



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 139

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19th 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 **Procurement and Administration Branch, Court Administration Division (CAD), Supreme Court:**

1. **Transport Manager (GMG/AM 4)**, salary range \$2,478,125 - \$3,332,803 per annum.
2. **Office Manager (GMG/AM 4)**, salary range \$2,478,125 - \$3,332,803 per annum.

1. Transport Manager (GMG/AM 4)

Job Purpose

Under the direction of the Director, Procurement and Administration (GMG/SEG 2), the Transport Manager (GMG/AM 4), is responsible for ensuring the adherence to the Motor Vehicle policy developed by the Ministry of Finance and the Public Service; manages a fleet of vehicles for the Court Administration Division and the Judiciary and supervises all Drivers.

Key Responsibilities

Managerial/Administrative:

- Recommends changes in transport procedures;
- Prepares Budget for the Transport Unit;
- Participates in the development of the Operational Plan;
- Prepares the Work Plan for direct reports;
- Attends meetings and conferences on behalf of the Organization.

Technical/professional:

- Ensures that all fleet vehicles are compliant with all legal, regulatory and contractual requirements, and where necessary, escalating any identified issues and recommending resolution to the Director, Procurement and Administration;
- Monitors operations to ensure that staff members comply with administrative policies and procedures, safety rules, and government regulations;
- Ensures that all required processes, systems and controls are in place within the Unit to enable achievement of its objectives effectively and efficiently i.e. safe parking of vehicles etc.;
- Develops and implements a proactive, planned and structured approach to the maintenance of fleet vehicles, keeping within the designated Budget and ensuring all vehicles used are fit for purpose;
- Ensures Transport Staff deliver the service appropriate to the needs of the Organization and in line with relevant guidelines;
- Keeps up-to-date Database for vehicle inventory and operational cost;
- Maintains records, which includes keeping updated records concerning maintenance, payment for servicing vehicle and expenditures of fuel acquisition;
- Monitors and maintains staff records on licensing, driving, testing and training and arranges for re-training and re-certification of Drivers and registration and re- certifications of vehicles;
- Monitors spending to ensure that expenses are consistent with approved Budgets;
- Ensures that the maintenance, (oiling and servicing schedule of the vehicles) is followed;
- Monitors fuel advance cards and fuel acquisition and analyses fuel statements from Gas Stations;
- Reconciles receipts with statement from relevant Company repairing vehicles;
- Ensures that proper inventory of all components of vehicles are maintained and checked frequently;
- Arranges transportation for furniture, equipment and person;
- Visits accident sites and collates accident reports and keeps records/history of Drivers and accidents;
- Maintains Duty Roasters of Drivers to support pick-up and drop-off;

- Provides support for the delivery of mail all mail and stationery leaving the Organization;
- Submits comprehensive monthly report to the Director, Procurement and Administration.

Human Resource Management:

- Creates an effective team to achieve the Unit's objectives and targets;
- Provides day to day leadership and direction in the development and continual performance improvement of the Unit and oversees and manages the Unit's activities and operations;
- Ensures that the staffing needs of the Unit are met through appointments, promotions and staff development and training;
- Ensures the management and continuous performance of staff within the Unit through the implementation of the Performance Management System;
- Performs any other related duties that may be assigned by the Director, Procurement and Administration and which may be deemed to fall within the remit of the post.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Good time management skill
- Good customer service skills
- Good leadership skills
- Good team building skills
- Keen eye for details
- Goal and results oriented
- Good planning and organization skills
- Able to use Initiative

Technical:

- Sound knowledge of auto-mechanics
- Knowledge of organization mandate, operations and procedures
- Good problem-solving skills
- Knowledge of Staff Orders/Public Service Regulations, GOJ's Motor Vehicle/Procurement Policies
- Proficient in the use of relevant Computer Software i.e. Excel, Word, PowerPoint

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or Management Studies;
- Certificates in Supplies AND Supervisory Management would be an asset;
- Three (3) years' experience working in a fleet management or transport environment, inclusive of 1 year's management experience.

Special Condition Associated with the Job

- Some travelling will be involved.

2. Office Manager (GMG/AM 4)

Job Purpose

Under the direction of the Director, Procurement and Administration, the Office Manager (GMG/AM 4), is responsible for implementing the appropriate mechanisms for effective management of the CAD's Office Services, ensuring a habitable and safe office environment in accordance with established standards and guidelines towards achieving the CAD's objective.

Key Responsibilities

Management:

- Participates in the development of the Unit's operational objective and standards;
- Prepares Work Plan and schedules for staff;
- Convenes and participates in meetings relevant to role and function;
- Prepares Operational Reports;
- Co-ordinates and oversees the functions of direct reports;
- Provides leadership to director reports.

Technical:

- Implements the appropriate systems and procedures and to ensure the effective operation of the Office Services Unit;
- Maintains a current and accurate inventory of office furniture and equipments;
- Prepares location charts and ensure the proper indexing for office furniture and equipment within Central Ministry and its Agencies;
- Conducts periodical count of office furniture and equipment;
- Liaises with Divisional Heads regarding office accommodation and comfort;
- Ensures that the Telephone/Switchboard is functional and Operators are scheduled to ensure that the Switchboard is properly manned;
- Ensures that Ancillary Staff are aware of their duties and are appropriately assigned;
- Ensures that overtime duties are effectively monitored and appropriately assigned;
- Monitors the timely receipt and distribution of daily subscription of Newspaper;
- Ensures that catering services are provided, as the need arises;
- Assists with the monitoring of the maintenance of the Copiers;

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 personnel and/or organizational goal;
- Participates in the recruitment of staff for the Division 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;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goal;
- Performs any other related duties that may be assigned by the Director, Procurement and Administration and which may be deemed to fall within the remit of the post.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Organization's policies and procedures
- Excellent interpersonal skill
- Excellent oral and written communication skills
- Working knowledge in the relevant computer applications
- Ability to work in teams
- Keen eye for details

Minimum Required Qualification and Experience

- First Degree in Public Administration or Management Studies.
- OR**
- Certificate in Supplies Management, and at least three (3) years related work experience.

Special Condition Associated with the Job

- Some travelling will be involved.

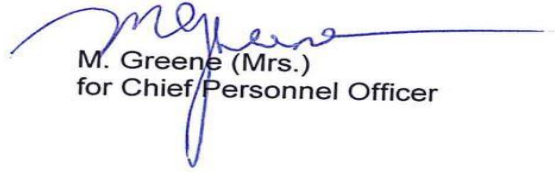
Applications accompanied by résumés should be submitted **no later than Wednesday, 3rd April, 2024 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
25 Dominica Drive,
Kingston 5**

Email: hrma@cad.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