



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 212** **OSC Ref. C. 6222<sup>13</sup>**

**22<sup>nd</sup> May, 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 **vacant post of Administrative Services and Fleet Management Officer (GMG/SEG 1)** in the **Human Resource Management and Administration Unit, Postal Corporation of Jamaica**, salary range \$3,501,526 – \$4,709,163 per annum.

#### **Job Purpose**

The Administrative Services and Fleet Management Officer will ensure that administrative and office services are provided in a cost-effective manner that supports the efficient and effective operation of the Corporation. The incumbent will also ensure that all assets are adequately accounted for via a functioning Inventory System and will be responsible for:

- Ensuring adherence to the Motor Vehicle Policy developed by the Ministry of Finance and the Public Service (MOF&PS);
- Managing a fleet of vehicles for the Postal Corporation of Jamaica.

#### **Key Responsibilities**

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

- Assists in the development of the Human Resource Management and Administration's Branch Plan and Budget;
- Prepares Individual Work Plan;
- Ensures that direct reports' Individual Work Plans are prepared;
- Represents the Corporation at meetings, conferences and other fora, as directed;
- Prepares status and other reports;
- Provides administrative support in respect of administration matters;
- Keeps staff abreast of administration policies and regulations.

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

##### ***Office Services***

- Establishes and maintains an Inventory Management System for all office furniture, equipment and office supplies, to mitigate outage and to facilitate continued operation by monitoring the re-ordering of office supplies in accordance with agreed re-order levels and inventory of items, by ensuring that all furniture and equipment are inventoried as required;
- Co-ordinates the disposal of obsolete and redundant assets by organizing Board of Surveys;
- Prepares for submission, Board of Survey Reports, to the Ministry of Finance and the Public Service;
- Assists with the development and implementation of an Access Management System to ensure accountability of all access to the Entity;
- Liaises with Unit Heads regarding office accommodation and comfort;
- Manages cleaning services and supplies, ensuring offices are cleaned to required standards;
- Manages the general maintenance of office equipment;
- Manages the commissioning of minor repairs to office furniture in accordance with the designated procedures;
- Manages the removal, relocation and placement of office furniture and equipment within the Corporation, as necessary;
- Ensures that all members of staff are issued with employee identification and access cards;
- Manages the arrangements for all in-house functions and meetings, ensuring venues are prepared, manned and refreshment provided;
- Complies with the precautionary measures laid down by the Ministry of Finance and the Public Service for securing offices and assets in the event of natural disasters, such as hurricane, et al, and represents the Ministry at Disaster Preparedness meetings and any other as directed;
- Draft responses to Audit queries/observation;
- Develops, implements and maintains Standard Operating Procedures for the management and security of personnel and other records and information;

- Develops, implements and maintains a Disaster Preparedness Plan for the Corporation's records;
- Ensures the creation and maintenance of a File Index for personal files;
- Ensures that documents are classified in keeping with established classification standards;
- Oversees the co-ordination of records inventory to set retention and disposition schedules;
- Drafts correspondence and other documents for review;
- Co-ordinates and attends Human Resource meetings; takes and disseminates action notes as required.

### ***Transportation and Fleet Management***

- Ensures that all fleet vehicles are compliant with all legal, regulatory and contractual requirements and, where necessary, escalating any identified issues and recommends resolution to the Director - HRMA;
- Monitors operations to ensure that staff members comply with administrative policies, 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 delivers the service appropriate to the needs of the Corporation 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 recertification of vehicles;
- Monitors spending to ensure that expenses are consistent with approved Budgets;
- Ensures that the maintenance, oiling and servicing schedule of the vehicles are 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 Rosters of drivers to support pick-up and drop-off;
- Provides support for the delivery of mail - all mail and stationery leaving the Corporation;
- Submits comprehensive Monthly Report to the Director, Human Resource Management and Administration (HRMA).

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

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective actions, where necessary;
- Participates in the recruitment of staff for the Corporation and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and developmental needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports;
- Performs any other related duties assigned from time to time by Supervisor.

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

#### ***Behavioural:***

- Good oral and written communication skills;
- Teamwork and co-operation;
- Good interpersonal skills;
- Ability to use own initiative;
- Customer and quality focus;
- Compliance;
- Adaptability;

- Integrity;
- Methodical;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills;
- Goal/Result Oriented;
- Ability to manage external relationships;
- Good leadership skills;
- Impact and influence;
- Managing partners;
- Good analytical thinking skills.

***Technical:***

- Good use of Information, Communication and Technology;
- Change Management;
- Strategic Vision;
- People Management skills;
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit Act Financial Instructions and other GoJ policies that guide the management of human resource and administration services;
- Knowledge of the Public Procurement Act, Government of Jamaica Comprehensive Asset Management Policy and Revised Comprehensive Motor Vehicle Policy for the Public Sector and other policies that guide the acquisition and disposal of Government assets;
- Knowledge of the GoJ's strategic planning and budget management processes;
- Knowledge of the current trends in Human Resource Management techniques and practices.

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Business Administration, Public Administration, Management Studies or related area from an accredited tertiary institution;
- Two (2) years' related experience in an organization of similar size and complexity;
- Training/Certificate in Office Management would be an asset.

**Special Conditions Associated with the Job**

- May be required to work beyond regular working hours;
- Will be required to visit suppliers to determine the quality of goods to be procured.

Applications accompanied by résumés should be submitted **no later than Wednesday, 5<sup>th</sup> June, 2024 to:**

**Director, Human Resource Management and Administration  
Post Corporation of Jamaica Limited  
6 – 10 South Camp Road  
Kingston CSO**

Email: [hrma@jamaicapost.gov.jm](mailto:hrma@jamaicapost.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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**