



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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10th August, 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 following **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Architect (SOG/ST 7), Corporate Services/Building and Property Maintenance Branch**, salary range \$4,594,306 to \$6,178,830 per annum.
2. **Transportation and Fleet Management Officer (GMG/AM 4), Transport and Fleet Management Section**, salary range \$2,478,125 to \$3,332,803 per annum.
3. **Administrative Assistant (GMG/AM 2), Transport & Fleet Management Section**, salary range \$1,550,136 to \$2,084,761 per annum.

1. Architect (SOG/ST 7)

Job Purpose

Under the direction of the Civil Works Engineer (SOG/ST 8), the Architect (SOG/ST 7) works closely with other Architects, the Project Manager, and other construction professionals providing architectural design services and solutions on construction projects to ensure that construction designs are usable. The incumbent prepares and presents design proposals, plans, blueprints, drawings, and specifications using computer-aided design (CAD), Revit, and traditional methods. The post holder also meets with members of the construction team, such as contractors, building officers, and project managers to evaluate, provide information and solve problems.

Key Responsibilities

Management/Administrative

- Participates in the strategic and operational planning process and in the development of Budgets for the Branch;
- Provides technical advice/guidance to the Civil Works Engineer, Principal Director, Permanent Secretary and other executives as required;
- Proposes strategic, technological and development modifications;
- Evaluates the construction of buildings as the project progresses, makes recommendations and provides a report;
- Represents the Branch at meetings, conferences, seminars, workshops and other events to provide input or obtain information;
- Prepares monthly, quarterly, annual and ad-hoc reports, papers, briefs and other documents for submission to the Civil Works Engineer.

Technical/Professional

- Collaborates with other Architects, Engineers and construction professionals to gain information on structural requirements and design;
- Follows specifications and calculations to create various technical drawings;
- Produces conceptual plans, renderings and design documents;
- Prepares rough sketches and detailed work with Computer Aided Design and Drafting (CAAD) systems, Revit and other design software, as well as other free hand drawing methods and reviews them along with the Engineer;
- Designs diagrams maps and layouts to illustrate workflow; co-ordinates and integrates engineering elements into a unified design for review and approval;
- Ensures that the final design complies with regulations and quality standards;
- Keeps abreast of trends and developments in Architectural Technology and related fields and develops and designs appropriate methodologies, strategies and techniques to achieve targets;

- Undertakes investigations and research to provide architectural design solutions and services on various assignments;
- Exercises responsibility for developing visual construction blueprints which include technical details and data, such as material lengths, amounts, and weights from engineers, building officers, quantity surveyors, project managers, and other members of the team;
- Carries out site surveys and design-stage risk assessments;
- Leads the detailed design process and co-ordinates design information;
- Liaises with appropriate authorities when producing documentation for approval;
- Produces and advises on detailed specifications for suitable materials or processes to be used;
- Meets with engineers, building officers and other members of the team to review blueprints, designs, and drawings;
- Inputs design specifications into the CAD software;
- Creates surface and solid CAD models according to client specifications;
- Conducts safety compliance inspections and surveys for civil work projects;
- Oversees the printing of construction documents;
- Performs any other related duties as assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good teamwork and cooperation skills
- Strong leadership and management skills
- Good interpersonal and people management skills
- Excellent negotiating and networking skills
- Excellent analytical thinking and ability to exercise good judgement
- Ability to lead and manage change initiatives
- Ability to exercise initiative
- Ability to manage external partners and the client interface.
- Good integrity
- Compliance
- Methodical

Technical:

- Ability to provide elegant and efficient design solutions.
- Good Report Writing skills
- Technically creative and open-minded
- Knowledge of the operations of Government and the organization's policies and procedures
- Excellent knowledge of Architectural Technology
- Ability to develop design proposals, prepare plans, drawings and specifications.
- Excellent understanding of building design and mechanical processes.
- A keen eye for detail.
- Proficiency in relevant Microsoft applications
- Sound knowledge of The National Building Code
- Strong Project Planning and Project Management Skills
- Ability to manage external relationships and build, maintain, and use strong networks with stakeholders in other government and private sector agencies to achieve results

Minimum Required Qualification and Experience

- BSc. Degree in Architectural Design, Engineering, Construction or equivalent qualifications from an accredited institution.
- At least two (2) years' work-related experience.
- Training and experience in the use of computer-aided design and drafting (CADD) and CADD programs, such as Autodesk's multipurpose design program AutoCAD
- Holder of a valid General Drivers' Licence

OR

- Associate Degree in Architectural Design, Engineering, Construction or any equivalent accredited qualifications
- At least four (4) years' work-related experience.
- Training and experience in the use of Computer-Aided Design and Drafting (CADD) and
- CADD programs, such as Autodesk's multipurpose design program AutoCAD
- Holder of a valid General Drivers' Licence

Special Condition Associated with the Job

- Required to travel island wide, including travel to remote locations.
- May be exposed to conflicts/difficulties on the construction sites.
- Be a current member of the Architects Registration Board of Jamaica.

