



Office of the Services Commissions

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CIRCULAR No.382 **OSC Ref. C.6222¹¹**

27th 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 fill the following **vacant** posts in the **Post and Telecommunications Department**:

1. **Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 3)**
- **Strategic Planning, Performance Monitoring and Evaluation Unit**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Director, Organizational Development and Performance Management (GMG/SEG 3)**
- **Corporate Services Division**, salary range \$4,594,306 – \$6,178,830 per annum.
3. **Director, Administration (GMG/SEG 2) - Human Resource Management and Administration Division**, salary range \$3,770,761 - \$5,071,254 per annum.
4. **Strategic Planning Analysis (GMG/SEG 1) - Strategic Planning, Performance Monitoring and Evaluation Unit**, salary range \$3,094,839 – \$4,162,214 per annum.
5. **Transport Manager (GMG/AM 4) – Corporate Services Division**, salary range \$2,478,125 – \$3,332,803 per annum.

1. Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 3)

Job Purpose

The Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 3) is responsible for the Department's Strategic Business Planning to include the alignment of all key corporate and support functions to the objectives of the Department, managing organizational performance, and internal and external reporting of corporate performance. Using the Cabinet Office's Performance Management Evaluation System framework (PMES), this position incorporates into the Strategic Business Plan the expectations and direction from the National Vision Plan, parent Ministry, internal stakeholders and partner Agencies, ensuring that performance expectations and results are aligned with the Mission, Vision and values of the Post and Telecommunications Department.

Key Responsibilities

Management/Administrative:

- Plans, directs and monitors the work of the Strategic Planning, Performance Monitoring and Evaluation Unit by developing its Operational/Unit Plan and Budget and ensuring that Individual Work Plans are prepared by direct reports;
- Ensures the establishment of mechanisms within the Unit to enable the achievement of its objectives effectively and efficiently;
- Prepares Individual Work Plan;
- Participates in the co-ordination of Strategic Planning Retreats, Executive Management and Senior Management Meetings;
- Prepares reports for and participates in Review Sessions/Quarterly Review Meetings at the Ministry of Science, Energy and Technology (MSET);
- Prepares and submits activity/performance, special and other reports for review and action;
- Represents the Department at meetings/conferences and other fora as required.

Technical/Professional:

- Directs and co-ordinates a comprehensive Strategic Planning process for the Department by ensuring full stakeholder participation in the planning and implementation of performance measures to support its goals, objectives, Budget, plans and priorities;
- Co-ordinates the activities required for the development of the Department's Budget;
- Ensures support is provided to Divisional/Branch Heads in the development of their Strategic and Operational Plans and Budget, ensuring that they are directly linked to the Department's strategic objectives and performance indicators;

- Co-ordinates in collaboration with the Human Resource Management and Development Branch and other key stakeholders Strategic Planning and Budget preparation Sensitization Sessions to equip relevant officers to participate in the Strategic Planning process for their respective areas and the Department;
- Ensures that policy, technical and other inputs are integrated into the development and review of the Department's Strategic Business and Operational Plan;
- Co-ordinates and chairs periodic Strategic Business and Operational Planning and Reviews Meetings with internal stakeholders to facilitate the provision of updates, evaluates performance targets and recommends strategies to enhance the achievement of objectives;
- Assists Heads of Division/Branch in identifying problems and potential barriers to effective implementation of planned projects and recommends corrective actions as required;
- Ensures compliance with the Government of Jamaica's Performance Monitoring and Evaluation System (PMES) by issuing monitoring and evaluation guidelines to Divisional/Branch Heads and conducting of reviews to ensure compliance with established standards;
- Develops performance measures and quantifies intermediate outcomes, outputs, responsibilities, results, products and services, where possible, using unit cost measures to assess programme efficiency;
- Ensures the use of performance measures to work toward the achievement of identified missions, goals, objectives and any applicable benchmarks;
- Evaluates critical programmes that are aligned to Government's priorities;
- Includes PMES requirements and strategies in the performance evaluation instrument as outlined in the GoJ Accountability Framework for Senior Executive Officers;
- Conducts surveys, analyzes and prepares reports and recommendations regarding the Department's planning, implementation and performance in accordance with the guidelines outlined by the Cabinet Office;
- Collects sound financial and non-financial information and maintains such information in an effective performance database for effective decision making.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Teamwork and co-operation
- Excellent interpersonal Skills
- Ability to use own initiative
- Customer and quality focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making
- Good planning and organizing skills
- Goal/Result Oriented
- Managing External Relationships
- Good leadership skills
- Impact and Influence
- Managing Partners
- Analytical Thinking

