



## Office of the Services Commissions

(Central Government)

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**CIRCULAR No. 195**  
**OSC Ref. C. 5850<sup>16</sup>**

**8<sup>th</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 be assigned to the post of **Transport and Security Manager (GMG/AM 4) – (Not Vacant)** in the **Facilities and Property Management Branch, Corporate Services Division, Ministry of Economic Growth and Job Creation**, salary range \$2,803,771 – 3,770,761 per annum.

### **Job Purpose**

Under the general supervision of the Director, Transport, Security and Emergency Management, the incumbent is responsible for ensuring the effective management of the Ministry's motor vehicle fleet and security operations in accordance with Ministry's policies, objectives and in compliance with established Government Regulations.

### **Key Responsibilities**

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

- Participates in the development of a set of objectives and standards to guide the operations of the Transport Security and Emergency Management Unit;
- Contributes to an Annual Budget for the Transport Security and Emergency Management Unit;
- Prepares Individual Work Plan and schedules for staff;
- Delegates and oversees the functions of reports;
- Conducts staff appraisal;
- Participates in relevant meetings, seminars, conferences etc., as needed;
- Contributes to the development of the Branch's strategic and operational plans;
- Prepares routine and ad-hoc reports, as requested.

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

- Manages to ensure secure custody of the Ministry's motor vehicle fleet;
- Ensures that all motor vehicles within the Ministry's fleet meet the established standards of fitness and safety and are appropriately registered and insured;
- Develops procedural manuals for the charting of relevant transportation related processes and procedures;
- Oversees servicing and proper maintenance of motor vehicles;
- Conducts audits of motor vehicle equipment and accessories and ensures maintenance of an up-to-date Inventory;
- Ensures implementation of internal systems of control in the use of motor vehicles and motor vehicle accessories;
- Arranges for Board of Survey to conduct inspections on motor vehicles;
- Ensures appropriate and valid licenses for driving personnel and that only designated/authorized personnel accesses and operates vehicles;
- Provides advice to the Ministry on all protective security matters;
- Reviews and comments on policy and standards produced by the Ministry where it impacts on proactive security;
- Develops the Ministry's protective security strategy and risk assessment framework;
- Liaises regularly with the Ministry of National Security to ensure that the Ministry's protective security strategy and security standards are in line with overall GoJ standards in protective security;
- Establishes, reviews and updates physical, personnel and information security standards and inspection protocols/procedures;
- Maintains manual of physical, personnel and information security standards and inspection protocols/procedures and updates as required;
- Works together with other Division's to implement the protective security strategy;
- Conducts periodic audits/inspections to ensure physical, personnel and information security standards are being met;

- Monitors trends in security breaches, recommends and co-ordinates implementation of remedial action;
- Sensitizes staff and stakeholders regarding protective security measures and their responsibilities in ensuring security standards are maintained, including the development and delivery of training in protective security matters;
- Carries out site surveys to assess the physical security needs of all Ministry facilities;
- Assists Divisions to develop security and Risk Management Plans, and identifies remedial action to address weaknesses in security arrangements;
- Monitors implementation of security, risk management and remedial action plans through the periodic inspection process;
- Manages the camera system of the Ministry;
- Manages the service contracts with private security companies;
- Monitors implementation of the Ministry's policy for handling firearms at Ministry;
- Verifies and recommends approval for payment on invoices;
- Conducts investigations in co-operation with Government Agencies to determine causes of transportation accidents and to improve safety procedures;
- Maintains filing system for all transactions undertaken by the transportation and security;
- Checks and verifies data for the issuance of Tax Withholding Certificates.

#### ***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 personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication skills;
- Good interpersonal skills;
- Responsible and dependable;
- Team and results oriented;
- Good problem-solving and decision-making skills;
- Possesses initiative and confidentiality;
- Sound knowledge of protective security issues;
- Excellent knowledge of transport and security systems and processes;
- Negotiating skills;
- Knowledge of the provisions of law in relation to motor vehicle operation and security;
- Knowledge of the operational procedures of Central Government, and particularly those in relation to transportation and security management;
- Experienced in the use of standard computer applications.

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

- Bachelor's Degree in Management Studies/Public Sector Management;
- Training in Security Management;
- Training in Supervisory Management;
- Four (4) years related working experience;
- Diploma/Certificate in Mechanical Engineering or Auto-Mechanics would be an asset.

**OR**

- Diploma/Associate Degree in Management Studies/Public Sector Management
- Training in Security Management;
- Training in Supervisory Management;
- Two (2) years related working experience;
- Diploma/Certificate in Mechanical Engineering or Auto-Mechanics would be an asset.

**Special Conditions Associated with the Job**

- Must be a holder of a valid general Driver's License;
- Position entails working long hours and weekends occasionally and routine physical inspection of the vehicles.

Applications accompanied by résumés should be submitted **no later than Tuesday, 21<sup>st</sup> May, 2024 to:**

Senior Director,  
Human Resource Management & Development  
Ministry of Economic Growth and Job Creation  
7<sup>th</sup> Floor, The Towers  
25 Dominica Drive  
Kingston 5

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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