



Office of the Services Commissions

(Central Government)

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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 **Ministry of Agriculture, Fisheries and Mining**:

1. **Quality Assurance Officer (SOG/ST 7), Buildings and Property Maintenance Branch**, salary range \$5,198,035 – 6,990,779 per annum.
2. **Quantity Surveyor (SOG/ST 7), Buildings and Property Maintenance Branch**, salary range \$5,198,035 – 6,990,779 per annum.
3. **Building & Property Maintenance Officer (SOG/ST 4), Buildings and Property Maintenance Branch**, salary range \$2,803,771 – 3,770,761 per annum.

1. Quality Assurance Officer (SOG/ST 7)

Job Purpose

Under the direction of the Civil Works Engineer (SOG/ST 8), the Quality Assurance Officer (SOG/ST 7) exercises responsibility for the design and implementation of policies and procedures to ensure that quality standards are met throughout all phases of construction. In addition, the incumbent will also oversee all construction operations to ensure that outputs are in compliance with the building codes, meet customer specifications and established quality standards.

Key Responsibilities

- Develops, policies, systems and procedures for quality assurance activities in collaboration with the Civil Works Engineer;
- Conducts quality audits, inspections and compliance reviews, and assesses systems and quality improvement exercises and activities;
- Devises procedures to inspect and report quality issues;
- Creates comprehensive documentation for quality issues and notes the corrective actions that were taken;
- Supervises and guides inspectors, technicians and other staff;
- Assures the quality and consistency of work by checking processes and final output;
- Appraises customer requirements and makes sure they are satisfied;
- Reports all breaches to Engineer to ensure immediate action;
- Facilitates proactive solution by collecting and analyzing quality data;
- Reviews current standards and policy;
- Communicates with external Quality Assurance Officers during on-site inspections;
- Educates contractors and construction teams on quality control issues and works with building officers to improve output quality and safety;
- Ensures compliance with regulations and procedures governing activities and operations
- Formulates compliance strategies, assesses compliance risk areas and develops and implements risk mitigation measures;
- Undertakes necessary assessment audits and plans and organizes training sessions and developmental workshops and other activities on quality issues and areas for internal and external clients;
- Ensures that best practices and established international quality assurance standards and practices are utilized;
- Coordinates, implements and monitors the quality assurance policies, programmes, projects and activities in collaboration with the relevant officers and other external partners;
- Conducts audits and undertakes continuous quality assessments of various locations and sites;

- Provides technical advice, guidance and support on quality assurance matters and related issues to internal and external clients;
- Keeps abreast of regulatory developments as well as evolving best practices in compliance control, and leads the construction team in creating a culture of compliance;
- Provides technical guidance on quality assurance issues, and reviews and approves proposals, reports, studies, appraisals, operational manuals and technical documents;
- Provides preparatory activities to facilitate stakeholders' consultations on issues, and prepares related briefs, policy papers and project reports;
- Exercises responsibility for the coordination and administration of the compliance reviews, inspections and investigations relating to the various projects and programmes, and reports on their operations and provides assistance and guidance on action to be taken;
- Develops submissions and briefs to support policy changes required for the achievement of the organizational goals;
- Interfaces with various local, regional and international representatives on quality assurance issues and develops partnerships and linkages with various stakeholders including private and public sector representatives to facilitate successful outcomes;
- Ensures compliance with the legal, financial, procurement and technical requirements and responds to related queries;
- Represents the Ministry on committees and at conferences, workshops, seminars and meetings, provides professional support, presents papers and makes submissions and presentations as required;
- Performs any other related duties as assigned by the Civil Works Engineer from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent presentation skills
- Good planning and organizing skills
- Excellent interpersonal skills
- Excellent customer and quality focus skills
- Sound problem solving and decision making skills
- Sound conflict management skills
- Ability to multitask and prioritize among conflicting demands
- Sound personal and professional integrity

Technical:

- Excellent knowledge of Quality Assurance and Management Systems
- Good knowledge of safety and health regulations and practices.
- Sound knowledge of and ability to interpret and apply regulations, guidelines
- Good knowledge of Public Sector laws, regulations and guidelines and organizational policies and procedures.
- Proven history of understanding quality expectations and safety standards
- Ability to lead and manage change initiatives
- Ability to negotiate and think strategically and solve complex problems
- Proficiency in report writing
- Proficiency in the use of the relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Engineering or Social/Natural or Environmental Sciences or equivalent qualifications from an accredited University.
- Specialized training in Quality Assurance and Compliance Management, strategies and techniques.
- At least three (3) years' related experience.

Special Conditions Associated with the Job

- Position involves travelling and fieldwork.
- May be required to work extended hours.

2. Quantity Surveyor (SOG/ST 7)

Job Purpose

Under the general direction of the Civil Works Engineer (SOG/ST 8), the Quantity Surveyor (SOG/ST 7) reviews architectural plans and prepares quantity needs; estimates the quantity and cost of materials and provides expertise in the drafting of the Ministry's construction contracts. Additionally, he or she carries out studies of project duration and labour costs, coordinates supply deliveries and gives advice and suggestions to contractors on contractual issues. The incumbent is also required to liaise and work collaboratively with site managers, clients, contractors and subcontractors, monitor maintenance and material costs and prepare operational reports, analyses and other technical reports and documents for submission to the Civil Works Engineer.

