



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 478**

### **OSC Ref. C.4858<sup>46</sup>**

**9<sup>th</sup> 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 be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

- 1. Manager, Transportation and Fleet Management (GMG/SEG 1) (Not Vacant) – Facilities and Property Management Branch, Transport and Fleet Management Section**, salary range \$3,094,839 - \$4,162,214 per annum.
- 2. Senior Laboratory Attendant (LMO/TS 3) – (Not Vacant) – Agricultural Land Management Division**, salary range \$20,081 - \$27,007 per week.

#### **1. Manager, Transport and Fleet Management (GMG/SEG 1)**

##### **Job Purpose**

Under the direction of the Civil Works Engineer (SOG/ST 8), the Manager, Transportation and Fleet Management (GMG/SEG 1), provides technical and supervisory direction and advice to the staff of the Transport and Fleet Management Section. The incumbent plans, organizes develops, strategizes, administers, continually reviews and revises policies, procedures and programmes for the effective and efficient operations of the Transport and Fleet Management Section, which also operates as a key focal point and resource centre for all the Ministry's outstations and Portfolio Entities.

##### **Key Responsibilities**

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

- Participates in the Directorate's and the Branch's Strategic Planning process;
- Develops and implements the Transport and Fleet Management Section's Budget, Operational, Unit and Individual staff Work Plans;
- Develops, constantly reviews and revises the relevant acts, policies, internal work systems and procedures to assure that the Section consistently provides quality service to the Ministry; ensures that policies and procedures are appropriately documented and disseminated to staff;
- Reviews policies and schedules to ensure that the Ministry's Fleet operates at a consistently high standard;
- Provides professional/technical advice/guidance to the Civil Works Engineer, Principal Director, Permanent Secretary, and the Transport Management Board on Transportation and Fleet Management related matters;
- Educates the staff on the policies and procedures of the Transport and Fleet Management Section;
- Represents the Branch and Section at meetings, conferences and other occasions to provide and/or obtain information;
- Chairs or serves as a member of various Committees to facilitate collective decision-making on critical management issues and or provide technical advice;
- Prepares and submits Annual, Quarterly and Monthly Reports.

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

- Co-ordinates the day-to-day transport operations of the Ministry;
- Dialogues with the Civil Works Engineer, Principal Director and Permanent Secretary regarding the Strategic Direction of the Section;
- Reviews and revises the operations of the Transport and Fleet Management Section in order to improve the efficiency and effectiveness of the Section, and to deliver quality service to the Ministry;
- Analyzes Financial Reports to determine areas in need of better fiscal management;

- Establishes and manages a programme for the maintenance and repair of the Ministry's Fleet, and to ensure conformity with the relevant Government of Jamaica Policies, Regulations and Procedures;
- Manages the procurement of motor vehicles and parts for the Ministry in collaboration with the Public Procurement Branch;
- Manages the inventory of vehicles, parts and mechanical equipment;
- Reports all accidents and monitors claims;
- Serves as a key Focal Point and resource contact for the Ministry's outstations and Statutory Agencies;
- Monitors and evaluates the operations of the fleets to ensure conformity with the Government of Jamaica Motor Vehicle Policy and other regulations and procedures;
- Manages the Board of Survey process for the disposal of the Ministry's motor vehicle assets;
- Prepares cost estimates for damages, repairs and procurement of vehicles;
- Deploys and provides guidance on the economical use of resources to ensure cost effectiveness of operations;
- Collaborates with the Internal Audit Unit, facilitates and conducts audits to detect anomalies in the Fleet and/or its operations;
- Ensures that all motor vehicles within the Ministry's Fleet are compliant with the established standards of fitness, and safety, security and are appropriately registered and insured;
- Ensures appropriate and valid licenses for driving personnel and that only designated/authorized personnel access and operate vehicles;
- Reports all accidents and takes all necessary follow-up action;
- Determines priorities and sets targets within the parameters of the Branch's Objectives;
- Designs and reviews in collaboration with the Civil Works Engineer and other senior members of staff, schedules, procedures, repairs and maintenance standards;
- Conducts periodic reviews of schedules and makes spot checks to ensure that priorities and targets are being met and repairs and maintenance standards are being adhered to;
- Conducts regular checks of the Logbook, gas/gas oil records and stock balances;
- Schedules vehicle movements to economise on fuel consumption;
- Checks time sheet to ensure proper vehicle handing-over procedures are observed;
- Manages the Section's Records Management System;
- Responds to requests/complaints on transportation issues and ensures they are resolved.

