



Office of the Services Commissions

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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 **Asset Management and Disposal Services Branch, Public Expenditure Policy Co-ordination Division (PXPC), Ministry of Finance, and the Public Service (MOFPS)**:

1. **Manager, Asset Sales & Auctions (GMG/SEG 3) (Vacant)**, salary range \$4,594,306 – \$6,178,830 per annum.
2. **Manager, Asset Custody and Warehousing (GMG/SEG 2) (Vacant)**, salary range \$3,770,761 – \$5,071,254 per annum.
3. **Senior Asset Monitoring Officer (GMG/SEG 2) (Vacant)**, salary range \$3,770,761 – \$5,071,254 annum.
4. **Asset & Sales Auction Officer (GMG/SEG 1) (2 Vacant posts)**, salary range \$3,094,839 – \$4,162,214 per annum.
5. **Asset Monitoring Officer (GMG/SEG 1) (Vacant)**, salary range \$3,094,839 – \$4,162,214 per annum.
6. **Warehouse Technician (GMG/AM 3) (Vacant post)**, salary range \$1,984,305 – \$2,668,670 per annum.

1. Manager, Asset Sales & Auctions (GMG/SEG 3)

Job Purpose

Under the general leadership and direction of the Director, Asset Management and Disposal Services, the Manager, Asset Sales & Auctions, will lead the design and transformation of the asset sales function in the GOJ. The postholder will be an integral Strategic Team Leader who will identify and implement innovative sales and marketing strategies to aid the disposal of obsolescent state assets to align with the GOJ's Goals and Objectives.

Key Responsibilities

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Sales and Auctions presentations related to Asset Management as needed.

Technical/Professional

- Participates in the development of a comprehensive operational Asset Disposal Management Strategy for the entire GOJ to ensure compliance with legislative, statutory and industry requirements;
- Participates in the design/review and implementation of strategies and pricing thresholds to facilitate asset sales to Public Sector Workers and the public by way of retail/fixed price sales, internet and live Auctions, Bids, et al;

- Provides systematic Asset Sales and Auction advice, guidance, and business support to all MDAs;
- Creates, implements and monitors effective asset sales strategies and programmes towards the achievement of GOJ asset disposal goals and objectives;
- Identifies new and existing business opportunities to increase the growth of the GOJ asset disposal sales function by promoting strong customer/stakeholder engagement, retention and attraction strategies;
- Participates in the design, implementation and review of delegation of function frameworks and guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Establishes and directs a structured multi-channel sales framework and service level agreements across MDAs in the GOJ with a focus on building a high-performance sales culture;
- Directs the planning and execution of the quarterly auction for high value assets approved for disposal by the Asset Monitoring Section and in accordance with the Sale Framework and SLAs;
- Designs and implements mechanisms to manage the organisation exhibitions and opportunities to showcase the stock pool of GOJ assets to be disposed by virtual (online shop/auctions) and physical means;
- Formulates, implements and revise systems to collect, maintain, analyze and make available data, metrics and statistics on Asset Sales and Auctions in the GOJ to support planning and performance measurement;
- Directs the collection, reconciliation and remittance all funds received via regular retail sales and auctions to the Consolidated Fund or designated fund;
- Reviews and approves Monthly Financial Reports from internal asset sales transactions, as well as transactions administered under the sales framework and SLAs by MDAs;
- Generates overall financial management reporting and sales forecasting statistics and metrics for the GOJ asset disposal function;
- Acts as the point of escalation for emerging queries and issues that arise in MDAs regarding the asset sales business processes and systems;
- Works in partnership with the Managers of Asset Monitoring and Asset Custody & Warehousing to enable organisational objectives are achieved in an efficient manner;
- Directs the monitoring and formulation of recommendations for MDAs compliance with the Asset Sales accountabilities to ensure all relevant legal and statutory requirements are met;
- Develops business relationships and partnerships with customers and key stakeholder using knowledge of the sector and trends in the market;
- Develops and implements competencies and processes required to create an effective and efficient asset sales culture and practice in the GOJ;
- Devises approaches that ensures asset sales & auction officers and MDA functionaries receive adequate training and induction to perform their sales roles in accordance with sales framework and SLAs;
- Assists Asset Sales & Auction Officers and MDAs functionaries with organisational skills, account strategies, and administrative responsibilities to ensure a high level of customer satisfaction is maintained;
- Collaborates with the Director and Corporate Communications & PR Branch – MoFPS in devising marketing and promotional strategies to support the asset sales function;
- Provides leadership through effective communication of vision, active coaching and development whilst matching sales results to goals and taking appropriate action to address this when necessary;
- Keeps up to date with trends and activities in the sector, being aware of market forces to remain ahead of the curve.
- Remains aware of relevant Asset Management and Disposal innovation and industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Human Resource

- 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 Branch and recommends, promotion, 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;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding Programme.