Technical:

- Use of Information, Communication and Technology
- Change Management

- Strategic Vision
- People Management
- Knowledge of GoJ's Strategic Planning and Budget Management processes
- Knowledge of Performance management techniques
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit Act Financial Instruction and other related policies and guidelines
- Research and analytical skills
- Ability to analyze and interpret financial and other corporate information for decision making
- Corporate functions and their potential strategic contribution

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Sector Management, Planning and Development, Management Studies, Business Administration or related area from an accredited tertiary institution;
- Four (4) years related experience, including two (2) years' at a middle or Senior Management level;
- Training in Strategic/Corporate Planning would be an asset.

2. Director, Organizational Development and Performance Management (GMG/SEG 3)

Job Purpose

The Director, Organizational Development and Performance Management, is responsible for:

- Co-ordinating activities for the development, implementation and integration of strategies for the Department's development at the organizational, divisional and individual levels, leading to a more efficient and effective workforce and utilization of Human Resources;
- Co-ordinating and managing activities for the Performance Management Appraisal Process/Performance Management and Appraisal System (PMAS)/Employee Performance Management System (EPMS) of the Department to improve performance at the organizational, divisional and individual levels;
- Developing and implementing the execution of a framework for modernisation/organizational review initiatives within the Department.

Key Responsibilities

Management/Administrative:

- Assists with the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Plans, directs and monitors the work of the Organizational Development and Performance Management (OD & PM) Section by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Prepares Individual Work Plan;
- Manages the daily operations of the OD & PM Section to consistently provide a high level of service to clients;
- Prepares and submits status and other reports as requested;
- Provides guidance/advice to the Postmaster General, Director, HRMD and other personnel on Organizational Development and Performance Management matters;
- Represents the Department at meetings/conferences and other fora as directed.

Technical/Professional:

- Conducts (use of surveys, focus groups and other relevant methodologies) organizational needs assessments to determine organizational readiness for change;
- Identifies and communicates the compelling need for change/improvement by being an advocate for positive change and improvement within the Organization;
- Collaborates with management to develop and employ Change Management strategies;
- Analyzes change initiatives and recommends strategies for corrective action where necessary;
- Recommends and works collaboratively with stakeholders to find creative solutions that drive staff attraction, engagement and retention;
- Recommends, co-ordinates and participates in creating leadership and staff development strategies and programmes and a culture of continuous learning aligned with the Organization's Strategic Direction;
- Recommends solutions to problems identified including changes to the Department's organization structure, systems, processes and Office Layout;
- Collaborates with key stakeholders to develop and maintain Human Resource systems (policies and standard operating procedures);