#### ***Human Resources:***

- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Section;
- 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 organisational goals;
- Participates in the recruitment of staff for the Branch/Section 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 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;
- Allocates and schedules work; allocates monthly mileage to travelling officers;
- 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
- Good problem-solving and decision-making skills
- Good conflict-management skills
- Excellent planning and organizing skills
- Good analytical thinking skills
- Ability to use own initiative
- Strong leadership skills
- Strong people management skills
- Good interpersonal skills
- Strong customer and quality focus skills

- Compliance
- Integrity

***Technical:***

- Excellent working knowledge of the GOJ Motor Vehicle Policy
- Good working knowledge of the Financial Administration and Audit (FAA) Act and Regulations
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications
- Excellent knowledge of Transport and Fleet Management saving methods

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Management, Mechanical Engineering or equivalent from an accredited Tertiary Institution;
- Five (5) years' experience in Transport Management at a Supervisory Level.

**Special Conditions Associated with the Job**

- Island wide travelling;
- Working extended hours, weekends and on holidays periodically;
- Holder of a valid General Driver's Licence.

**2. Senior Laboratory Attendant (LMO/TS 3)**

**Job Purpose**

Under the direct supervision of the Senior Laboratory Technician (SOG/ST 4), the Senior Laboratory Attendant (LMO/TS 3) manages and supervises the preparation of samples, cleaning of glassware and apparatus for use by laboratory technicians in conducting analytical work. The incumbent is also responsible for the supervision of packing, sorting and retrieving items including chemicals from the storeroom and making them available to Technicians when required. There is the requirement to provide information to clients and to conduct demonstrations to students on the drying, milling and sorting of samples.

**Key Responsibilities**

***Technical/Professional:***

- Prepares samples for analyses (washing, milling and or drying as required);
- Collects De-ionizes Water from deionizer and distributed to storage containers;
- Washes and packs Laboratory glassware in trays;
- Removes equipment and/or chemicals from Store Room as requested by technicians;
- Samples retrieved from laboratory and placed in the store room;
- Cleans and re-stocks Laboratory facility;
- Maintains Laboratory in a safe environment;
- Provides demonstrations on drying, milling and sorting of information to clients effectively;
- Participates in the conduct of inventories and the ordering of equipment and supplies for the Laboratory;
- Cleans and re-stocks the Laboratory facility;
- Maintains a safe and secure environment in the Laboratory;
- Demonstrates to students the drying, milling and sorting processes utilized in preparing samples;
- Provides information to clients.

***Other:***

- Secures the Soil Laboratory at the end of the day;
- Assists with general cleaning of laboratory and equipment;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills, and Competencies**

***Core***

- Good oral and written communication skills

- Good interpersonal skills
- Good customer relations skills
- Methodical
- Good planning and organizing skills

***Technical***

- Basic knowledge of chemistry and laboratory procedures and practices
- Good display of the use of laboratory equipment
- Good display of proper laboratory techniques
- Knowledge of basic computer applications
- Basic knowledge of the ISO standards

**Minimum Required Qualification and Experience**

- Five (5) CXC subjects including English Language, Mathematics and a science subject and three (3) years related experience.

**Special Condition Associated with The Job**

- Exposure to harmful chemicals, fumes and dust.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22<sup>nd</sup> November, 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**