Customer Service

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Sound knowledge sales and marketing principles and practices;
- Strong commitment to delivering a high level of customer service;
- Sound knowledge of programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including programme development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Five (5) years' experience in a Private, NGO or Public Sector Management environment, working within Sales and Marketing principles and practices.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

2. Manager, Asset Custody and Warehousing (GMG/SEG 2)

Job Purpose

Under the general leadership and direction of the Director, Asset Management & Disposal Services, the Manager, Asset Custody & Warehousing is responsible for ensuring the efficient management and control of the strategic warehouse operations whilst achieving agreed service levels. The incumbent will provide an effective and reliable logistically services for organizing the safe and efficient receipt, storage and dispatch of warehouse materials and assets to the feed branch's operations and client demand in accordance with the FAA Act and Instructions as well related policies.

Key Responsibilities

Technical/Professional

- Participates in the research and development of a comprehensive operational Asset Disposal Management Strategy for the entire GOJ to ensure compliance with legislative, statutory and industry requirements;
- Directs the creation and implementation of best practice warehouse vision, strategy, policies, processes, and procedures to aid and improve operational performance of the Branch;
- Develops approaches that ensures an efficient warehouse operation which can fulfil operational and client demand;
- Plans future capacity requirements and innovations in alignment with the Branch's mandate;
- Plans, co-ordinates and monitors the receipt, storage, and dispatch of all assets;
- Establishes and implements mechanisms to ensure inventories are accurate, and control inventory levels by ensuring physical counts are conducted and reconciled with automated system utilizing help of the warehouse team;
- Manages the relevance and accuracy of all documentation relating to "asset in" and "asset out" including labeling of all stock items;
- Formulates strategies with the Director, ICT – MoFPS and E-Gov that ensure ICT solutions are targeted and efficient;
- Identifies any systems improvements, including ICT ones, and champions recommendations for change;
- Ensures efficient and effective use of warehouse space to include layout and future capacity requirements;
- Develops and maintains metrics/Key Performance Indicators, reports, process documentation, customer service logs and training and safety records;
- Creates policies and procedures for warehouse activities and ensure all systems meet industry standards;
- Reviews ways to aid efficiency, add value and reduce costs as well as delivering continuous improvement initiatives;
- Establishes, monitors and maintains high standards of security in the warehouse by setting security procedures and systems;
- Provides systematic Asset Custody and Warehousing advice, guidance, and business support to all MDAs;
- Maintains current knowledge of workplace health and safety matters relevant to branch's operations, and provide for resources and processes to identify, eliminate or minimize hazards, and control risks as far as reasonably practicable;
- Establishes and manages systems to ensure that ensure plant, equipment, substances and structures are maintained and safe for use, and workers are sufficiently trained and/or supervised to mitigate risk of harm at work.
- Establishes, monitors and maintain protocols that ensures all lifting and manoeuvring of product/asset is carried out in accordance with manual handling procedures;
- Monitors workplace health and safety performance and immediately report and accurately record any incidents (including near miss);
- Evaluates the root cause of incidents to assess the effectiveness of processes and practice in place and provide for continuous improvement;
- Conducts regular audit to monitor and verify workplace health and safety compliance;
- Devise approaches to ensure that staff comply to health, safety and environmental regulations and work safely to protect themselves and others in the warehouse environment;
- Establishes and maintains a clean and tidy working environment to aid operational efficiency;
- Liaises with senior executives in MDAs on plans and strategies for operational Asset Management and Disposal issues to guide policy/programme development and evaluation;
- Maintains liaison and linkages with MDAs, Statutory Bodies, Private Sector and Non-Governmental Organizations on Asset Custody and Warehousing matters to ensure that the stakeholders' interests are addressed in the design of policies and programmes;
- Remains aware of relevant Asset Custody and Warehousing innovation and industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Custody & Warehousing presentations related to asset management as needed.