- Examines relevant statutes, regulations, reports and directives related to the Department to determine its functional responsibility in keeping with legislative framework;
- Conducts job analysis and develops and maintains Job Descriptions and Terms of References;
- Conducts desk audits to validate job responsibilities and duties;
- Ensures the preparation and maintenance of functional profiles and Organizational Charts for the Department and its Divisions;
- Conducts Post Audits of the Civil Service Establishment Act and makes recommendations to the Ministry of Finance and the Public Service (MOFPS) in keeping with changes in the machinery of Government;
- Reviews the Organization's Structure and makes recommendations to align it with the Strategic Objectives of the Department;
- Prepares proposals for organizational reviews in keeping with achieving the goals of the Department and liaises with MOFPS to consider proposals made;
- Assists with the implementation of recommendations from studies and consultancy outputs to ensure that value for money is achieved;
- Assists with designing and implementing mechanisms for evaluating employees' satisfaction and recommends programmes to improve areas of dissatisfaction critical to the effective operation of the Organization;
- Assists with career guidance and counselling;
- Provides advice to management and other staff on Organizational Development and Performance Management issues/matters.
- Manages Performance Management and Appraisal for staff in the Department;
- Manages the implementation and administration of the PMAS/EPMS within the Department with the support of the Employee Performance Management Team (EPMAT) and the Core Project Team (CPT) by:-
 - ✓ Co-ordinating and participating in the development, as well as the maintenance of the requisite PMAS documents such as the Change Management, Communication and Training Plans
 - ✓ Co-ordinating, conducting and participating in PMAS Sensitization Sessions
 - ✓ Co-ordinating and participating in the development and maintenance of the Department's Competency Framework
 - ✓ Maintaining Job Descriptions in keeping with the Department's Competency Framework
 - ✓ Providing assistance to Divisional Managers and staff in preparing Unit and Individual Work Plans
 - ✓ Co-ordinating and participating in the development and maintenance of a Rewards and Recognition Policy for the Department
 - ✓ Co-ordinating the establishment of and chairing Rewards and Recognition Committee
 - ✓ Co-ordinating and participating in the development and maintenance of Standard Operating Procedures for the processing of Appraisal Forms
 - ✓ Ensuring the development and maintenance of a PMAS/EPMS Database
 - ✓ Preparing PMAS/EPMS Reports for submission to the relevant stakeholders
 - ✓ Liaising with and providing assistance to Heads of Divisions regarding the Performance Management and Appraisal Process
 - ✓ Ensuring the development of systems to maintain PMAS/EPMS records.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions, where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Other:

- Serves on designated Management Committees in the Department;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Behavioural:

- Excellent oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Customer and quality focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Goal/Result Oriented
- Managing External Relationships
- Excellent leadership skills
- Impact and Influence
- Managing Partners
- Analytical Thinking

Technical:

- Use of Information, Communication and Technology
- Change Management
- Strategic Vision
- People Management
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of GoJ's Budget Management process
- Sound Knowledge of current trends in organizational development and Performance Management
- Sound Knowledge of Research and data analysis techniques
- Sound Knowledge of management processes, Performance Management Systems and techniques, systems analysis, job analysis, writing Job Descriptions and Work Plans

Minimum Required Qualification and Experience

- Undergraduate Degree in Public Administration, Management Studies, Human Resource Management/Development, Business Administration or a related field from an accredited tertiary institution;
- Four (4) years' experience in Human Resource Management and Development at the middle management level in an organization of similar size and complexity;
- Specialized training in Management Analysis, Performance Management and Appraisal Systems and Change Management would be an asset.

Special Conditions Associated with the Job:

- May be required to work beyond regular working hours;
- Position requires spending long hours sitting and using office equipment and computers and attending sessions;
- Will be required to travel island-wide and may be required to travel overseas.

3. Director, Administration (GMG/SEG 2)

Job Purpose

The Director, Administration is responsible for the efficient management of office services within the Department ensuring the effective management of transportation and that general office infrastructures and services are optimally managed in keeping with stipulated guidelines and regulations.

Key Responsibilities

Management/Administrative:

- Contributes to the development and implementation of the Division's Business/Strategic and Operational Plans and Budget;
- Plans, directs and monitors the work of the Administration Branch by developing its Operational and Unit Plans and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Develops Individual Work Plan;
- Manages the daily operations of the Administration Branch to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Department at meetings/conferences and other fora as directed and disseminate information/knowledge gained to Staff and implement changes where necessary;
- Provides guidance/advice to the Postmaster General, Senior Director, HRMA and other personnel on matters under their purview;
- Provides leadership and direction to ensure organizational standards and policies are maintained and followed;
- Leads in the formulation of overarching strategies and procedures regarding office services, transportation and records and information management in keeping with government policies and guidelines;
- Recommends policy changes and develops and maintains Standard Operating Procedures to improve operational efficiency.

Technical/Professional:

- Investigates and responds to audit queries emanating from the Internal Audit Unit and the Auditor General's Department on matters involving activities of the Administration Branch;
- Institutes corrective action resulting from investigations into audit queries and constantly review operational systems to ensure they are effective, efficient and in accordance with the required policies and guidelines.

