



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 349**  
**OSC Ref. C.6222<sup>10</sup>**

**24<sup>th</sup> 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 **Postal Corporation of Jamaica**:

1. **Revenue Manager (FMG/PA 3)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Director, Business Development and Special Projects (GMG/SEG 3)**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Manager, Sales and Marketing (GMG/SEG 2)**, salary range \$3,770,761 - \$5,071,254 per annum.
4. **Special Projects Co-ordinator (GMG/SEG 1)**, salary range \$3,094,839 - \$4,162,214 per annum.

1. **Revenue Manager (FMG/PA 3)**

**Job Purpose**

The incumbent is responsible for the management of the daily operations of the Financial Accounting Unit, providing technical advice to the Director, Finance and Accounts, on all financial accounting matters relating to the Expenditure and Revenue Budgets and all other funds and assets under the control of the Postal Corporation. This must be done in adherence to the Public Body Management Act and Financial Administration and Audit (FAA) Act and other GoJ Regulations.

**Key Responsibilities**

***Management and Administrative:***

- Assists the Director, Finance and Accounts, in the development and execution of an effective and efficient control system;
- Participates in the preparation of the Division's Operational Plan and Budget;
- Develops Work Plans for the Unit;
- Ensures that Individual Work Plans are developed, signed and submitted for supervisees;
- Evaluates and reports on the status of activities within the Unit in conjunction with targets set out in the Corporate and Operational Plans;
- Participates in the preparation of the Division's Report for delivery at Senior Management Meetings;
- Prepares and submits periodic reports to the Principal Finance Officer on the performance of the Unit or any specific issue and problem;
- Develops and maintains proper systems of internal control and ensures that they are adhered to.

***Technical/Professional:***

- Creates and maintains cross functional work groups to monitor and provide guidance in financial and accounting operations;
- Establishes proper accounting systems and ensures procedures are in place to accurately capture financial accounting data in the period to which they relate;
- Conducts tests to ensure that all Accounts Payable and Accounts Receivables are being accurately captured and brought to account within the period to which they relate;
- Ensures that there is a proper system for checking, certification and authorization for each item of expenditure in accordance with the prescribed conditions of the FAA Act and other GoJ Regulations;
- Ensures that there are proper systems in place to facilitate/guarantee the accurate computation and payment of salaries;
- Ensures that all bills are paid and other commitments honoured;

- Monitors and reviews actual expenditure against budgeted provision to ensure that total expenditures are kept within the warrants and according to agreed priorities;
- Manages the preparation and maintenance of monthly and annual accounts, inclusive of project accounts;
- Oversees the preparation and disbursement of all statutory and other approved deductions to relevant agencies/parties;
- Ensures prompt reconciliation of all bank balances;
- Requests statements of revenue collections, analyzes trends of actual against approved Budget and prepares Monthly Reports;
- Ensures the preparation of Monthly and Annual Financial Reports in respect of both expenditure and revenue;
- Assists the Budget and Cost Management Section in the scrutiny of budget proposals from agencies that are fully or substantially funded by the Budget;
- Liaises with agencies and requests monthly statements of expenditure and revenue to ensure that their allocation supports and reflects their needs and are in keeping with the approved targets.

***Human Resource Management:***

- 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 attain established personal and/or organizational goals through the development of Work Plans;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Assists with the development and implementation of a Succession Planning Programme for the Division/Unit, in collaboration with the Human Resource Division, to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- 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;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of accounting principles and practices, as well as Public Administration;
- Expert knowledge and experience in the GOJ Budget preparation process;
- Expert knowledge of the GOJ's Accounting Standards;
- Knowledge of Management Accounting Principles;
- Knowledge of accrual accounting principles and International Financial Reporting Standard requirements;
- Expert knowledge of the FAA Act and Regulations;
- Excellent knowledge of the MOF&PS' overall Strategic Plan and its responsibilities with respect to achieving its targets;
- Good knowledge of the Post Office Act;
- Good knowledge of the Public Bodies and Management Accountability Act;
- Good knowledge of the PostCorp's products and services;
- Knowledge of Government Procurement Policies;
- Proficient in Computer Application (Excel, Access, Word, etc.);
- Knowledge of negotiation principles and practices;
- Sound integrity;
- Good oral and written communication skills;
- Good interpersonal skills;
- Good problem-solving and decision-making skills;
- Initiative & Adaptability;
- Good Customer and Quality Focus;
- Ability to work in a team;
- Good Technical skills;
- Good Analytical thinking and strategic vision;
- Financial and Business Acumen;
- Change management skills;
- Able to manage external relationships;
- Good people management and leadership skills;
- Methodical;

- Goal/Results oriented;
- Compliance;
- Good planning and organizing skills;
- Impact and influence.