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 Branch and recommends, promotion, 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;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme.

Customer Service

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- In-depth knowledge of Logistics & Inventory Management principles and practices;
- In-depth knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation;
- In-depth knowledge of policy and programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy/programme development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software.

Minimum Required Qualification and Experience

- Bachelor's Degree in Logistics, Operations Management, Engineering, Management Studies, Business Administration, Accounting or a related discipline;
- Five (5) years' experience in a Private, NGO or Public Sector Management environment, working with Logistics and Warehousing principles and practices.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings. There will be:
 - Some lifting from 2.25 - 18.5kg, for training and auditing purposes;
 - Occasional lifting from 18.5 kg +, for training and auditing purposes;
 - Access and mobility in tight spaces;
 - Working at Heights - over 5 feet, for training and auditing purposes;
 - Required to operate forklift, hoist and related logistically equipment.

3. Senior Asset Monitoring Officer (GMG/SEG 2)

Job Purpose

Under the general management and direction of the Manager, Asset Monitoring, the Senior Asset Monitoring Officer is responsible for leading team that manages the Asset Assessment & Disposal business processes, procedures, and systems in a cluster of MDAs.

Key Responsibilities

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Assessment & Disposal presentations related to asset management as needed.

Technical/Professional

- Participates in the development and implementation of operational standards/benchmarks for assessing the worth/value and usefulness of GOJ assets by employing depreciation formulas and other scientific approaches;
- Describes and classifies/ranks all categories of GOJ assets in keeping with implemented strategies and systems;
- Receives, assesses, and assigns requests from MDAs to Asset Monitoring Officer in keeping with the Asset Management and Disposal business processes;
- Appraises a wide range of GOJ assets by employing established mechanisms and protocols, including planned and unannounced site visits and inspections;
- Recommends disposal options, as well as reviews recommendations provided by direct reports for assessed assets in accordance with operational policies and procedures;
- Applies and implements key business processes and toolkits relating to the disposal of motor vehicles, high value equipment/machinery, electronic devices, specialised commodities in MDAs, et.al;
- Implements approaches to guide the redistribution or transfer of assets inter – MDAs;
- Participates in the design, implementation and review of delegation of function frameworks and guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Services as the point of escalation for emerging queries and issues that arise in MDAs regarding the assessment of GOJ asset stock;
- Provides systematic operational Asset Management and Disposal advice, guidance, and business support to all MDAs;
- Uses data collection procedures to facilitate the validation of quantitative and qualitative monitoring tools to support the operational asset management and disposal functions;
- Conducts analysis of quantitative data as well as qualitative data on all operational asset management and disposal programme inputs, outputs and outcomes in MDAs;
- Uses ICT solutions to track asset management and disposal performance in MDAs in accordance with delegation frameworks and monitoring and evaluation plans;
- Compiles quantitative and qualitative monitoring results for operational asset management and disposal functions relating to MDAs;
- Develops and Reviews Asset Disposal Schedules and Orders based on assessments conducted in accordance with SLAs and delegation frameworks;

- Reinforces effective use of an asset management ICT systems to strengthen effectiveness and efficiency;
- Ensures full compliance with health and safety legal requirements and procedures in respect of general asset management and disposals;
- Liaises with senior executives in MDAs on plans and strategies for operational Asset Management and Disposal issues to guide policy/programme development and evaluation;
- Remains aware of relevant Asset Management and Disposal innovation and industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Human Resource

- 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 Branch and recommends, promotion, 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;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme.

Customer Service

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Good knowledge of Asset & Inventory Management principles and practices;
- Good knowledge of Asset Depreciation Techniques and Disposal principles and practices used in large and complex organisations;
- Good knowledge of policy and programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy/programme development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Four (4) years' experience in a Private, NGO or Public Sector Management environment, working with Asset Management principles and practices.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

4. Asset & Sales Auction Officer (GMG/SEG 1) (2 post)

Job Purpose

Under the general management and direction of the Manager, Asset Sales & Auctions, the Asset Sales and Auctions Officer, will monitor and report on the delegated asset sales function to select MDAs in accordance with the Sales Framework and Service Level Agreements. Additionally, the incumbent will assist in the asset sales and auctions executed by the branch to support the GOJ asset management lifecycle.