Key Responsibilities

Professional/Technical

- Monitors cost changes/movements within the industry associated with design and/or construction work and adjusts budget projections accordingly;
- Prepares construction plans and quantity requirements;
- Prepares contracts, budgets, Bills of Quantities, risk assessments and all necessary documents for project costs;
- Measures and values works completed on project sites;
- Manages the preparation of tenders;
- Scrutinizes maintenance and material costs as well as contracts to ensure the best deals;
- Prepares preliminary estimates for all building and civil engineering works;
- Reviews the preliminary development budget to verify costing of proposed developments;
- Participates in the coordination of designs for building and subdivision plans to achieve cost efficiency in standards and specifications;
- Produces all estimated data for the preparation of programmes and annual budgets.
- Validates external bills;
- Assists the Civil Engineer in conducting appraisal designs;
- Interprets blueprints, schematic drawings, layouts and other visual aids;
- Develops, monitors and maintains cost records for labor and materials, and for overall contractual costs for the Ministry;
- Reviews construction plans and prepares quantity requirements;
- Examines maintenance and material costs, as well as contracts to ensure cost efficiency and the required standard levels;
- Liaises with site managers, clients, contractors, subcontractors and other stakeholders to resolve problematic issues, so that projects can be carried out efficiently and effectively;
- Advises managers and clients on improvements and new strategies;
- Maintains database on costing and other appropriate data;
- Keeps track of materials and orders more when required;
- Documents any changes in design and updates budgets;
- Performs any other related duties assigned by the Civil Works Engineer.

Required Knowledge, Skills and Competencies

Core

- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent time management skills
- Strong analytical and critical thinking skills
- Very good negotiating skills required to negotiate costs with vendors and subcontractors
- Good organizational skills to organize, plan and strategize when necessary
- Good interpersonal skills
- Teamwork and cooperation
- Excellent customer and quality focus skills

Technical

- Knowledge of the operations of Government/Ministry's policies and procedures
- Excellent knowledge of the Master Builders JIIC agreement and the Jamaican labor rates,
- Good knowledge of the Building Code stipulated by the Jamaica Institute of Quantity Surveyors.
- Sound knowledge of GOJ's procurement policies and guidelines
- Good knowledge of Project Planning and Management Skills
- Knowledge of the contract administration process and the established forms of contracts
- Project/Construction Management experience

- Working knowledge of standard and specialized computer applications
- Sound knowledge of Auto CAD and Microsoft applications

Minimum Required Qualification and Experience

- BSc. Degree in Quantity Surveying
- Five (5) years related working experience
- Experience in Building, Roads, Bridges and any other Civil Works
- Holder of a valid General Drivers' licenses

Special Conditions Associated With The Job

- Extensive travelling
- Required to work long hours, on weekends and Public Holidays, when the need arises.
- Exposure to dust, excess water, chemicals and height.

3. Building & Property Maintenance Officer (SOG/ST 4)

Job Purpose

Under the direct supervision of Senior Building & Property Management Officer (SOG/ST 6), the Building & Property Maintenance Officer (SOG/ST 4) assists with maintenance of the Ministry's buildings, Offices, Veterinary Clinics and Houses. The incumbent will also monitor the construction and refurbishing of buildings island-wide to ensure the effective functions of the Ministry of Agriculture, Fisheries and Mining.

Key Responsibilities

Technical/Professional

- Provides technical information to facilitate the preparation of specifications and drawings in respect of building maintenance and construction works;
- Prepares estimates for work to be done on properties buildings, drains and roads;
- Prepares contracts for works to be undertaken;
- Assigns work on the Ministry's property, buildings, drains and roads;
- Checks and monitors works assigned to ensure that these are carried out according to specifications;
- Prepares or ensures the preparation of details for payments on completion of works/contracts;
- Prepares monthly reports in respect of work assignments;
- Contributes to the development of an annual maintenance schedule;
- Checks that the Ministry's buildings are clean and in good condition;
- Monitors the upkeep of the grounds;
- Checks electrical fixtures for safety;
- Checks the condition of furniture and equipment;
- Prepares and delivers letters of invitation for bidders for respective contracts;
- Prepares letters of tender document;
- Prepares documents for advertisement of tender and submits to the Jamaica Information Service (JIS) for advertisement in print media;
- Prepares and delivers bid proposal documents to interested bidders;
- Prepares documents for opening of tenders;
- Performs other related duties assigned from time to time.

Required Competencies

Core

- Good oral and written communication skills
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good interpersonal skills
- Good teamwork and cooperation
- Integrity
- Compliance

Technical

- Sound knowledge in plumbing, electrical repairs and building construction
- Sound knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures.
- Sound knowledge of the Building Code 4 of Jamaica
- Sound knowledge of Auto CAD
- Proficient in relevant software applications
- Good report writing skills
- Possesses knowledge and skills in the field of plumbing, electrical and painting, woodworking (furniture building and repairing)
- Knowledge and skills in the field of plumbing, electrical and painting, woodworking (furniture building and repairing).

Minimum Required Education And Experience

- Diploma in Construction Management/Structural Engineering/Vocational Training eg. HEART/VDTI
 - General Driver's License
 - Minimum of one (1) year experience in a related field
- OR**
- Certificate in Vocational Training or Junior Technical Officer's Course
 - General Driver's License
 - Minimum of three (3) years' experience in a related field.

Special Conditions Associated with The Job

- Required to travel island wide, including travel to remote locations
- Exposure to dust, excess water, chemicals and height

Applications accompanied by résumés should be submitted **no later than Wednesday 22nd May, 2024 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6

Email: jobopportunities@moa.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