



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 192 **OSC Ref. C.5849/S15⁵**

7th 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 **Director, Building and Property Management (SOG/ST 8)** in the **Building and Property Management Branch, Court Administration Division (CAD)**, salary range \$7,716,512 – \$10,377,851 per annum.

Job Purpose

Under the direct supervision of the Director of Court Administration, the Director, Building and Property Management is responsible for leading for the CAD on all matters relating to the management of repairs and maintenance of properties and facilities; to plan, direct and co-ordinate all major construction and refurbishments projects to ensure that they are accomplished within prescribed time frames and budgets. This includes managing all major construction and refurbishing projects for the Judiciary.

Key Responsibilities

Technical/Professional:

- Manages the refurbishing and repairs of buildings and reinstatement projects of the CAD islandwide;
- Inspects and validates work done to construct, renovate and maintain infrastructures;
- Reviews and certifies repairs to electrical, sewage and plumbing systems fencings at locations islandwide;
- Validates claims and prepares bills for maintenance contracts for repairs to entrance and exit roads, refurbishing of bathrooms and construction of new sewage disposal systems;
- Prepares quantities and scope of work documents for repairs and refurbishing;
- Develops and participates in evaluating tender documents;
- Provides advice to Director of Court Administration on matters and queries relating to the physical infrastructure, utilities and maintenance of facilities islandwide;
- Develops preliminary designs for sewage disposal systems and assists in costing and implementing construction;
- Participates in the preparation of submissions for the National Contracts Commission and prepares submissions for and attends Sector Committee Meetings;
- Collects and analyzes data to appraise potential projects and prepares project analysis reports;
- Reviews completed project plans and proposals to determine resources required for the successful attainment of goals and makes recommendations accordingly;
- Prepares capital development programmes and associated Cabinet Submissions involving the construction of new buildings/structures/facilities/or major refurbishing of same;
- Recommends composition of Project Teams and assists in selection;
- Convenes and confers with Project Teams to outline Work Plan and assigns areas of responsibility and scope of authority according to project requirements;
- Directs and co-ordinates activities of project personnel to ensure project progresses on schedule and within prescribed budgets;
- Implements methods and procedures for monitoring projects in order to meet objectives, assesses Project Team progress and informs management of the current status of each project;
- Monitors the preparation and administration of construction or refurbishing contract and monitors work to ensure compliance with plans;
- Ensures works and working conditions on construction sites comply with the standards set out in the Building Codes and Regulations;
- Directs the integration of all technical and administrative activities and prepares Interim and Completion Reports as per Terms of Reference;
- Liaises with utility companies to arrange for the installations of water, power and telephone services;

- Monitors along with the PFO, the accounts payables and ensures timely payments to relevant parties as per contractual agreements;
- Co-ordinates stakeholder meetings to ensure continuous update and manages the community participation process as required;
- Examines project schedules across the organization to explore possible contracting and purchasing arrangements which will maximise efficiencies and economies of scale;
- Provides information to enhance public relations and publicity programmes relating to new buildings and refurbishments;
- Ensures correct standards for workers and monitors progress and evaluates outcomes.

Managerial/Administrative:

- Directs and coordinates building projects and equipment to develop and evaluate plans and programmes for physical requirements;
- Creates an effective team within the Unit 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 all required processes, systems and controls are in place within the Unit, to enable achievement of its objectives effectively and efficiently;
- Monitors and reviews the performance of the Unit to ensure its agreed performance targets are met;
- Ensures that appropriate communication and knowledge management systems are in place within the Unit and with other internal or external Departments, to facilitate the sharing of relevant information in an accurate and timely manner;
- Supervises and authorizes all repairs to infrastructure and facilities at Court Houses/Premises island-wide;
- Prepares and presents Valuation Reports on infrastructural projects;
- Processes and validates Lease and Rental agreements as deem necessary;
- Reviews electrical and rental bills and authorize for payments;
- Provides consultancy on projects and property management for the CAD;
- Liaises with Project Managers and contract workers to ensure projects are within time-lines;
- Liaises with operational Heads of the MOJ to formulate and interpret policies regarding capital projects;
- Develops new guidelines and measures to provide statistical data for property, equipment and utilities management, and maintenance of the Courts and administrative Offices;
- Attends and participates in management, community and divisional meetings relating to the provision, refurbishing and maintenance of Court buildings island-wide;
- Monitors and evaluates the performance of direct reports;
- Prepares and submits Performance Appraisal Reports and recommends corrective action where necessary to improve performance;
- Ensures that welfare and developmental needs are identified and addressed;
- Provides day-to-day management in the development and continual performance improvement of the Unit;
- Supports the establishment of processes, systems and controls within the Unit to enable achievement of the Unit's objectives effectively and efficiently;
- Works to achieve the Team's agreed performance targets;
- Undertakes any other duties as deemed within the remit of the post.

Financial:

- Monitors expenditure and collates the capital estimates;
- Co-ordinates the allocation and expenditure of funds relating to new, major and minor maintenance projects for the Courts;
- Participates in the preparation of the Capital Budget.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent leadership and Interpersonal skills;
- Good problem-solving skills;
- Ability to lead and work in a team;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- B.Sc. in Construction Engineering and Management; Construction Management /Structural engineering; **or**
- First Degree in Civil or Structural Engineering, Construction Management, Quantity Surveying, or Architecture;
- Five (5) years post qualification experience in managing major construction projects at a senior level;
- In good standing with the relevant registration board;
- Three (3) years' training in Public Sector Management or Administration.

Special Condition Associated with the Job

- The post holder must be able to respond spontaneously to various crises situations at various hours of the day;
- Must possess a valid Driver's License;
- Willingness to travel island wide;
- Willingness to work in dust prone and hazardous environment.

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

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
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.



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