Maintenance Officers and external contractors to ensure that the terms and conditions of contracts are adhered to and to ensure that resources are effectively utilized;
- Liaises with the Regional Managers, Heads of Division, Project Managers and contract workers to ensure projects are executes within time-lines and budget;
- Inspects buildings' structures to determine the need for repairs or renovations and makes recommendations to address needs identified.

Occupational Health and Safety (OHS)

- Ensures compliance to OH&S policy, procedures, and risk assessments, ensuring actions are adhered to mitigate risks and all corrective and preventative action of issues arising;
- Monitors Building Management, Fire Alarm detection and suppression systems and fire risk assessments; ensuring action is taken to mitigate risks and all corrective and preventative action of issues arising;
- Proactively keep up-to-date with all legislation ensuring compliance with all standards and laws;
- Provides draft Disaster Evacuation Plans aligned with fire and building codes.

Financial

- Monitors expenditure on projects;
- Participates in the preparation of the capital budget.

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
- Ability to use own 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

- Good knowledge of Building Engineering; Design and Construction; Facilities Maintenance.
- Good Project Management skill.
- Good knowledge of Occupational Health & Safety policy, procedure, and practices.
- Sound knowledge of preparation of bidding documentation for procurement.
- Good negotiation and contract management skills.
- Working knowledge of construction process.
- Able to draft and interpret blue prints
- Ability to collect and analyze equipment running data for maintenance purposes.
- Good computer skills and competent user of Microsoft office suite; Microsoft project; Primavera; PH Stats; Stats Graphic, Drafting Software (AutoCad, Revit, etc)
- Good knowledge of disaster preparedness methods, principles, and requirements.
- Sound knowledge and understanding of the GoJ Financial Administration and Audit Act; Public Procurement Act, regulations and procedures
- Sound knowledge GoJ Building Regulations.

Applications accompanied by résumés should be submitted **no later than Monday, 10th July, 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**