

## 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](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 138**

**OSC Ref. C. 6528<sup>13</sup>**

**18<sup>th</sup> 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 fill the following **vacant** posts in the **Island Traffic Authority (ITA)**:

1. **Manager, Management Accounts (Level 7)**, salary range \$3,770,761 - \$5,071,254 per annum.
2. **Manager Documentation, Information and Access Services (Level 7)**, salary range \$3,770,761 - \$5,071,254 per annum.
3. **Manager, Administration and Asset Management (Level 7)**, salary range \$3,770,761 - \$5,071,254 per annum.
4. **Head, Public Procurement (Level 6)**, salary range \$3,094,839 - \$4,162,214 per annum.

#### **1. Manager, Management Accounts (Level 7)**

##### **Job Purpose**

Reporting to the Chief Finance Officer, the incumbent has responsibility for the preparation and implementation of the ITA's Cash and Accrual Budgets in accordance with its approved Corporate Plan, to the guidelines prescribed by the Financial Secretary and the priorities and policies of the Government.

##### **Key Responsibilities**

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

- Leads and manages the Branch for effective analysis, planning and management of Management and Cost Accounting Programmes and Projects;
- Fosters and maintains effective partnerships with stakeholders for the implementation of Budget Management Systems;
- Provides technical advice to the Chief Financial Officer as it relates to Management and Cost Accounting for the ITA;
- Participates in the ITA's Strategic Planning Process, streamlines the operations of the Management Accounting Branch with the highlighted strategic direction of the Organization;
- Prepares and monitors the Branch's contribution to the Operational Plan and Budget;
- Researches and provides insights on existing and future demands and services;
- Prepares reports, presentation and other official documents towards the effective management and provision of services.

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

- Advises the Chief Financial Officer on the financial performance of the ITA and on its financial status;
- Provides expert advice and specialist assistance to Programme Managers, as required;
- Prepares Budgets in line with the Ministry of Finance's Guidelines as well as in accordance with the Authority's Corporate Plan, policy priorities and resource availability;
- Implements and operates an effective Cash Management System;
- Evaluates in conjunction with Strategic Management, Physical and Financial performance in the implementation of the Capital Projects as well as activities in the Recurrent Budget.

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

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action, where necessary to improve performance and/or attaining established personal and/or organizational goals;

- Participates in the recruitment of staff for the ITA 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;
- Maintains a system that fosters a culture of teamwork, integrity, engagement, high performance and commitment to the organizational goals and initiatives;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Management and Development Division.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent oral and written communication skills
- Team and results orientated
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- Adheres to standards values and rules of the Organization
- Handles pressure and stress in a professional manner

#### ***Technical:***

- Excellent analytical and judgment skills
- Good leadership skills
- Skills in operating computerized accounting systems
- Excellent knowledge of GoJ Accounting principles, guidelines and laws

### **Minimum Required Qualification and Experience**

- Master's Degree in Accounting, or Business Administration or Management Studies or any equivalent relevant qualification from a recognised tertiary institution plus at least five (5) years post qualification experience.
- OR**
- Association of Certified Chartered Accountant (ACCA) or Uniform Certified Public Accountant (CPA) or any equivalent recognized professional qualification in accounting or management plus at least five (5) years post qualification experience.
- OR**
- BSc degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution plus at least ten (10) years' experience in Accounting.

## **2. Manager Documentation, Information and Access Services (Level 7)**

### **Job Purpose**

Leads and co-ordinates the management of files and oversees the maintenance distribution, storage and disposal of all official files and records within the custody of the Island Traffic Authority. Maintains proper accountability of all the official records and mail which are entered or created by the Authority and make them available within the minimum time to the relevant users.

Administers the provisions of the Access Information Act on behalf of the ITA.

### **Key Responsibilities**

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

- Leads and manages the Branch for effective analysis, planning and management of documentation and information;
- Fosters and maintains effective partnerships with stakeholders for the implementation of Records Management and Library Systems;
- Provides technical advice to Director General and Senior Director, Corporate Services as it relates to Records, Information Management and Library Services;
- Participates in the ITA's Strategic Planning Process, streamlines the operations of Documentation, Information and Access Services Branch with the highlighted strategic direction of the Organization;
- Prepares and monitors contribution to the Operational Plan and Budget;
- Researches and provides insights on existing and future demands and services;

- Prepares reports, presentations and other official documents towards the effective management and provision of services;
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution.

