



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 376**  
**OSC Ref. C.4858<sup>44</sup>**

**19<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 fill the following **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Security Energy and Emergency Management Officer (GMG/SEG 1), Facilities and Property Management Branch**, salary range \$3,094,839 to \$4,162,214 per annum.
2. **Occupational Health and Safety Officer (GMG/SEG 1), Facilities and Property Management Branch**, salary range \$3,094,839 to \$4,162,214 per annum.

**1. Security Energy and Emergency Management Officer (GMG/SEG 1)**

**Job Purpose**

Under the direct supervision of the Manager, Security, Energy & Emergency Management (GMG/SEG 2), the Security, Energy and Emergency Management Officer (GMG/SEG 1) exercises responsibility to support the Director in the management of the following functional areas:

- The security of office buildings, office machines, equipment and furniture
- Energy conservation
- Safety and security of staff and visitors
- Disaster and emergency management for the Ministry

**Key Responsibilities**

***Management/Administrative***

- Participates in the development of energy conservation systems and policies;
- Participates in the development of the Disaster and Emergency Management policies and procedures;
- Maintains Register for all utility bills;
- Advises and makes recommendations to the Manager, Security, Energy and Emergency;
- Manages on issues affecting security, energy conservation and disaster preparedness and emergency management;
- Attends scheduled security, energy and emergency management meetings;
- Participates in the development and implementation of an effective energy conservation system;
- Participates in the development and implementation of an effective emergency management programme;
- Assists in the supervision and monitoring of security guards and watchmen to secure the Ministry's properties and buildings.

***Technical/Professional***

- Monitors the systems in place to ensure that visitors to the Ministry's compound conform to established regulations in respect of their conduct;
- Assists in the preparation of budgets for Security and Emergency Management operations;
- Investigates and prepares reports on security breaches;
- Conducts random checks at the workplace on weekends and during and after working hours to ensure vigilance and alertness of security officers;
- Peruses invoices submitted by security companies to verify times, hours and cost;
- Maintains records of Energy Conservation programmes;
- Maintains records of Disaster and Emergency Management programmes;

- Reconciles utility bills with statements from respective companies and follows up with the Finance & Accounts Branch.
- Monitors and ensures that all utility bills are paid on time to avoid disconnection;
- Circulates Procedural Manuals on energy conservation for all members of staff of the Ministry;
- Co-ordinates the Ministry's telephone services by liaising with the relevant providers;
- Participates in the preparation and conduct of seminars to provide information on energy conservation and disaster preparedness;
- Follows up with outstanding utility bills for payments to alleviate disconnection of services;
- Monitors the energy conservation programme and conducts regular inspection of offices;
- Investigates and prepares Incident Reports for submission to the Manager;
- Investigates and prepares disaster and emergency management situations/events and prepares and submits reports to the Manager;
- Identifies and recommends to the Manager, installations of security lights, metal grills and the employment of security guards and watchmen;
- Monitors MoAFM surveillance system and submits reports as required;
- Conducts quarterly physical inspection to include Schedule Maintenance Programme;
- Monitors security arrangements and makes recommendations for corrective action;
- Conducts site visits in remote areas with thick coverage and poor communication coverage;
- Responds to emergencies late nights and early morning;
- Monitors MoAFM surveillance system and submits reports as required;
- Evaluates all offices under the purview of the MoAFM to ensure that all emergency mechanisms are in place;
- Checks to ensure that Fire Extinguishers are located at appropriate places in office buildings and are service on a regular basis.

#### ***Human Resource***

- 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 attain established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- 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.

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

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

- Good written communication skills
- Good oral communication skills
- Strong customer and quality focus skills
- Teamwork and cooperation
- Planning and organizing skills
- Good interpersonal skills
- Good time management skills
- High level of professionalism and integrity
- High level of confidentiality
- Good initiative
- Good leadership skills
- Good people management skills

##### ***Technical:***

- Good records management skills
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Knowledge of office/inventory management

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

- Bachelor's Degree in Management Studies, Public Administration or equivalent qualification;

- Certificate in Supplies Management/Inventory or Records Management would be an asset.

### **Special Condition Associated with the Job**

- Required to meet tight deadlines.