Office Services:

- Provides and maintains, in collaboration with the Building Repairs and Maintenance Branch, suitable, safe and secure office accommodation for all staff members;
- Develops and manages an effective Asset Management Programme inclusive of reviewing valuation and insurance of the Department's assets to ensure they are in keeping with the GoJ's policies/guidelines;
- Oversees the development and maintenance of an inventory system for all office furniture, equipment and supplies island wide;
- Liaises with Board of Survey in the management of the Department's assets as appropriate;
- Coordinates the storage and disposal of obsolete office furniture, equipment and supplies.
- Oversees the management and maintenance of an adequate central store of materials and supplies and monitors to ensure maintenance of efficient systems for the request and supply of materials adhering to internal control measures;
- Liaises with Divisional/Branch/Unit Heads regarding the purchase of office supplies, furniture and equipment or to arrange for repairs to be effected to eliminate double and or unnecessary purchasing, ensuring procurement of these items in the most efficient and economic manner;
- Ensures the implementation of an effective equipment maintenance programme ensuring they are kept in good working condition and avoid/minimize incidence of downtime;
- Certifies bills for offices supplies and other services and submits to Senior Director, HRMA for approval;
- Develops and implements, in collaboration with the Security Unit, a system to safeguard office equipment, furniture and records in the event of natural disasters;
- Co-ordinates ancillary/janitorial services at the Corporate Offices;
- Oversees making photocopies and paper shredding services for the Department;
- Manages effective Sanitary Services for the Department through contractual arrangements;
- Assists in negotiating purchasing and credit agreements and service contracts;
- Keeps abreast of price movements, technological improvement and changes to ensure the orders of supplies in the most efficient and economical manner;
- Conducts site visits and ensures the co-ordination and distribution of items procured;
- Participates in the development and implementation of energy conservation strategies and initiatives throughout the Department to contain consumption and hence realize savings.

Records and Information Management:

- Leads in the development and administration of a decentralized Corporate Records and Information Management Programme;
- Analyzes and appraises the status of record keeping and documentation in the Department and develops and oversees the implementation of modern, professional and technical standards;
- Ensures compliance with documentation needs through client research collaboration and assigns resources accordingly;
- Ensures adherence to legal requirements which affect the management of information and records for the organization;
- Oversees the development and maintenance of a Internal Mail Management Systems;
- Ensures that the appropriate systems and procedures are in place to respond to access to information requests in accordance with the Access to Information Legislation and Policies;
- Ensures the planning and designing of an effective Vital Records Protection and Disaster Recovery Programme for the Department.

Transport Management:

- Initiates and responds to correspondence concerning Fleet Management;
- Monitors the proper use of the Advance Card System;
- Analyzes and verifies petrol and lubricant statements from gas stations and bi-monthly gas bills;
- Checks periodically for the validity of motor vehicle insurance, certificate of registration and fitness, and also fleet drivers' licences;
- Ensures that Log Books for motor vehicles are maintained on a daily basis;
- Ensures the maintenance of all the Department's motor vehicles by preparing the relevant requests and dispatching vehicles to approved garages for servicing;
- Liaises with the National Works Agency regarding the pre and post inspection processes for the Department's fleet vehicles;
- Reconciles receipts with statements for motor vehicle repairs;
- Ensures transportation for the delivery of all mail and other items leaving the Department; and the pick-up and drop-off of scheduled staff from and to prescribed destinations;
- Ensures safe parking of vehicles;
- Ensures the Drivers assigned to the Department are re-trained and re-certified by the appropriate government bodies;
- Prepares and submits the Department's Motor Vehicle Efficiency Report to the Ministry of Finance and the Public Service (MOFPS) on a quarterly basis;
- Requests Board of Survey for the disposal of obsolete and redundant motor vehicles from the main inventory;
- Liaises with the Department's Public Procurement Unit and motor vehicle dealers to arrange for the purchasing of new motor vehicles;
- Maintains Duty Roster of Drivers;
- Visits accident sites, prepares reports and communicates to the relevant officer in accordance with existing regulations/policies, and follow-up on such report(s) (investigation).