***Technical/Professional:***

- Researches/analyses and administrates on request made to access public records in accordance with the ATI Act;
- Prepares and presents ITA's case to ATI Appeals Tribunal in matters to advert appeals against ATI's decision for access;
- Analyzes and appraises the status of record keeping and documentation in the Authority and develops and oversees the implementation of modern, professional and technical standards;
- Develops long-range forecasts for the Records and Information Management Programme within the ITA;
- Administers the provision of a comprehensive reference service to support the Authority and its Divisions and the Branch's need for relevant, timely and accurate information;
- Guide and advises leadership and management in relation to Records and Information Management Programmes;
- Conducts/co-ordinates/collaborates with internal and external Committees relevant to the function of the Authority;
- Devises the development of Ministry's automated information systems (records, files, unpublished documents to be automated) and liaise with the ICT Branch in the design and control use of such systems;
- Acts as the key contact for strategic advice regarding compliance with the Access to Information Act, the retention, storage and destruction of records;
- Ensures appropriate response in accordance with requirements to disclose records as a result of litigations with specific reference to information management;
- Satisfies the information needs of the Authority's clientele by reviewing documentation systems, procedures, holdings and equipment to ensure that they support management's effectiveness in the conduct of business;
- Reviews existing information services, procedures, staffing, accommodation, equipment and standards of performance making recommendations for improvement and monitor proper implementation.

***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action, where necessary, to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment staff for the ITA 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;
- Maintains a system that fosters a culture of teamwork, integrity, engagement, high performance and commitment to the Organisation's goals and initiatives;

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Good Interpersonal skills
- Integrity
- Good problem-solving and decision-making skills
- Partnership and collaboration
- Team and results orientated

***Technical:***

- Good leadership skills
- Good analytical skills
- People Management skills
- Excellent knowledge of Records Management practices in the Public Sector
- Excellent knowledge of relevant legislation and guidelines, including ATI Act and Road Traffic Act and Regulations
- Expertise in Records and Information Management and Library Services
- Sound knowledge of computer applications systems

### **Minimum Required Qualification and Experience**

- Master's Degree in Library Studies, Information Management or related field;
  - Three (3) years working in a related field with management experience.
- OR**
- Bachelor's Degree in Library Studies, Information Management or related field six (6) years working in a related field with management experience.

### **3. Manager, Administration and Asset Management (Level 7)**

#### **Job Purpose**

Reporting to the Senior Director, Corporate Services, the incumbent manages and implement mechanisms to ensure effective office systems and equipment, property and transport management and maintenance of ergonomically sound and safe working settings, in accordance with established standards and regulation and in support of the Authority's goals and objectives.

#### **Key Responsibilities**

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

- Leads and manages the Branch for effective analysis, planning and management of programmes and projects;
- Fosters and maintains effective partnerships with stakeholders for the implementation of facilities and asset management;
- Provides technical advice to Deputy DG Corporate Services as it relates to property, transport and facilities management within the ITA;
- Participates in the ITA's Strategic Planning Process, streamlines the operations of the Branch with the highlighted strategic direction of the Organization;
- Prepares and monitors the Branch's contribution to the Operational Plan and Budget;
- Researches and provides insights on existing and future demands and services;
- Prepares reports, presentations and other official documents towards the effective management and provision of services;
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution.

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

- Implements appropriate systems to ensure maintenance of well-ordered, ergonomically sound and safe office settings;
- Manages the proper functioning of office systems and equipment, and scheduled servicing and repairs of vehicles and other assets;
- Formulates overarching policies and procedures regarding security, property management, office management and transport based on Government principles and regulations;
- Oversees the provision of adequate stores of office material and supplies and monitors to ensure maintenance of efficient systems for the request and supply materials and adherence to internal control measures;
- Develops a Disaster Recovery Plan for equipment and furniture for the Authority and all its locations;
- Manages the facilities and property management and transport systems of properties under the Authority, including ITA Service Hubs across the island;
- Oversees the property management of the ITA and provides advice for the negotiation of property agreements;
- Develops/facilitates the development of guidelines, policies and standards for the transportation, asset management and property management portfolio of the Authority;
- Conducts training sessions for staff in regard to the functional areas of the Division;
- Manages fixed assets in keeping with the relevant policies.