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

- Bachelor of Science Degree in Accounting or Management or Business Administration from a recognized institution with extensive experience in Government Accounting and Financial Management, plus three (3) years' post qualification experience in senior management positions;
- or**
- ACCA Level 2, with extensive experience in Government Accounting and Financial Management, plus three (3) years' experience in at a supervisory level;
- or**
- Associate of Science Degree in Accounting, MIND, along with the completion of revised Certificate in Government Accounting Course, with extensive experience in Government Accounting and Financial Management, five (5) years' experience in at a supervisory level.

## **2. Director, Business Development and Special Projects (GMG/SEG 3)**

### **Job Purpose**

Under the direct supervision of the Senior Director, Operations, the Director, Business Development and Special Projects will lead and oversee the development and growth of profitable new business; develop and maintain effective key customer/client relationships, as well as ensure business growth through directing and managing business development activities and special projects to improve profitability, in keeping with the mandate of the Organization. The Director, Business Development and Special Projects Unit will be required to work closely with the Commercial Service and Marketing Unit to achieve established strategic/operational objectives within the Corporation, Department and the wider Postal Industry.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Provides strategic direction and advice to the Senior Director, Operations on changes relating to commercial services and policies;
- Provides strategic advice on services to be developed and implemented such as e-commerce, counter automation;
- Presents Business Development Plans to Chief Executive Officer, Senior Director Operations and Board Members;
- Reviews constantly the plans/methods and approach for achieving best marketing strategies;
- Participates in the strategic and operational planning processes for the Corporation;
- Liaises with Marketing and Sales Units to ensure brand consistency and increased sales;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Attends Departmental meetings, conferences and seminars.

#### ***Technical/ Professional:***

- Identifies business prospects and partnership;
- Develops a growth strategy focused both on financial gain and customer satisfaction;
- Conducts research to identify new markets and customer needs;
- Develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials;
- Arranges business meetings with prospective clients and provide feedback to the Director Commercial Services and Marketing;
- Initiates and develops relationships with key prospects to identify and meet prospects' business needs;
- Maintains relationships with clients to ensure project success;
- Captures prospect and market needs and trends and consults with executive leadership and internal teams for solution development;
- Creates, administers and implements the business development strategies and tactics for the Corporation;
- Promotes the company's products/services addressing or predicting clients' objectives.
- Establishes formal sales processes in order to keep a team on track and provide the best opportunity to close a sale;

- Establishes databases of pertinent information for use in analyzing financial plans and forecasts;
- Responds to Request for Proposals (RFP), reviews Regional Statistical Reports and contractual agreements, and works with the Commercial and Marketing team to write proposals and Statement of Works (SOW), including the preparation of project budgets;
- Develops and monitors performance indicators for the business development process;
- Provides specific expertise and relevant experience into the product and services portfolio and strategic planning process as needed;
- Prepares service contracts, ensuring agreed terms and conditions are clearly reflected;
- Analyses the financial report on all services provided to the Corporation/Department and provided recommendations.

***Human Resource:***

- Participates in recruitment, transfers, promotions and leave for staff;
- Ensures the developmental and welfare needs of staff are identified and addressed;
- Assesses training needs and collaborates with the Human Resource Unit in implementing service-related training programmes for postal staff islandwide;
- Participates in the delivery of on-the-job, service-related training for Regional Managers, Branch Managers and Postal Staff;
- Monitors and evaluates service-related performance of staff in Post Office locations and recommends corrective actions where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Department's goals;
- Foster an atmosphere of trust, high ethical and confidentiality standards.