Key Responsibilities

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Sales and Auctions presentations related to asset management as needed.

Technical/Professional

- Supports the Manager, Asset Sales and Auctions with the development and maintenance of multi-channel Sales Framework and Service Level Agreements;
- Assists the Manager, Asset Sales & Auctions in planning and executing quarterly auctions by identifying, cataloguing and presenting approved items for disposal;
- Sells and markets/promotes the sale of all approved assets in keeping with the Sales Framework and SLAs;
- Participates in the design/review and implementation of strategies and pricing thresholds to facilitate asset sales to public sector workers and the public by way of retail/fixed price sales, internet and live auctions, bids, et.al;
- Provides systematic Asset Sales and Auction advice, guidance, and business support to all MDAs;
- Develops and maintains retail sales catalogues/listings of assets with descriptions approved for disposals by the Asset Monitoring Section and in accordance with the sales framework and SLAs;
- Organizes and maintains the asset showroom and displays to support regular retail sales and planned auctions in collaboration with the Director, Asset Custody & Warehousing;
- Receives and processes customer enquiries (via telephone, walk-in and email);
- Guides and informs the customer whilst being able to give a competent and enthusiastic presentation of all items within the asset range;
- Escalates emerging queries and issues that arise in MDAs regarding the asset sales business processes and systems to the Director, Asset Sales and Auction;
- Records all sales enquiries along with all sales activity in the appropriate sales control system;
- Maintains a high level of asset knowledge along with a detailed understanding of potential buyers and markets;
- Negotiates and concludes asset sale, completing all appropriate paperwork and documentation in accordance with the Sales Framework, SLAs and FAA Act;
- Monitors periodic Asset Sales Reports provided by MDAs to ensure compliance Sales Framework and SLAs;
- Monitors and manages all aspects of the asset sale business process from order, payment, preparation and delivery/collection of asset;

- Reconciles and generates monthly Financial Reports for approval by the Manager, Asset Sales & Auctions of all transactions resulting in asset sales;
- Keeps up to date with trends and activities in the sector, being aware of market forces to remain ahead of the curve.

Customer Service

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.

Human Resources

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Contributes and maintains a harmonious working environment.

Required Knowledge, Skills, and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Good knowledge sales and marketing principles and practices;
- Strong commitment to delivering a high level of customer service;
- Good knowledge of programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including programme development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Three (3) years' experience in a Private, NGO or Public Sector Management environment, working within Sales and Marketing principles and practices.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

5. Asset Monitoring Officer (GMG/SEG 1)

Job Purpose

Under the general supervision of the Senior Asset Monitoring Officer, the Asset Monitoring Officer works as a part of a team supporting the operational Asset Assessment and Disposal business processes, procedures, and systems in the GOJ.

Key Responsibilities

Technical/Professional

- Participates in the development and implementation of operational standards/benchmarks for assessing the worth/value and usefulness of GOJ assets by employing depreciation formulas and other scientific approaches;
- Describes and classifies/ranks all categories of GOJ assets in keeping with implemented strategies and systems;
- Receives and assesses requests from MDAs in keeping with the Asset Management and Disposal business processes;
- Appraises a wide range of GOJ assets by employing established mechanisms and protocols, including planned and unannounced site visits and inspections;
- Recommends disposal options for assessed assets in accordance with operational policies and procedures;
- Applies and implements key business processes and toolkits relating to the disposal of motor vehicles, high value equipment/machinery, electronic devices, specialized commodities in MDAs, et.al;
- Implements approaches to guide the redistribution or transfer of assets inter – MDAs;
- Participates in the design, implementation and review of delegation of function frameworks and guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Escalates emerging queries and issues that arise in MDAs regarding the assessment of GOJ asset stock;
- Provides systematic operational Asset Management and Disposal advice, guidance, and business support to all MDAs;
- Uses data collection procedures to facilitate the validation of quantitative and qualitative monitoring tools to support the operational asset management and disposal functions;
- Conducts analysis of quantitative data as well as qualitative data on all operational asset management and disposal programme inputs, outputs and outcomes in MDAs;
- Compiles quantitative and qualitative monitoring results for operational asset management and disposal functions relating to MDAs;
- Develops Asset Disposal Schedules and Orders based on assessments conducted in accordance with SLAs and delegation frameworks;
- Reinforces effective use of an asset management ICT systems to strengthen effectiveness and efficiency;
- Ensures full compliance with health and safety legal requirements and procedures in respect of general asset management and disposals;
- Liaises with senior executives in MDAs on plans and strategies for operational Asset Management and Disposal issues to guide policy/programme development and evaluation;
- Remains aware of relevant Asset Management and Disposal innovation and industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Sales and Auctions presentations related to asset management as needed.