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Branch;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Other:

- Contributes to the development of the Department's Citizen Charter and monitors the compliance of standards regarding the portfolio areas;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Behavioural:

- Good oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Customer and quality focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Goal/Result Oriented

Functional/Technical:

- Good use of Technology
- Change Management
- Strategic Vision
- People Management
- Good planning and organizing skills
- Methodical
- Managing External Relationships
- Good leadership skills
- Impact and Influence
- Managing Partners
- Analytical Thinking
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service,
- Knowledge of the Financial Administration and Audit Act - Financial Instructions,
- Government of Jamaica Revised Comprehensive Motor Vehicle Policy for the Public Sector
- Knowledge of the Public Procurement Act, Government of Jamaica Comprehensive Asset Management Policy for the Public Sector
- Knowledge of the Government of Jamaica Records and Information Management Policy, The Archives Act and other GoJ policies that guides the administration of office services
- Knowledge of the GoJ's Budget Management process
- Knowledge of the UPU Security Standards
- Knowledge of the Postal Industry and its Operations
- Knowledge of the Prices which affects petroleum products locally and internationally, in order to establish and maintain the consumption of fuel of motor vehicles.

Minimum Required Qualification and Experience

- First Degree in Management Studies, Business Administration, Public Administration or related discipline from a recognized tertiary institution;
- Four (4) years related experience, two (2) of which should be at the managerial level, preferably in the public sector, in an organization of similar size and complexity;
- Two (2) years' experience working in fleet/transportation management;
- Training in Records and Information Management would be an asset.

Special Conditions Associated with the Job

- High Risk Environment;
- Exposure to criminal activities with local, regional and international reach;
- Maybe required to work beyond regular working hours and on weekends;
- Required to travel island wide.

4. Strategic Planning Analysis (GMG/SEG 1)

Job Purpose

The Strategic Planning Analyst (GMG/SEG 1) is responsible for providing technical support in the Department's Strategic Business Planning and Budget preparation processes in accordance with the Cabinet Office's Performance Management Evaluation System framework (PMES).

Key Responsibilities

Technical/Professional:

- Assists with co-ordinating a comprehensive strategic planning process for the Department;
- Assists with co-ordinating the activities required for the development of the Department's Budget;
- Provides support to Divisional/Branch Heads in the development of their Strategic and Operational Plans and Budget, ensuring that they are directly linked to the Department's strategic objectives and performance indicators;
- Participates in Strategic Planning and Budget Preparation Sensitization Sessions to equip relevant officers to participate in the Strategic Planning process for their respective areas and the Department;
- Assists with co-ordinating and participating in Strategic Business and Operational Planning and review meetings with internal stakeholders to facilitate the provision of updates, evaluate performance targets and recommend strategies to enhance the achievement of objectives;
- Assists in monitoring the implementation of the Department's Plans;
- Issues monitoring and evaluation guidelines to Divisional/Branch Heads and conducts reviews to ensure compliance with established standards;
- Assesses the use of performance measures to work toward the achievement of identified missions, goals, objectives and any applicable benchmarks;
- Conducts surveys, analyzes and prepares reports and recommendations regarding the Department's planning, implementation and performance in accordance with the guidelines outlined by the Cabinet Office;
- Develops and maintains performance database for effective decision making;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Behavioural:

- Good oral and written communication skills
- Teamwork and co-operation
- Ability to use own initiative
- Customer and quality focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Goal/Result Oriented
- Managing External Relationships
- Impact and Influence
- Good interpersonal skills
- Analytical Thinking

Technical:

- Good use of information, communication and technology
- Strategic Vision
- Change Management
- Technical skills
- Excellent knowledge of the GoJ's Strategic Planning and Budget Management processes
- Excellent knowledge of performance management techniques
- Excellent knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instruction and other related policies and guidelines
- Excellent research and analytical skills
- Ability to analyze and interpret financial and other corporate information for decision making
- Corporate functions and their potential strategic contribution

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Sector Management, Planning and Development, Management Studies, Business Administration or related area from an accredited tertiary institution;
- Two (2) years related experience;
- Training in Strategic/Corporate Planning would be an asset.

Special Conditions Associated with the Job:

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment;
- Required to travel island wide;
- May be required to travel overseas.

