



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 357**  
**OSC Ref. C. 6272<sup>17</sup>**

**12<sup>th</sup> September, 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 be assigned/fill the following posts in **Office of the Prime Minister**:

1. **Assistant Property Maintenance Officer (SOG/ST 3) (Vacant)** salary range \$1,984,305 - \$2,668,670 per annum.
2. **Receptionist (PIDG/RIM 2) (Not Vacant)**, salary range \$1,984,305 - \$2,668,670 per annum.

**1. Assistant Property Maintenance Officer (SOG/ST 3)**

**Job Purpose**

Under the general direction of the Facilities Manager, the Assistant Property Maintenance Officer is responsible for assisting with the maintenance and upkeep of the properties, buildings, and equipment under the control of the Office of the Prime Minister.

**Key Responsibilities**

- Monitors, inspects and supervises daily activities related to the maintenance and upkeep of equipment and property under the care of the Facilities Management Unit;
- Prepares Scope of Work and Bill of Quantities in relation to improvement, construction and maintenance projects/operations;
- Prepares draft project brief/design for necessary submission and approval;
- Coordinates the execution of construction and refurbishing projects in keeping with Building Codes and Government of Jamaica (GOJ) standards/guidelines ensuring adherence and quality assurance;
- Conducts periodic assessment of conservation initiatives and makes necessary recommendations for adjustment and improvements;
- Assists with the preparation of grounds for special functions/events;
- Participates in the development and implementation of special projects;
- Updates utilities registers;
- Prepares monthly reports and other activity reports as requested.

**Required Knowledge, Skills and Competencies**

- Integrity and Confidentiality;
- Strong leadership and supervisory skills;
- Good interpersonal and customer relations skills;
- Good planning and organizing skills;
- Good problem solving and conflict management skills;
- Good presentation, oral and written communication skills;
- Strong customer service and quality focus skills with a keen eye for detail;
- Strong impetuous and initiative to uphold value for money procurement;
- Ability to communicate effectively at all levels both orally and in writing;
- Sound Knowledge of the operations of Government and the organization's policies and procedures;
- Proficiency in the use of Auto Cad or similar capacity software;
- Proficiency in the use of Microsoft Office Suite and other computer applications.

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

- Undergraduate Degree in Construction Technology or in the field of Architecture or Quantity Surveying from a recognized tertiary institution along with
- At least two (2) years' experience working in a similar job or related field,
- OR**
- Associate Degree in Construction Technology or in the field of Architecture or Quantity Surveying from a recognized tertiary institution along with
- At least three (3) years' experience working in a similar job or related field,
- OR**
- Diploma in Construction Technology or in the field of Architecture or Quantity Surveying from a recognized tertiary institution along with
- At least five (5) years' experience working in a similar job or related field.

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

- Required to work beyond normal working hours, whenever the need arises;
- Required to do fieldwork.

## **2. Receptionist (PIDG/RIM 2)**

### **Job Purpose**

Under the Supervision of the Registrar, the Receptionist is responsible for greeting and receiving visitors to the Office of the Prime Minister (OPM) and Office of the Cabinet (OC) and also to deal with queries in accordance with established protocols and etiquette. The Receptionist is also responsible for performing office administration and support functions, facilitating the smooth operation and communication in the OPM and OC.

### **Key Responsibilities**

- Greets and screens visitors and direct them to relevant office/officer;
- Informs the relevant person of the visitor and provides feedback to the visitor;
- Answers incoming calls and direct calls to the relevant office/officer;
- Answers routine enquiries from visitors and takes messages when required;
- Sanitizes all incoming mail packages to the Registry;
- Records mail packages in the Front Desk Log Book and issues a receipt to bearer/messenger;
- Places Mail Box in designated area and retrieves as directed;
- Creates and maintains spreadsheets, entering formulas into spreadsheets and entering data into a customer relations database.

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

- Integrity/Confidentiality;
- Good oral and written communication skills;
- Good judgment, decision making and problem-solving skills;
- Excellent interpersonal and customer service skills;
- Ability to effectively communicate with persons at all levels;
- Proficient in the use of computer applications especially Microsoft Office Suite (Word, Excel);

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

- Four CXC/GCE 'O' Level subjects including English Language and a numeracy subject
- Certificate in Customer Service from a recognized institution
- At least six (6) months related experience

Applications accompanied by résumés should be submitted **no later than Monday, 25<sup>th</sup> September 2023 to:**

Senior Director  
Human Resource Development and Management  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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