



Office of the Services Commissions

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CIRCULAR No. 118 **OSC Ref. C. 6272¹⁸**

7th March, 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 to the post of **Director 1, State Protocol Management and Logistics (GMG/SEG 1) - (Not Vacant)** in the **Chancery and Protocol Unit, Office of the Prime Minister**, salary range \$3,094,839 - \$4,162,214 per annum.

Job Purpose

Under the direct supervision of the Director 3, Ceremonials, Operations and Staff Administration, the Director 1, State Protocol Management and Logistics, has responsibility for the management of the usage of National Emblems and Symbols; managing public training materials and assisting in training; assisting with planning and execution of State Ceremonies, State and Official Visits, State and Official Funerals, National Honours and other Awards, in collaboration with other entities; managing the Unit's Budget/Expenditure; responding to queries; assisting with Media Monitoring with regards to Protocol issues and preparation of Logistical Plans.

Key Responsibilities

- Assists with organizing details concerning the venue and logistics by:
 - ✓ Preparing the programme for the Ceremony;
 - ✓ Ensuring that the venues are in order; tents are properly placed, chairs correctly labeled, Medals and Certificates appropriately arranged;
 - ✓ Ensuring the Dignitaries are properly seated and guiding Awardees to the presentation platform;
- Procures all Goods and Services for the event including arrangements for printing, publication etc.;
- Receives/Greets guests of the Prime Minister, as assigned and ensures the prescribed standards of official protocol, hospitality and etiquette are maintained;
- Assists with the preparation for state ceremonies: including Installation Ceremonies, State and Official Visits to Jamaica by Heads of State/Government and other Dignitaries;
- Assists in the preparation for State and Official and Funerals and other Ceremonies;
- Vets nomination lists submitted for National Awards and assists with their collation for presentation to the Cabinet Sub-Committee for National Honours and Awards for consideration;
- Procures all Goods and Services for the events including arrangements for the printing and preparation of Insignia, Medals and Instruments of Appointments and Certificates of Awards for the National Honours and Awards Ceremony;
- Assists with the planning and execution of the National Honours and Awards Ceremonies;
- Assists with the distribution of awarded Medals to the Uniformed Services;
- Prepares Logistic Plans for all events;
- Keeps abreast of developments in Official Protocol and Etiquette and recommends changes/adjustments to the Chief of State Protocol;
- Keeps up to date with daily events and VIPs via the Media;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent knowledge of international and local rules and practices regarding Official Protocol and Social Etiquette
- Excellent knowledge of National Symbols and Emblems and National Honours Awards
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values at all times
- Good planning and organizing skills
- Strong analytical and problem -solving skills
- Excellent interpersonal and social skills
- Highly skilled in the preparation of Logistic Plans
- Good research and IT skills

- Knowledge of GOG Procurement guidelines
- Knowledge of the FAA Act
- Proficiency in Microsoft Office Suite
- Ability to effectively work in a team
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations

Minimum Required Qualification and Experience

- Undergraduate Degree in Business or Public Administration or related discipline from an accredited Institution;
- Training in Protocol and Social Etiquette and Procurement Guidelines;
- Two (2) years' experience in related activities;
- Experience in events planning and management.

Special Conditions Associated with Job

- Required to travel locally in the execution of official duties;
- Will required to work beyond normal work hours, whenever the need arise.

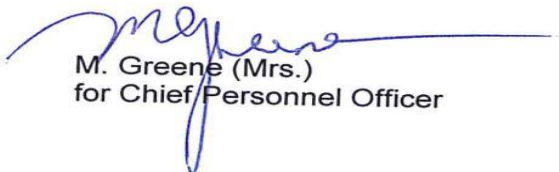
Applications accompanied by résumés should be submitted **no later than Wednesday, 20th March, 2024 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: jobs@opm.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