***Special Projects:***

- Directs and integrates the activities of single or multiple, major project operations and ensures that project efforts are generally cohesive, consistent and effective in supporting the Corporations mission, goals and strategic plan/objectives;
- Prepares and reviews, in conjunction with the Director, Commercial and Marketing, terms and general conditions of all projects to be adopted and implemented;
- Ensures that effective communication is maintained with the executing and planning partners;
- Maintains strict adherence to the budgetary guidelines as well as quality, safety and security standards;
- Periodically inspects sites/venues hosting each project;
- Participates in the development of policies, strategies and operating objectives and ensures that they are consistent within the organization and the broader industry to support the timely implementation of the project;
- Participates in and oversees the development, implementation and maintenance of individual project objectives and short and long-range plans; develops tracking and evaluation programmes to assist in the accomplishment of established project goals and objectives;
- Manages and administers a large, diverse team of professional/technical and support staff, both directly and through lower level managers and supervisors, if required;
- Manages the working relationships on behalf of the Corporation with external stakeholders;
- Consults, co-ordinates and serves as a key liaison between the Corporation, ministries, Agencies and Departments on strategic matters of policy relating to implementation of the project(s);
- Collaborates with Directors to establish programmatic goals and priorities for the industry;
- Develops and manages Annual Budgets for the project and performs periodic cost and productivity analyses;
- Recommends and participates in the development of the Corporation's wider policies and procedures and may serve on Corporation's planning and policy-making committees;
- Develops and administers budgets and business plans for project development and deployment at an institutional level;
- Maintains currency of knowledge with respect to the Corporation's strategic directions and plans;
- Leads special projects that the Corporation embarks upon from time to time;
- In collaboration with the CEO and Director, conceptualises and develops the scope and project plan for special corporate projects;
- Follow through to implement special projects from procurement and management of consultants and other resources through to evaluation and monitoring of results and/or impact;
- Provides project management expertise/support to Divisions.

- Provides intermittent updates and reports to the Director on the progress of projects, obstacles being faced and recommendations for shifts and adjustments as appropriate.

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

#### ***Core:***

- Excellent Oral and Written communication;
- Excellent Customer and Quality Focus;
- Good Methodical Skills;
- Excellent Problem Solving & Decision Making;
- Excellent Teamwork and Co-operation;
- Excellent Impact and Influence;
- Takes Initiative;
- Goal/Results Oriented;
- High Level of Integrity;
- Good Compliance;
- Adaptability;
- Excellent Interpersonal Skills

#### ***Functional/Technical:***

- Excellent Strategic Vision
- Good Financial and Business Acumen
- Excellent Analytical Thinking Skills
- Good Use of Technology
- Good Planning & Organizing Skills
- Good Leadership Skills
- Excellent Technical Skills
- Good People Management Skills
- Ability to Manage Partnership
- Change Management
- Ability to Manage External Relationships & Client Interface
- Integrity

#### ***Knowledge:***

- Demonstrates confidentiality, diplomacy, and discretion at all times;
- Sound knowledge and understanding of government machinery, systems management and performance monitoring for regulatory bodies in Jamaica;
- Sound knowledge and understating of government procurement and contract management;
- Sound knowledge and understating of planned change management techniques, practices, and applications;
- Thorough understanding of and ability to review and assess financial reports to determine discrepancies and/or areas of opportunities for efficient financial management and revenue generation;
- Working knowledge of relevant computer applications;
- Excellent knowledge of Business Development with proven ability to develop and implement a business plan;
- Excellent Project Writing, Appraisal and Monitoring and Evaluation skills;
- Knowledge of the Public Bodies Management and Accountabilities Act;
- Knowledge of Project Management;
- Knowledge of Business Forecasting;
- Knowledge of Universal Postal Union Security Standards;
- Knowledge of Post Office Act (1941);
- Knowledge of Financial Administration and Audit (FAA) Act and its instruction.

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

- Bachelor's Degree in Business Administration or other equivalent professional qualification.
- Specialized training in Project Writing, Appraisal, Monitoring and Evaluation and General Project Management.
- Proven working experience as a business development manager, sales executive or a relevant role.
- Proven sales track record
- Proficiency in MS Office and CRM software (e.g. Salesforce).
- Three to five (3-5) years' experience in Project/Programme Management.

- Three (3) years' experience at a senior management level.

### **3. Manager, Sales and Marketing (GMG/SEG 2)**

#### **Job Purpose**

The Sales and Marketing Manager is responsible for researching and developing marketing opportunities, as well as planning and implementing sales and marketing campaigns to meet the revenue growth targets of the Postal Corporation of Jamaica (PostCorp) in keeping with its mandate. The incumbent is responsible for ensuring that the organization maintains and gains a competitive and innovative edge by maximizing sales potential.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Manages the annual sales and marketing budget, as well as analyzing Actuals to Budget on a monthly basis;
- Participates in the Strategic and Operational Planning of the Organization;
- Develop Work Plans for direct report;
- Attends Departmental meetings, conferences and seminars as instructed by the Director, Commercial Services and Marketing;
- Guide the day-to-day activities of the Marketing Team;
- Provide tools and materials to enable the Sales Team to function effectively.