##### ***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action, where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the ITA and recommends transfers, 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.

## **Required Knowledge, Skills and Competencies**

### ***Core:***

- Excellent oral and written communication skills
- Customer and quality focus
- Good interpersonal skills
- Integrity
- Good problem-solving and decision-making skills
- Partnership and collaboration
- Team and results orientated

### ***Technical:***

- Good planning and organizing skills
- Good leadership skills
- Good People Management skills
- Sound background in facilities and asset management
- Knowledge of property management
- Proficient in the use of standard Computer Application

## **Minimum Required Qualification and Experience**

- Master's Degree in Public Administration/Management Studies/Business Administration or related field with three (3) years related experience.
- OR**
- Bachelor's Degree in Public Administration/Management Studies/Business Administration or related field with six (6) years' experience in a related position.

## **4. Head, Public Procurement (Level 6)**

### **Job Purpose**

The incumbent is responsible for planning and co-ordinating the systemic execution of procedures for the timely and cost-effective procurement of equipment, materials and services on behalf of the Island Traffic Authority, in accordance with GOJ procurement and procedures and generally accepted public/ethical policies.

### **Key Responsibilities**

- Provides guidance to the ITA staff on procurement matters;
- Prepares reports, presentations and other official documents towards the effective management and provision of services;
- Prepares/reviews Procurement Policies and Procedures for the Authority;
- Monitors that all procurement practices conform to the Financial Administration and Audit (FAA) Act, the Public Procurement Act and Government Procurement Procedures/Guidelines;
- Functions as a Procurement Co-ordinator and Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Manages the compliance of Tender documents for their adherence with GOJ standards and disseminated accurately and timely;
- Acts as Purchasing Agent on behalf of the Authority, as well as with local funded projects;
- Monitors procurement activities to ensure alignment with the Procurement Plan;
- Evaluates the performance of the procurement process along with the Procurement Committee Members;
- Oversees the Contract Award and Tender processes;
- Represents the Branch at Procurement and Contract Award Committees and Board Meetings;
- Reviews and approves Contract Award recommendations within specified thresholds;
- Collaborates with the Finance and Accounts Division for the necessary assistance and information as it relates to preparation of payments and reconciliation of accounts;
- Procures goods and services on a competitive basis, ensures the objectives and basic principles of procurement guidelines are adhered;
- Certifies invoices and payments prior to submitting to Finance and Accounts Division;
- Acquires clearance letter from NIS, NHT and Tax Compliance Certificate from the Collector of Taxes for the Authority;

- Liaises with the representatives from Funding Agencies and Government Department/Entities on matters related to purchases and external payments for goods to confirm with establishing guidelines, rules and regulations;
- Organizes/Lead Tender Opening Exercises;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action, where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of staff for the ITA and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Maintains a system that fosters a culture of teamwork, integrity, engagement, high performance and commitment to Organization's goals and initiatives;
- Participates in setting the framework for culture and expectations for the Onboarding or Orientation Programme/Process.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Good interpersonal skills
- Integrity
- Good problem-solving and decision-making skills
- Team and results orientated
- Quality focus

#### ***Technical:***

- Good planning and organizing skills
- Negotiating skills
- Project Management skills
- Knowledge of Trade Suppliers and Inventory Analysis
- Excellent knowledge of GOJ's Public Procurement Act and regulations
- Sound knowledge of FAA Act
- Excellent knowledge of Contract and Tender Management
- Proficient in relevant Computer Application Software

### **Minimum Required Qualification and Experience**

- Bachelor Degree in Business Administration, Management Studies, Public Sector Management, Economics, Accounts or related discipline;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
- Five (5) years related experience.

**OR**

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND five (5) years related experience.

**OR**

- Associate Degree/Diploma Business Administration, Management Studies, Public Sector Management, Economics, Accounts or related discipline;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND five (5) years related experience.

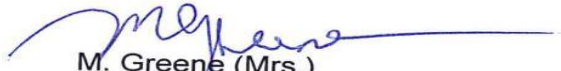
Applications accompanied by résumés should be submitted **no later than Tuesday, 2<sup>nd</sup> April, 2024 to:**

**Senior Director, Corporate Services  
Island Traffic Authority  
97 B Church Street  
Kingston**

**Email: [ita-hr@mtw.gov.jm](mailto:ita-hr@mtw.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