5. Transport Manager (GMG/AM 4)

Job Purpose

The Transport Manager (GMG/AM 4) is responsible for the management and control of the Department's fleet vehicles in accordance with the Government of Jamaica's Motor Vehicle Policy for the Public Sector and the Financial Administration and Audit Act (FAA) and Regulations.

Key Responsibilities

Management/Administrative:

- Supervises the preparation of repairs and service records for road worthy vehicles;
- Attends meetings, seminars and conferences on behalf of the Department;
- Monitors funds allocated to the Section by approving expenditure and ensuring that expenditure conforms to budgetary parameters;
- Reports all accidents and takes follow-up action as required;
- Writes letters, Minutes and Reports on the Section's different activities;
- Replies to queries from private and public agencies concerning the Department's fleet of vehicles;
- Prepares and submits periodic reports on the operational efficiency of each vehicle on the prescribed form;
- Keeps the Manager up to date on the status of the Section's different operations and important matters.

Technical/Professional:

- Manages and controls the Department's fleet of motor vehicles;
- Ensures appropriate and valid licenses for driving personnel and that only designated/authorized personnel access and operate vehicles;
- Ensures currency of motor vehicles licenses, certificates of fitness and all Fleet Drivers are certified by the NWA;
- Ensures scheduled maintenance is carried out;
- Ensures speedometer is functional and promptly repaired if defective;
- Ensures that all accidents are documented and reported in the established time frame;
- Ensures that the Department's Fuel Cards for fleet vehicles, original motor vehicle particulars and spare keys are properly monitored and safely secured;
- Establishes and maintains a programme for the maintenance and repair of the Department's vehicles and accessories;
- Conducts audits of motor vehicle equipment and accessories and ensures maintenance of an up-to-date inventory;
- Arranges for retraining and re-certification of drivers, registration and re-certifications of vehicles;
- Arranges for the Board of Survey to conduct motor vehicle inspections and if necessary, dispose of them;
- Creates, maintains and monitors the travel itinerary for the Driver(s), including the time and purpose of assignments;
- Creates and maintains schedules and makes spot checks to ensure that priorities and targets are being met and that repairs and maintenance standards are being adhered to;
- Coordinates transportation for the delivery of all mail and other items leaving the Department; and the pick-up and drop-off of scheduled staff to and from prescribed destinations;
- Conducts regular checks of the Log Book, gas/gas oil records and stock balances to economize on fuel consumption;
- Checks Time Sheet to ensure proper vehicle handing-over procedures are observed;
- Responds to requests/complaints on transportation issues and ensures they are resolved/addressed;
- Participates in the procurement of vehicles for the Department.

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;

- 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;
- 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/Section 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;
- Performs any other related duties that may be assigned by Supervisor from time to time.

Required Knowledge, Skills and Competencies

Core:

- Customer and Quality Focus
- Good oral and written communication skills
- Good interpersonal Skills
- Ability to use own initiative
- Integrity
- Good problem-solving and decision-making skills
- Adaptability
- Teamwork and co-operation
- Goal/Result Oriented
- Compliance

Function/Technical:

- Good use of Technology
- Impact and Influence
- Change Management
- Financial and Business Acumen
- Good planning and organizing skills
- Methodical
- Analytical Thinking
- People Management
- Managing External Relationships
- Technical skills
- Knowledge of Auto mechanics
- Knowledge of the Government of Jamaica's Motor Vehicle Policy
- Knowledge of the Government of Jamaica's Procurement Guidelines
- Knowledge of the Government of Jamaica's Financial Administration and Audit Act and Regulations (FAA)
- Knowledge of the Operations of Government / Knowledge of the Department's policies and procedures

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies/Public Sector Management/Public Administration Management from an accredited tertiary institution;
- Training in Supervisory Management;
- Holder of a General Driver's License;
- Two (2) year's related working experience;
- Diploma/Certificate in Mechanical Engineering or Auto-Mechanics would be an asset.

Special Conditions Associated with the Job:

- Required to travel Island wide;
- Required to work extended working hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 10th October, 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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long horizontal stroke extending to the right.

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