Customer Service

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.
- Performs all other duties and functions as may be required from time to time.

Human Resources

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Contributes and maintains in a harmonious working environment.

Required Knowledge, Skills, and Competencies**Core**

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Good knowledge of Asset & Inventory Management principles and practices;
- Good knowledge of Asset Depreciation Techniques and Disposal principles and practices used in large and complex organizations;
- Good knowledge of policy and programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy/programme development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Two (2) years' experience in a Private, NGO or Public Sector Management environment, working with Asset Management principles and practices.

Special Conditions Associated with the Job

- Work will be conducted in an office equipped with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

6. Warehouse Technician (GMG/AM 3)**Job Purpose**

Under the general leadership and direction of the Manager, Asset Custody & Warehousing, the Warehousing Technician provides support to branch by ensuring the warehouse is clean, organized and stocked. The Warehouse Technician prepare, receive, order and dispatch warehouse deliveries in accordance with agreed service levels and regulatory requirements.

Key Responsibilities

Technical/Professional

- Receives and organizes assets based on the Schedule/Listings of Assets for Disposal from the Asset Monitoring Section;
- Unloads, unpacks, inspects, loads, moves, stores and records the movements and storage locations of assets and equipment within the warehouse and as necessary inputs information on various data bases;
- Loads and unloads assets by hand or using mechanical lifting equipment;
- Liaises with Asset Sales and Auctions Section to determine plans and priorities for future sales and auctions to trigger preparation of assets;
- Reconciles discrepancies in the warehouse inventory;
- Performs stocktaking and cycle counts functions, investigates and reconciles discrepancies;
- Determines appropriate transportation methods and co-ordinates pickup with clients;
- Ensures the security of the warehouse complete housekeeping duties to maintain the warehouse in a clean, tidy and safe condition and reference materials current;
- Maintains warehouse lights, doors, crates (used for content storage) and fire extinguishers ensuring functionality and organizing contractor repairs where applicable;
- Participates in and demonstrates an understanding of safety principles and practices; follows all safety policies and procedures to support a safe working environment, including safe operation of machines and equipment
- Communicates job site conditions and concerns that may or are affecting completion of the job to Manager, Asset Custody & Warehousing;

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of Committee, meetings, seminars, workshops and conferences as required;
- Prepares reports as required.

Human Resources

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Contributes and maintains in a harmonious working environment.

Customer Service

- Maintains customer service principles, standards and measurements.
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications

Technical

- In-depth knowledge of Logistics & Inventory control principles and practices;
- knowledge of warehousing practices.
- Ability to maintain records.
- Ability to understand and execute oral and written-instructions.
- Ability to establish and maintain effective working relationships.
- Physical strength and agility sufficient to perform the work
- Knowledge of computerized systems and software.

Minimum Required Qualification and Experience

- Associate Degree/Diploma/NVQ-J in Logistics, Operations Management, Engineering, or a related discipline;
- One (1) years' experience in a Private, NGO or Public Sector Management environment, working with Logistics and Warehousing principles and practices.

Special Conditions Associated with the Job

Work will be conducted in a fast-paced environment with on-going interactions with critical stakeholders and meeting tight deadlines using specialized software, which will result in high degrees of pressure, on occasions. There will be:

- Frequent lifting from 2.25 - 18.5kg, unassisted (from 35-65% of the time)
- Occasional lifting from 18.5 kg +, assisted (up to 50% of the time)
- Access and mobility in tight spaces
- Working at Heights - over 5 feet, periodically
- Required to operate forklift, hoist and related logistically equipment
- Sustained periods of standing, sitting, walking, bending, and kneeling.

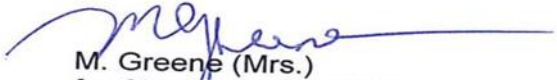
Applications accompanied by Résumés should be submitted **no later than Thursday, 1st February 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: **hrapplications@mof.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.


M. Greene (Mrs.)
for Chief Personnel Officer