##### ***Technical/Professional:***

- Plans and executes a sales and marketing strategy for the Organization, consistent with new and existing products or service to expand PostCorp's customer base and ensure its strong presence;
- Develops and executes sales and marketing strategies and plans to communicate the benefits of products and services to prospective customers;
- Reviews changes to the market, consumer trends and the activities of competitors, adjusting the marketing plan if necessary;
- Liaises with individual Units to ensure brand consistency and increased sales;
- Develops a brand strategy in keeping with the organization's objectives;
- Sets and administers an annual sales and marketing budget;
- Manages and refines the organization's social media presence;
- Manages and measures marketing campaign costs;
- Develops and maintains daily, weekly, monthly and quarterly reports and key Performance Indicators;
- Utilizes data for marketing campaigns, interrogating the Organization's databases and external data;
- Assists with identifying new business opportunities and communicate same to Supervisor.
- Conducts market research studies and make presentations;
- Negotiate with media agencies and secure agreements on the production of promotional materials;
- Identifies emerging markets and market shifts while being fully aware of new products and competition status;
- Monitors the sales cycle to ensure that activities are on track and or aligned to the business plan;
- Establishes and achieves sales goals, metric and milestones.
- Tracks and reports on progress and success;
- Defines and delivers techniques to improve the performance for sales management;
- Pitches capabilities and communicates unique selling proposition based on prospect's needs and PostCorp's solutions;
- Refines customer segmentation, assist regional management and direct reports to create a plan to enhance sales and customer engagement/acquisition processes at the local level;
- Participates in cross-functional teams on strategic projects;
- Develops entry level staff into valuable sales officers;
- Addresses customers' issues/ queries or concerns;
- Creates and customizes presentations and other sales materials;
- Performs any other related duties as directed by the Director, Commercial Service and Marketing.

**Human Resources:**

- Monitors and evaluates the performance of direct report and recommends corrective actions where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to Entity's goals;
- Fosters an atmosphere of trust, high ethical and confidentiality standards.

**Required Knowledge, Skills and Competencies**

- Sound knowledge of business and management principles involved in strategic planning, resource allocation and production methods.
- Sound knowledge of principles and methods for showing, promoting and selling products or services
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Good knowledge of Government/Department's Policies and Procedures
- Knowledge of Records Management principles and practices
- Knowledge of Industry best practices
- Knowledge of the PostCorp products and Services
- Knowledge of Government policies and practices
- Good knowledge of the Post Office Act, Universal Postal Union Guidelines and Customs Act and Regulations.

**Core:**

- Good Oral Communication and Written skills
- Good Customer and Quality Focus
- Methodical
- Problem Solving & Decision Making skills
- Teamwork and Co-operation
- Impact and Influence and Initiative
- Goal/Results Oriented
- High level of Integrity
- Compliance and Adaptability
- Excellent Interpersonal Skills

**Functional/Technical:**

- Strategic Vision;
- Financial and Business Acumen;
- Analytical Thinking Skills;
- Use of Technology;
- Planning & Organizing Skills;
- People Management and Leadership
- Managing Partnership and Change Management
- Ability to Manage the Client Interface and External Relationship

**Minimum Required Qualification and Experience**

- BSc degree in Sales and Marketing, Business Administration or related field with 4 years' experience in the industry with proven work experience in the field.

**Special Conditions Associated with the Job**

- Must be able to lift up to 50 lbs. on occasion.
- Must be able to pack and assemble tradeshow booth.
- Must be willing to travel a few times per year (< 5% travel) and work overtime when required
- Regular travelling locally.

#### **4. Special Projects Co-ordinator (GMG/SEG 1)**

##### **Job Purpose**

Under the direct supervision of the Director, Business Development and Special Projects, the Special Projects Co-ordinator will be required to:

- Analyze and appraise project proposals/business plans and recommend those that are suitable for consideration;
- Monitor all phases of the project cycle and the progress of all projects undertaken by the Corporation/Department;
- Undertake post evaluation of completed projects and drafts and monitor agreements;
- Monitor business planning process, including sale cycle for initiatives undertaken by the Corporation.

