



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No.34 **OSC Ref. C. 4858⁴⁶**

15th January, 2024

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/fill the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Manager Office and General Services (GMG/SEG 1) (Vacant) – Facilities and Property Management Division**, salary range \$3,094,839 – \$4,060,697 per annum.
2. **Secretary 2 (OPS/SS 2) (Not Vacant) – Agricultural Land Management Division (Hope Gardens, Kingston)**, salary range \$1,272,269 – \$1,711,060 per annum.

1. Manager Office and General Services (GMG/SEG 1)

Job Purpose

Under the direction of the Director, Facilities & Property Management (GMG/SEG 4), the Manager, Office and General Services (GMG/SEG 1), oversees the operations and provides leadership and direction to the staff of the Office Management and General Services Section, outstations and portfolio entities. The incumbent provides direction, co-ordination, management, and control in the areas of general services, maintenance, service contracts, waste management, procurement, repairs, and disposal of the Government's assets in accordance with the relevant Acts, Policies, Regulations, and Procedures. The incumbent also acts as a focal point and liaison for all Outstations to ensure that service contracts, inventory, and procurement of assets are managed in accordance with the GoJ Procurement Policy, the FAA Act, Regulations, Procedures, and Guidelines.

Key Responsibilities

Management/Administrative

- Participates in the preparation of the Branch's Annual Corporate, Operational Plans and Budget;
- Prepares, implements, and manages the Section's Operational Plan and Budget;
- Develops, constantly reviews, and revises relevant policies, internal work processes, systems, and procedures to ensure consistent quality administrative services are provided; and ensures that policies and procedures are appropriately documented and disseminated to staff;
- Directs the work of the Section by overseeing the development of the Unit and Individual Work Plans, in support of the Operational Plan;
- Liaises with the Procurement Unit and Final Accounts to ensure that bills submitted from suppliers of goods and services are processed and payments made;
- Develops policies and procedures to outline the responsibilities of the Section's staff;
- Keeps check of events to meet logistics deadlines;
- Provides technical and professional advice to the Director on portfolio functions and makes recommendations for improvement;
- Prepares and submits reports;
- Convenes and participates in meetings relevant to role and function;
- Serves on committees and task forces to provide input and exchange information;
- Attends meetings or conferences to obtain or disseminate information regarding issues and programs relating to the Section's work;
- Represents the Ministry/Unit at meetings, seminars, and other events to provide or disseminate information;
- Tracks time-sensitive events to meet deadlines;
- Certifies claim forms for members of the Section in respect of overtime;
- Chairs/sits on various committees to provide support, and advice, and obtain information regarding areas under portfolio.

Technical/Professional

- Develops in collaboration with the Director and implements strategies and procedures to guide the operations of the Section;
- Develops, reviews, and revises relevant policies, programmes, systems, and procedures to ensure relevance and compliance, and efficiency;
- Manages and reviews the waste management systems of the Ministry to ensure a consistently healthy and safe working environment;
- Develops, implements, and manages an effective Inventory Management System for the Ministry;
- Manages the procurement of stationery, printing, cleaning refreshment, first aid, and toiletries supplies to mitigate outages and protect the Ministry's image and reputation;
- Manages the procurement of service contracts, furniture, equipment, and machinery on behalf of the Ministry to ensure the efficient operation of the Ministry to meet its goals and objectives;
- Reviews, manages, and revises the Inventory Management System for relevance and proper capturing of data to enhance efficiency and effective decision-making;
- Develops, implements, and manages an effective Asset Management System and Programme for the Ministry and its outstations;
- Reviews, and revises the Inventory Management System for relevance and proper capturing of data to enhance efficiency and effective decision-making;
- Develops, manages, and implements a payments and receivables tracking system to ensure timely payment and collection of monies;
- Verifies receipts of supplies and coordinates the payment for invoices submitted for deliveries;
- Develops, implements, and reviews appropriate systems and procedures to ensure the effective operation of the Office Management and General Services Section;
- Negotiates, evaluates, and manages service contracts for the Ministry and its locations to ensure compliance with Government's Policies, Regulations, and Guidelines;
- Acts as consultant and provides technical support and advice to Outstations and portfolio entities regarding office management and general services activities and deliverables;
- Provides suitable office accommodation and environment for all members of staff;
- Manages the commissioning of minor repairs to office furniture and equipment;
- Oversees the maintenance of the Ministry's general work environment and grounds to ensure cleanliness and upkeep;
- Develops, manages, and implements an effective Asset Management Programme and System;
- Liaises with Divisional Heads to determine/confirm the purchase of new office furniture/equipment, or to arrange for the repairs/servicing of same;
- Directs and co-ordinates the Board of Survey activities and prepares and submits the relevant reports;
- Ensures that the BOS items are removed from the Divisions/Units to the BOS location and that assets marked for disposal are disposed of according to the National Environmental Planning Agency (NEPA) guidelines, and the FAA Act;
- Liaises with Divisional Heads to determine/confirm the purchase of office supplies;
- Establishes, reviews, and maintains proper sanitation measures for the Ministry;
- Manages the Messenger Service for the Ministry and rotates staff from time to time to ensure efficiency;
- Oversees the maintenance of an efficient filing system for internal and external correspondence for the Unit;
- Directs the processing for the payment of Tailoring Allowances and safety clothing for relevant staff;
- Organizes the provision of adequate amenities and welfare facilities such as light, air conditioning, plumbing, telephones, and office supplies for the Ministry's staff;
- Manages the maintenance schedules of the various air-conditioning units, printers, and photocopiers within the Branch, and conducts inspections;
- Develops a Cleaning Roster for the maintenance of the office environs, Aftercare, and grounds of the Ministry and conducts inspection accordingly;
- Directs and supports the hosting of events and ensures that the venue is prepared for the hosting of same.