2. Transportation and Fleet Management Officer (GMG/AM 4)

Job Purpose

Under the supervision of the Manager, Transportation & Fleet Management (GMG/SEG 1), the Transportation & Fleet Management Officer (GMG/AM 4) is responsible for providing administrative support for the efficient operations of the Transportation and Fleet Management Section. The incumbent is responsible for undertaking activities for the licensing of motor vehicles, procurement of motor vehicle insurance, submission of invoices and quotations for processing, maintains the Petty Cash Imprest; assist in co-ordinating the use, maintenance and disposal of fleet vehicles and parts; ensure that the inventory and procurement of motor vehicles and mechanical equipment are managed in accordance with the GOJ Policies, Regulations, Guidelines and internal Standard Operating Procedures.

Key Responsibilities

Technical/Professional:

- Assisting with establishing and maintaining a programme for the maintenance and repairs of the Ministry's vehicles and accessories;
- In collaboration with the Manager, assists with the design and review of schedules, procedures, repairs and maintenance standards of the Ministry's vehicles;
- Documents currency of motor vehicles licences and certificates of fitness;
- Prepares requisition for the procurement of supplies and services for signature of the Manager;
- Ensures appropriate and valid licenses for driving personnel and that only designated/authorized personnel access and operates vehicles;
- Receives and distributes motor vehicle service parts for maintenance of motor vehicles;
- Prepares and submits periodic reports on the operational efficiency of each vehicle on the prescribed form;
- Assists with the preparation of accident reports;
- Keeps inventory records up-to-date;
- Assists with conducting regular checks of the log book, gas/gas oil records and stock balances;
- Assists with response to request/complaints on transportation issues and ensures they are resolved/addressed;
- Visits and prepares report on Drivers' residence;
- Assists with conducting periodic analysis of fuel efficiency and general performance of fleet and makes recommendation for corrective action;
- Ensures that scheduled maintenance is carried-out on fleet vehicles;
- Ensures speedometer is functional and promptly repaired if defective;
- Assists the Manager, Transportation & Fleet Management with the Insurance Company/ Broker in the case of an accident, ensuring relevant documents are submitted;
- Monitors the Vehicle Tracking System and recommends adjustments as necessary to the reporting templates;
- Assists with the relevant documentation relating to the disposal to Ministry of Finance and the Public Service;
- Prepares and submits relevant monthly and ad hoc reports as required for the Section:
 - Quarterly Motor Vehicle Reports to the Ministry of Finance in accordance with established guidelines
 - Fuel Card, Vehicle Tracking and maintenance reports

- Pre-checks claims for travel and subsistence payments, prepares cheques requisitions for the verification/authorization of the Manager.

Management/Administrative

- Submits quotation for contracted work undertaken on motor vehicles;
- Maintains the Petty Cash Imprest for the Unit;
- Updates and maintains motor vehicle files and ensures that supporting documents are properly stored;
- Writes letters, Minutes and reports on various activities within the Unit;
- Assists with queries from Agencies/Divisions concerning the Ministry's fleet of vehicles
- Submits invoices for payment to the Finance and Accounts Division;
- Keeps the Manager informed of the progress of various activities and major problems of the Unit;
- Receives and distributes log books;
- Issues and ensures that designated drivers sign and maintains the log of custody of vehicle and Fuel Advanced Card;
- Participates in the operational planning process of the Section;
- Tracks time-sensitive events to meet deadlines;
- Responds to requests/complaints on transportation issues from internal and external clients/customers and ensures they are resolved;
- Attends meetings or conferences to obtain or disseminate information regarding issues and programmes relating to the Section's work;
- Contributes to and maintains a system that fosters a culture of teamwork, cohesiveness and commitment to the Section's and Ministry's goals;
- Identifies and incorporates the interests and needs of customers in business process design.

Human Resource

- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Section;
- 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 organisational goals;
- Participates in the recruitment of staff for the Branch/Section 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;
- Ensures the welfare and developmental needs of staff in the Branch/Section are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organization's goals;
- Allocates and schedules work;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core

- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good interpersonal and leadership skills
- Good customer and quality focus skills
- Managing the client interface
- Good analytical thinking skills
- Ability to exercise initiative and good judgment
- Good negotiating and networking skills
- Good teamwork and co-operation skills
- Compliance
- High level of Integrity

Technical:

- Good working knowledge of the GOJ Motor Vehicle Policy
- Basic working knowledge of the Financial Administration and Audit (FAA) Act, and Regulations.

- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures
- Proficiency in the use of relevant computer applications
- Good knowledge of records management
- Applicable knowledge of Basic Accounting

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies/Public Administration/Business Administration or equivalent from an accredited tertiary institution
 - At least two (2) years' experience in a similar capacity.
- OR**
- Associate's Degree in Public Administration or Business Administration or Management Studies
 - At least four (4) years' experience in a similar capacity.

Special Conditions Associated with The Job

- The officer is expected to procure Motor Vehicle License and Certificate of Fitness at the Inland Revenue Office
- The officer is expected to Transfer New Titles
- Island wide travelling
- Working extended hours

3. Administrative Assistant (GMG/AM 2)

Job Purpose

Under the direct supervision of the Manager, Transportation & Fleet Management (GMG/SEG 1), the Administrative Assistant (GMG/AM 2) is responsible for providing administrative support for the efficient day-to day operations of the Section.

Key Responsibilities

Management/Administrative

- Follow-up action sheet for Manager produced and reminders provided;
- Minutes of meetings prepared and circulated with notices of meetings and Agenda;
- Prepares and submits documents/correspondence on behalf of the Manager;
- Composes/types and distributes routine correspondence;
- Receives, opens, sorts and distributes incoming and outgoing correspondence;
- Maintains a register of Attendance for staff and meetings;
- Updates and maintains databases;
- Responses to queries and other requests from internal and external customers initiated and monitored;
- Manages administrative tasks;
- Schedules, arranges and attends meetings and takes and transcribes minutes;
- Arranges conferences, seminars, workshops and other events;
- Schedules and maintains diary of appointments for Manager;
- Ensures the timely preparation and circulation of notices, minutes and other requisite documentation required for meetings as advised by the Manager;
- Prepares, in consultation with Manager, Action list arising from meetings; establish tracking system for monitoring follow-up action;
- Follows up with procurement with respect to the progress of requisitions;
- Prepares vacation leave roster and maintains record of all leave taken by staff;
- Receives the travel plans weekly and maintains an itinerary of all drivers in the Section;
- Screens and redirects incoming telephone calls to the Manager and/or records messages as necessary;
- Screens and directs visitors to the relevant officer/section;
- Satisfies customers'/clients' requests and responds the queries;
- Oversees the logistical arrangements for the successful staging of conferences, seminars and workshops organized by the Section;
- Maintains a catalogue of all official technical reports and other documents produced by the Unit and initiates action on requests for information by referral to the Manager and redirecting as advised.

- Maintains a database of external entities related to the work of the Section;
- Maintains and upgrades filing system for all records of the Section;
- Maintains records of all incoming calls and outgoing long distance calls and screens telephone bills, submitting to respective officers for payment for personals calls prior to payment approval by Manager;
- Manages and maintains an inventory of stationery and office supplies for the Section;
- Maintains inventory of office furniture and equipment and initiates action for repairs when necessary;
- Assists the Manager in the preparation of the Annual Budget, Operational, Unit and Work Plans for the Section;
- Undertakes background research on various related matters and drafts reports/correspondence for perusal by the Manager;
- Reads and analyses incoming memoranda, submissions and reports and determines their significance and plan their distribution;
- Responds to routine requests/queries from internal and external clients;
- Liaises with internal and external stakeholders on various matters on behalf of the Manager;
- Checks claim forms for members of the Section in respect of overtime for accuracy and completeness;
- Contributes to and maintains a system that fosters a culture of teamwork, cohesiveness and commitment to the Section's and Ministry's goals;
- Keeps the Manager informed on all matters pertaining to the Section/Branch;
- Maintains customer service principles, standards and measurements;
- Maintains a conduct of professionalism, integrity and confidentiality;
- Performs any other duties assigned from time to time by the Manager.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Excellent analytical skills
- Good interpersonal skills
- Good customer and quality focus skills
- Good problem-solving and decision-making skills
- Good leadership skills
- Good teamwork and co-operation skills
- Good planning and organizing skills
- Good networking skills and the ability to manage the client interface.
- Ability to apply initiative
- Of good integrity
- Compliance

Technical:

- Proficiency in the use of word processing, data base management, spreadsheet and graphics software applications
- Good report writing skills
- Good research skills
- Knowledge of records management
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- Diploma in Public Administration or Business Administration or Management Studies
- Three (3) years' experience at the Senior Secretarial level.

OR

- Five (5) CXC/GCE O'level subjects including Mathematics/Accounts, Principles of Business and English Language.
- Five (5) years' experience at progressively senior secretarial or administrative positions.

AND

- Certificate in Administrative Management - Level 2 from the Management Institute for National Development (MIND).

PLUS

- Certification of proficiency in the relevant computer software applications.

Applications accompanied by résumés should be submitted **no later than Wednesday, 23rd August 2023 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6

Email: jobopportunities@moa.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