



Office of the Services Commissions

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CIRCULAR No. 312 **OSC Ref. C.6555¹⁵**

12th July, 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 Manager, Office Services (GMG/AM 4) in the Office of the Supervisor of Insolvency, Ministry of Industry, Investment and Commerce**, salary range \$2,478,125 - \$3,332,803 per annum.

Job Purpose

Under the supervision of the Director, Human Resource Management and Administration (GMG/SEG 2), the Manager, Office Services (GMG/AM 4) will be required to develop and implement appropriate mechanisms for ensuring an ergonomically sound and safe work environment, effective equipment and machinery, adequate furniture and materials, and the efficient procurement of goods and services in accordance with established standards and regulations.

Key Responsibilities

Management/Administrative:

- Reviews and revises the Office's internal policies and procedures to ensure they are in accordance with procurement standards and related portfolio functions;
- Assists in ensuring the Unit's Plan is implemented and agreed targets are achieved.

Technical/Professional:

- Plans, directs and manages the procurement functions and activities within the Offices;
- Assists in the processing of Tenders which involves advertising Tenders, Bid Evaluation and making recommendations;
- Interprets and implements Purchasing Policy and advises on problems encountered during the procurement process;
- Provides technical advice to the HRM & A Director and other stakeholders on Procurement matters;
- Assists in developing a Disaster Recovery Plan for equipment and furniture for the Offices;
- Ensures the proper functioning of office systems and equipment;
- Ensures scheduled servicing and repairs of vehicles and other assets;
- Ensures proper management of the Offices' Facilities, Transport Systems, Security and property;
- Prepares documents and makes presentation to the Procurement Committee;
- Represents the Offices on Procurement related matters within the purview of the Administrator;
- Negotiates the terms and conditions of proposed service contracts in order to ensure the Offices receive value for money;
- Reviews suppliers' invoices/quotations to ensure compliance with Government Procurement guidelines;
- Prepares and certifies Purchase Orders;
- Monitors general expenditure and disbursement of funds for goods and services purchased for budget control purposes;
- Conducts Monthly Inventory Audits;
- Facilitates Orientation Programmes for new recruits;
- Administers Leave Records in accordance with the Agency's leave policies and procedures;
- Maintains the Attendance Register and prepares Attendance and Punctuality Reports;
- Ensures that officers are aware of and adhere to the policies, procedures and regulations of the Offices and the Staff Orders;
- Posts notices on notice board and ensure that all staff members are aware of notices.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed, and co-ordinate welfare activities;
- Establishes and maintains a system that fosters a culture of teamwork, Employee empowerment and commitment to the Division's and Organization's goals;
- Establishes and maintains a proper system of checks and balances with respect to the work of assigned staff;
- Conducts training needs assessments and makes recommendation for required training and development programmes for assigned staff;
- Performs any other related duties that may be assigned from time to time by the Director of Human Resource Management and Administration.

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

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent organisation and time management skills
- Good initiative
- Good customer and quality focus skills
- Good leadership skills
- Strong integrity

Technical:

- Good knowledge of GOJ Procurement Guidelines
- Working knowledge of relevant computer systems and applications
- Knowledge of the operations of government/Ministry's/OSI/OGT policies and procedures.
- Sound knowledge of office/inventory management
- Sound judgment
- Ability to be resourceful and creative in approach to resolving issues
- Ability to multitask, prioritize and work under pressure

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Administration or equivalent from a recognized tertiary institution with one to three (1-3) years of experience in a similar position.
- OR**
- Diploma in Public Administration or equivalent from a recognized tertiary institution with four to five (4-5) years' experience in a similar position;
 - Inventory Management would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25th July, 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.



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