Human Resource Management

- Oversees the preparation and maintenance of leave records for employees;
- 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;
- 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;

- In collaboration with the Human Resource Management & Development Division, develops and implements a succession planning programme for the Branch/Section to facilitate continuity and the availability of required skills and competencies to meet the needs of the Branch;
- Liaises with the Human Resource Management Unit for direction on matters pertaining to staff absences and welfare;
- 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;
- Manages and reports staff conflicts;
- Maintenance of the Identification Card System for staff for all Divisions and Outstations of this Ministry;
- Participates in, and/or arranges for the orientation of new staff to the Section;
- Perform any other related duties which may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Excellent planning & organizing skills
- Excellent teamwork and cooperation
- Good time management skills
- Good interpersonal skills
- Good customer and quality focus skills
- Problem-solving and decision-making skills
- Methodical
- Goal/results/oriented skills
- Strong leadership skills
- Managing the client interface
- Integrity

Technical:

- Strong negotiation skills
- Good knowledge of Contract for Service
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of office/inventory & supplies management
- Sound knowledge in Government Procurement Procedures and FAA Act
- Proficiency in the relevant computer application software

Minimum Required Qualification and Experience

- Bachelors' Degree in Public Administration, Business Administration, Management Studies or equivalent from a recognized tertiary institution.
- Knowledge of Asset Management/Inventory Management
- One (1) year experience in a related field
- Training in Supervisory Management would be an asset

Special Conditions Associated with the Job

- Will be required to work beyond normal working hours.
- Traveling to various locations to perform work-related functions and/or attend meetings.

2. Secretary 2 (OPS/SS 2)

Job Purpose

Under the supervision of the Regional Rural Planner (SOG/ST 8), the Secretary (OPS/SS 2) is responsible for providing secretarial and support services to the Planning Unit and other members of staff as directed, to ensure the effective and efficient operations of the Unit.

Key Responsibilities

- Transcribes and reproduces Minutes of Meetings;
- Composes and reproduces letters, memoranda and reports;
- Receives and makes telephone calls and translates messages;
- Ensures that messages are received and delivered;
- Schedules appointments and arranges meetings;
- Monitors and maintains the Attendance Register and Leave of Absence Cards;
- Maintains and updates records and filing system;
- Screens and directs visitors to the relevant Officers;
- Records and dispatches incoming and outgoing mails;
- Analytical reports for soil, plant and water analysis typed and copies filed;
- Prepares invoices for services and monitors the processing of payments;
- Receives, forwards and directs faxes to the relevant officers.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer and quality focus skills
- Good problem solving and decision making skills
- Good conflict management skills
- Integrity
- Social skills
- Good time management skills

Technical:

- Sound knowledge of office procedures and secretarial skills
- Proficient in the use of relevant software applications
- Proficiency in typewriting skills at speed of 40 – 45 w.p.m.
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

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
- Shorthand at 80-100 words per minute would be an asset

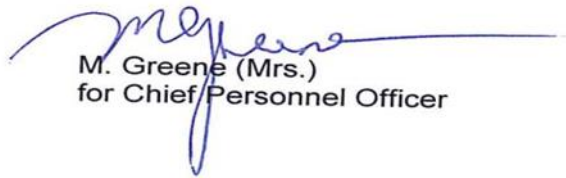
Applications accompanied by résumés should be submitted **no later than Friday, 26th January, 2024 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6

Email: 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.



M. Greene (Mrs.)
for Chief Personnel Officer