## **2. Occupational Health and Safety Officer (GMG/SEG 1)**

### **Job Purpose**

Under the direction of the Manager, Security, Energy and Emergency Management (GMG/SEG 2), the Occupational Health and Safety Officer (GMG/SEG 1) has the responsibility to co-ordinate, support and advise the staff on all aspects of Occupational Health and Safety.

The incumbent is also required to implement and monitor standards, processes, systems and procedures, training and developmental initiatives to ensure adherence to the Ministry's Occupational Health and Safety regulations, standards and guidelines. There is also a requirement to support the Manager, Security, Energy & Emergency Management to develop and implement emergency mechanism and strategies that will alleviate the threats to safety and thereby creating an environment where employees, visitors and property are safe and well protected.

### **Key Responsibilities**

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

- Co-ordinates the development of Health and Safety policies, systems and procedures;
- Examines the Occupational Health and Safety performance of the Ministry to ensure that all divisions consistently achieve a high standard;
- Ensures that proper plans are in place in cases of emergency;
- Co-ordinates periodic fire drills to ensure the readiness of staff in cases of emergency;
- Conducts workshops and makes presentations to update staff on new technologies and best practices;
- Ensures that the best fire alarm solutions are installed, maintained and upgraded;
- Ensures the completion and regular review of Risk Assessments for all work equipment and operations;
- Ensures that all accidents are documented, and investigated and that recommendations are made and improvements implemented;
- Promotes Occupational Health and Safety awareness and appropriate behavioural and cultural change throughout the Ministry;
- Ensures that fire drills and fire alarms are correctly reported, safety inspections, risk assessments and working procedures are managed and employees are aware of their responsibilities;
- Ensures full and accurate Health and Safety records as well as training records are maintained;
- Establishes a structured programme of Health and Safety training throughout the Ministry;
- Participates in regular staff development activities and develops new skills and competencies to meet the changing needs;
- Liaises with external Health and Safety consultants in the provision of training programmes and Health and Safety services;
- Keeps up to date with all aspects of relevant health, safety, welfare and workplace legislations and communicates relevant changes to staff;
- Provides regular reports;
- Liaises with insurers, lawyers on Occupational Health and Safety matters;
- Participates in the training and mentoring of new staff;
- Participates in the setting up of sub-committees to facilitate a high standard of OHS.

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

- Develops Individual Work Plan and performance measures/standards, targets and objectives based on alignment with the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares monthly reports on customer complaints, number of issues resolved and other information as required;
- Develops, implements, reviews and improves the Health and Safety policies, plans, programmes and procedures in the Ministry;
- Promotes Occupational Health and Safety Awareness and appropriate behavioural and cultural change for staff throughout the Ministry;

- Identifies OHS related training needs in the workplace;
- Conducts safety inspections and Risk Assessments;
- Ensures that best practices and continuous improvement approaches are adopted by the Ministry in all matters of Occupational Health and Safety.

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

#### **Core**

- Excellent interpersonal skills;
- Excellent team management skills;
- Excellent negotiating skills;
- Excellent planning and organizing skills;
- Sound judgment;
- Sound problem solving and decision making skills;
- Very good oral and written communication skills;
- Strong analytical thinking skills;
- Strong customer and quality focus skills;
- Ability to influence and motivate others;
- Ability to manage the client interface.

#### **Technical:**

- Knowledge of the operations of Government/Ministry's policies and procedures;
- Sound knowledge of Occupational Health and Safety Act (2017);
- Sound knowledge of Occupational Health and Safety Administration;
- Good knowledge of the Ministry's regulatory standards and compliance requirements;
- Sound knowledge of Emergency Management and Disaster and Emergency Management Planning;
- Knowledge of budget preparation;
- Good report writing skills;
- Proficient in the use of relevant computer applications.

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

- Bachelor's Degree in Environmental Health Science, or a related discipline;
- Specialized training in Occupational Health and Safety Management;
- Two (2) years' related experience in a similar environment.

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

- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- The position entails meeting tight deadlines/timelines which may result in high degree of pressure, on occasions;
- May be required to travel locally to conduct site visits.


Applications accompanied by résumés should be submitted **no later than Monday, 2<sup>nd</sup> October 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](mailto: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**

