



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 492

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24th November, 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 **vacant post of Director, Transport, Security and Emergency Management (GMG/SEG 2)** in the **Facilities and Property Management Branch, Ministry of Economic Growth and Job Creation**, salary range \$3,770,761 - \$5,071,254 per annum.

Job Purpose

Under the direct supervision of the Director, Facilities and Property Management, the incumbent, is responsible for developing, implementing and monitoring effective programmes for the establishment of a robust safety and security culture within the Ministry. The incumbent will ensure the protection of physical infrastructure/office, equipment/furniture, documents and telecommunication assets. The post holder will be required to investigate complaints against members of staff as well as security and safety breaches identified.

The incumbent will also monitor the Ministry's fleet of motor vehicles, establishes and maintains a programme for the maintenance and repair of these vehicles and their accessories. The Officer is also responsible for ensuring that the inventory and procurement of motor vehicles and mechanical equipment are managed in accordance with the Government of Jamaica procurement guidelines. The incumbent is required to attend to all safety, security and emergency related issues within the Ministry as well as provide technical and general information to the Permanent Secretary, Director Corporate Services, Director Facilities and Property Management and other Directors and the general staff.

Key Responsibilities

Management/Administrative:

- Supervises the preparation of Repairs and Service Records for road worthy vehicles;
- Responds to queries from Private and Public Agencies concerning the Ministry's fleet of vehicles;
- Assists the Corporate Services Director in ensuring that the guidelines set for the safekeeping, transportation, protection and destruction of classified and confidential documents are maintained;
- Contributes to the preparation of the Budget, Strategic Business and Operational Plans for the Branch;
- Represents the Ministry at Seminars, Conferences, Symposiums, etc.;
- Prepares and submits Individual Work Plan.

Technical/Professional:

- Oversees all operations regarding the management of the Ministry's fleet of motor vehicles;
- Oversees the implementation, monitoring and evaluation of schedules, procedures, repairs and maintenance standards of the Ministry's fleet of Motor Vehicles;
- Analyzes motor vehicle usage and develops implement strategies to ensure cost effective operations;
- Responds to request/complaints on transportation issues and ensures they are resolved/addressed;
- Plans, develops, implements and monitors disaster preparedness programme for the Ministry;
- Provides advice and makes recommendation to the Executive Management on policy matters affecting security and disaster preparedness;
- Prepares guidelines, draft regulations, manuals, circulars, proposals and strategies for short- and long-term measures to cope with security and safety problems;
- Conducts detailed study and analysis on the general security and safety issues affecting the Ministry's Head Office, Directorates and satellite Divisions island wide, and determine guidelines for the necessary security and safety problems as well as make appropriate recommendations;

- Undertakes regular inspections of all offices of the Ministry, both at Headquarters and Regional Offices, to ensure that adequate security and safety measures are being maintained;
- Makes claims on Security Companies to replace items/equipment stolen due to negligence of Security Guards;
- Communicates directly with and maintain close liaison with Senior Officers of the Police Force, and the Jamaica Defense Force, the Chief of the Fire Services, Security Companies and monitors on a continuous basis the Ministry's security and safety measures;
- Keeps well informed of possible breaches – electronic (example Telephone, Internet), and take the necessary steps to detect these breaches;
- Recommends and maintain suitable access control, surveillance and visitor logging systems for the Ministry;
- Arranges a programme of training on security and safety education for staff including fire drills;
- Investigates thefts, break-ins and fires, compiling and submitting reports in a timely manner. Follow-ups with the Jamaica Constabulary Force and the Jamaica Fire Brigade as required;
- Conducts Sessions on security awareness, fire prevention and fire drills with Ministry personnel to minimize loss/damage in the event of fire or any security/emergency related incidents;
- Prepares periodic reports (monthly, quarterly) as appropriate on activities for each month;
- Produces periodic and ad-hoc reports of high quality for every incident, security threat and vulnerability reported;
- Provides technical advice in support of the Ministry's Security Policy, Strategy, Guidelines, Standards and best practices;
- Contributes to the development of Information Security, Cyber Security and Protective;
- Security related policies as well as related guidelines, standards and best practices within the Public Sector;
- Ensures compliance with Safety and Security guidelines, standards and requirements;
- Ensures that CCTV Systems are installed and monitored;
- Co-ordinates the conduct of Security/Risk Assessments and ensures that exercises are conducted to test the resilience of the infrastructure/office and operations to ensure that they are not compromise;
- Assists the Director, Information Technology and Business Services in the investigation of computer security incidents using appropriate analytical tools.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Assists with the development and review of the Branch's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment and selection of staff for the Branch;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division, the Ministry and the Government;
- Initiates disciplinary proceedings where appropriate;
- Develops a job enrichment strategy for the Branch in collaboration with HR;
- Ensures that the staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular staff meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems that affect the Branch to provide solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Division;
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Critical thinking
- Teamwork and co-operation
- Supervisory skills
- Good problem-solving and decision-making skills
- Excellent interpersonal skills
- Analytical and astute
- Resourceful and dependable
- Integrity
- Confidentiality
- Good leadership skills

Technical:

- Knowledge of the operations of Government/ Ministry's policies and procedures
- Knowledge of general operational procedures for Central Government
- Knowledge of fleet management and administration
- General knowledge of auto mechanics
- Solid background in security and emergency management
- Knowledge of the provisions of the relevant transport policy within the Public Sector
- Working knowledge of established safety standards and laws
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working knowledge of computer applications

Minimum Required Qualification and Experience

- First Degree in Security Management, Public Administration, Management Studies, or related field;
- Training in security and emergency management;
- Training in fleet management would be an asset;
- Five (5) years' experience in a management capacity;
- Experience in security/armed forces, private security, industry or investigate environment would be an asset.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Long hours of work including weekends and public holidays;
- Routine physical inspection of Ministry's fixed assets including Motor vehicles;
- Extensive travelling island wide;
- Must possess a valid general Driver's License.

Applications accompanied by résumés should be submitted **no later than Thursday, 7th December, 2023 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.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**