



Office of the Services Commissions

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CIRCULAR No. 522 **OSC Ref. C.6555¹⁶**

13th December, 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/be assigned to the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Director, Office Management and General Services (GMG/SEG 2) (Not Vacant) - Office Management and General Services Branch**, salary range \$3,770,761 - 5,071,254 per annum.
2. **Secretary (OPS/SS 2) (Not Vacant) - Human Resource Management and Development Branch**, salary range \$1,272,269 - \$1,711,060 per annum.

1. **Director Office Management and General Services (GMG/SEG 2)**

Job Purpose

Under the supervision of the Director, Corporate Services (GMG/SEG 5), the Director, Office Management and General Services (GMG/SEG 2), plans, directs and manages staff engaged in office management support activities by analyzing, improving, and implementing administrative systems.

Key Responsibilities

Administrative:

- Manages and directs staff activities to provide timely administrative services to other departments in the Ministry;
- Co-ordinates and monitors subordinate programmes and projects to attain the goals and objectives of the Unit;
- Serves on committees and task forces to provide input and exchange information;
- Attends meetings or conferences to obtain or disseminate information regarding issues and programmes relating to the Unit's work;
- Represents the Unit at government hosted functions to present evidence or information;
- Participates in the corporate and operational planning process of the ministry;
- Develops policies and procedures to outline the responsibilities of the Unit's staff;
- Tracks time-sensitive events to meet deadlines;
- Directs procurement, office management, fleet and transport management, building maintenance, asset management and security tasks and functions;
- Prepares monthly, quarterly, and annual reports as required internally and externally.

Technical/Professional:

- Ensures the development and implementation of a fleet management policy;
- Ensures the monitoring of technical teams engaged in the upgrading of existing building and the construction of new office facilities, the servicing and maintenance of equipment ensuring satisfactory completion of projects;
- Ensures the development and periodical review of the Ministry's programme for physical facilities and procurement of goods and services;
- Analyzes documents tendered by companies for the supply of goods and/or services in consultation with technical experts and prepares recommendation;
- Ensures the preparation of Bid Documents for agreed procurement and requests quotations according to GOJ guidelines;
- Reviews and oversees contracts, agreements and/or leases to ensure service is in compliance with the contract and government regulations;
- Monitors and approves the expenditure of funds, both appropriated and non-appropriated, to ensure compliance with proper financial procedures;
- Makes presentation to the Procurement Committee and prepares submission to the Financial Secretary, Government's Contract Committee and the Cabinet;

- Negotiates the terms and conditions of proposed service contracts to guarantee value for money;
- Examines and approves payments generated for goods and/or services to ensure that payments fall within the limits of the budgetary allocation;
- Liaises with contractors/suppliers in resolving discrepancies on a timely basis.

Human Resource

- Manages the welfare and development of staff in the section through the implementation of the performance management system;
- Directs/supervises the work of staff and ensures that duties are performed efficiently and effectively;
- Provides leadership to staff through effective object setting delegation and communication;
- Identifies training and development needs of employees and ensures that they are adequately addressed;
- Participates in the recruitment and selection of staff for the department;
- Ensures that staff are aware of and adheres to the policies, procedures and guidelines governing the operations of the Ministry and the public service;
- Recommends/administers disciplinary actions in keeping with established human resource policies and guidelines;
- Establishes and maintains systems to foster a culture of service and teamwork within the department;
- Trains staff in Tender and Contract Management process and other pertinent aspects of the job.

Required Knowledge, Skills, and Competencies

Core:

- Good Written and oral communication
- Teamwork and co-operation
- Integrity
- Compliance
- Adaptability
- Good social skills
- Initiative
- Good technical Skills
- Good interpersonal Skills

Technical:

- Planning and organizing
- Good financial business acumen
- Strategic vision
- Analytical thinking
- People management
- Managing external relationships

Minimum Required Qualification and Experience

- B.Sc. in Management Studies/Public Administration or equivalent from a recognized tertiary institution;
- Five years' experience in a related field including preparation of Bid/Contract Documents.

2. Secretary (OPS/SS 2)

Job Purpose

Under the supervision of the Director, Human Resource Management, the incumbent is responsible for providing efficient secretarial support to the Human Resource Management and Development Branch.

Key Responsibilities

Technical/Professional

- Types letters, memoranda, pension particulars, period of service records, staff lists, performance evaluation reports, vacation leave computations, personal data and various types of forms as required;
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Receives telephone calls and conveys messages;
- Photocopies documents as required;
- Records incoming and out-going correspondence/files;
- Dispatches incoming and out-going mail;
- Faxes correspondence to other Ministries and departments;
- Types minutes of meetings;
- Check diary for meetings from time to time;
- Deputize for other secretaries in their absence;
- Performs related duties assigned from time to time.

Required Knowledge, Skills, and Competencies

- Good word processing skills
- Sound knowledge of computer applications
- Sound knowledge of office systems and procedures
- Excellent communication and interpersonal skills

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute;
 - Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND).
- OR**
- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications.
 - Graduate from an accredited Secretarial School

Applications accompanied by résumés should be submitted **no later than Wednesday, 27th December, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**