##### **Key Responsibilities**

###### ***Management /Administrative:***

- Collaborates with direct supervisor in the preparation, signing and submission of the Individual Work Plan;
- Prepares monthly reports on a timely basis;
- Attends Departmental Meetings as instructed by the Commercial Services Manager.

###### ***Technical/Professional:***

- Integrates the activities of single or multiple, major project operations; ensures that project efforts are generally cohesive, consistent, and effective in supporting the Corporations Mission, goals and Strategic Plan/Objectives;
- Prepares for review, in conjunction with the Director, terms and general conditions of all projects to be adopted and implemented;
- Liaises with executing and planning partners on an ongoing basis throughout the various stages of the project cycle;
- Maintains strict adherence to the budgetary guidelines, as well as quality, safety and security standards;
- Inspects sites/venues hosting each project;
- Contributes to the development of policies, strategies and operating objectives consistent within the Organization and the broader Industry to support the timely implementation of the project;
- Participates in and oversees the development, implementation and maintenance of individual project objectives and short and long-range plans; develops tracking and evaluation programmes to assist in the accomplishment of established project goals and objectives;
- Assists with managing and administering a large, diverse team of professional/technical and support staff, both directly and through lower-level managers and supervisors, if required;
- Assists on behalf of the Corporation in managing the working relationships with external stakeholders;
- Consults, co-ordinates and serves as a key liaison between the Corporation, Ministries, Agencies and Departments on strategic matters of policy relating to implementation of the project(s);
- Collaborates with Directors to establish programmatic goals and priorities for the Industry;
- Assists with managing the annual Budgets for projects and performs periodic cost and productivity analyses;
- Recommends and participates in the development of the Corporation's wider policies and procedures and may serve on Corporation's Planning and Policy-Making Committees;
- Assists with developing and administering Budgets and Business Plans for project development and deployment at an institutional level;
- Maintains currency of knowledge with respect to the Corporation's strategic directions and plans;
- Follows through to implement special projects from procurement and management of Consultants and other resources through to evaluation and monitoring of results and/or impact;
- Provides intermittent updates and reports to the Director on the progress of projects, obstacles being faced and recommendations for shifts and adjustments as appropriate;
- Performs any other duties assigned by the Director.



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

- Excellent Project Writing, Appraisal Monitoring and Evaluation skills;
- Working knowledge and understanding of Government machinery, systems management and performance monitoring for regulatory bodies in Jamaica;
- Working knowledge and understating of government procurement and contract management;
- Working knowledge of Business Development with proven ability to develop and implement a business plan;
- Good knowledge of relevant computer applications;
- Knowledge of the Public Bodies Management and Accountabilities Act;
- Knowledge of Project Management;
- Knowledge of Business Forecasting;
- Knowledge of Universal Postal Union Security Standards;
- Knowledge of Post Office Act (1941);
- Knowledge of the FAA Act and its instructions;
- Sound integrity;
- Good oral and written communication skills;
- Customer and Quality Focus;
- Methodical;
- Good problem-solving and decision-making skills;
- Ability to work in a team;
- Good Impact and influence;
- Takes Initiative;
- Goal/Results oriented;
- Compliance and Adaptability;
- Good interpersonal skills;
- Analytical thinking and strategic vision;
- Financial and Business Acumen;
- Good use of technology;
- Good planning and organizing skills;
- Good people management and leadership skills;
- Change management skills;
- Able to manage external relationships;
- Technical skills.

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

- Bachelor's Degree in Business Administration or other equivalent professional qualification;
- Specialized training in Project Writing, Appraisal, Monitoring and Evaluation and General Project Management;
- Three (3) years' experience in Project/Programme Management or related activities.
- Proficiency in MS Office and CRM software (e.g. Salesforce)

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

- May be required to work long and unscheduled work hours to meet critical deadlines;
- Must be the holder of a valid Driver's Licence and owner of a reliable motor vehicle.

Applications accompanied by résumés should be submitted **no later than Wednesday, 6<sup>th</sup> September, 2023 to:**

Director, Human Resource Management and Development  
Post and Telecommunications Department  
6-10 South Camp Road  
Kingston, CSO

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@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.**



Desreen Smith (Mrs.)  
for Chief Personnel Officer (acting)