



## Office of the Services Commissions

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### **CIRCULAR No. 235** **OSC Ref. C.6276<sup>14</sup>**

7<sup>th</sup> June, 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 **Jamaica Fire Brigade (JFB)**:

1. **Director, Organizational Development (GMG/SEG 3) - Human Resource Management and Development Department**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Quantity Surveyor (SOG/ST 5) - Core Technical Support Services Department**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Draughtsman (SOG/ST 4) - Core Technical Support Services Department**, salary range \$2,803,771 - \$3,770,761 per annum.
4. **Secretary (OPS/SS 2) - Internal Audit Department**, salary range \$1,439,455 - \$1,935,907 per annum.

#### **1. Director, Organizational Development (GMG/SEG 3)**

##### **Job Purpose**

- To provide management, advisory and support services to the Jamaica Fire Brigade with a view to improving the efficiency and effectiveness of its operations;
- Co-ordinating activities for the development, implementing and integration of strategies to improve performance at the organizational, divisional and individual levels across the Jamaica Fire Brigade, leading to a more efficient workforce and more effective utilization of human resources;
- Co-ordinating activities for the Performance Evaluation of the organization to improve performance for the organizational, divisional and individual levels;
- Developing and ensuring the execution of a framework for modernization initiatives within the Jamaica Fire Brigade.

##### **Key Responsibilities**

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

- Conducts organizational review to identify areas in need of strengthening in terms of structure, systems and human resource development;
- Consults with senior managers and staff in the Jamaica Fire Brigade to identify and define structural;
- Conducts preliminary surveys to determine and define the objective of the study, scope of the study, appropriate methods and techniques to be employed and the requisite Terms of Reference;
- Develops a detailed plan of action, in collaboration with the relevant parties, including targets and deadlines;
- Examines relevant regulations and directives and reports related to the organization to determine the legislative framework for functional responsibility;
- Collects job related data through interviews, questionnaires, observations and examines records to validate findings;
- Studies formal and informal lines of communication and controls and the allocation of planning and developmental activities;
- Conducts detailed analyses of data collected;
- Develops specific recommendations/solutions to problems identified, including changes in organization and dimension of work boundaries and relationship regarding authority and accountability, functional and organizational structure, span of control, channel of coordination and communication, existing legislation, manpower utilization, forms and office layout;
- Develops output focused Job Descriptions for new posts and posts to be reclassified/upgraded;

- Prepares charts of existing and proposed organizational structures;
- Discusses findings and recommendations with Divisional Heads and Senior Managers to arrive on consensus on proposed restructuring;
- Prepares and issues reports of findings and recommendations;
- Assists with implementation of recommendations;
- Examines the operations and workflow of departments/units to determine systemic weaknesses e.g., duplications/overlaps, waste as well as activities that do not add value to the process by:
  - ✓ Conducting interviews with staff;
  - ✓ Observing the activities of staff in the working environment;
  - ✓ Administering questionnaires;
  - ✓ Reviewing previous reports/documents, existing job descriptions and charts;
  - ✓ Preparing flow chart of current operations;
- Conducts analyses of the data to obtain full understanding of operations;
- Formulates recommendations to reflect business process re-engineering to eliminate duplications/overlaps and waste;
- Promotes the use of technology to enhance efficient and effective delivery of service and the accomplishment of major targets and objectives;
- Prepares flowchart of proposed operations;
- Presents findings and recommendations to Heads of Department. Prepares Final Report;
- Updates/prepares operational manuals to reflect changes in policy/operations;
- Performs any other related duties that may be assigned from time to time

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

- Very good knowledge of the Jamaica Fire Brigade's organizational structure and functions;
- General awareness of Jamaica Fire Brigade's policy;
- Knowledge of Organization Theories;
- Good knowledge of Operations Research methods and techniques;
- Knowledge of the Corporate Strategic Planning process;
- Knowledge of Government administrative systems and operations management;
- Good understanding of the objectives of the Performance Management Appraisal System;
- Good planning and organization skills;
- Good research and analytical skills;
- Good oral and written communication skills;
- Good problem-solving skills;
- Negotiating and persuading skills;
- Proficiency in Computer applications.

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

- First Degree in Management Studies or the Social Sciences or equivalent from a recognized university;
- Five (5) years' work experience in Human Resource Development at the middle management level in an organization of similar size and complexity;
- Specialized training in Management Analysis Techniques;
- Training in Job Classification Techniques;
- Specialized training in Change Management would be an asset.

### **Special Condition Associated with the Job**

- Required to travel locally.

## **2. Quantity Surveyor (SOG/ST 5)**

### **Job Purpose**

Reporting to the Architect, the incumbent is responsible for providing estimates, bills of quantities and contract documents for all projects administered by the Jamaica Fire Brigade. Providing quantity surveying services in respect of construction, renovation and maintenance projects being undertaken by the Jamaica Fire Brigade for owned, rented or leased by the Brigade. Additionally, the incumbent supports to ensure projects are executed within budget, agreed timelines and adherence to all applicable guidelines and quality standards to include the National Building Codes, the Procurement Act (2015) and other applicable Regulations.

## **Key Responsibilities**

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

- Prepares and supervises the preparation of tender and contract documents including bills of quantities/estimates;
- Advises on procurement strategy;
- Prepares and/or analyses costing for tenders and writing detailed reports;
- Negotiates to ensure budgets are not exceeded;
- Evaluates completed work and recommends payments to contractors;
- Reviews work performed by contractors to ensure compliance with the bill of quantities and specifications;
- Produces all estimating data required by the unit for the preparation of programmes and estimates;
- Prepares detailed estimates for projects, as required;
- Establishes close contact with Project Managers and contractors on project sites to ensure that all causes of delay to the progress of work are identified and notified at the time they arise;
- Reviews material sources for approval;
- Advises the Building Maintenance Manager and Project Managers on the payment disbursed and potential overruns identified on all projects;
- Develops and maintains rates of labour and materials and records for cost of project and contracts;
- Attends projects and site construction meetings;
- Participates in the preparation of monthly progress reports;
- Reviews contractor's proposal for variations and provide pertinent feedback;
- Reviews contractor's claims, carries out measurement and valuation for variation works, prepares variation order, interim and final certificates for projects;
- Reviews Tender documents;
- Performs any other related duties that may be assigned from time to time.

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

### ***Core:***

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent time management and organization skills;
- Integrity and ethics exercised in the performance of duties.

### ***Functional:***

- Excellent Quantity Surveyor skills;
- Excellent analytical skills;
- Excellent project planning and management skills;
- Team player;
- Good knowledge of the relevant computer software and applications;
- Excellent knowledge of building and construction principles.

## **Minimum Required Qualification and Experience**

- First Degree in Quantity Surveying from an accredited institution;
- Five (5) years' work experience in the field;
- Experience developing bill of quantities.

## **Special Conditions Associated with the Job**

- Working in adverse conditions;
- Working on construction site and other open filed environment;
- Required to work beyond and outside normal working hours in meeting deadlines;
- Required to possess a valid Driver's License and a reliable motor vehicle;
- Required to travel locally and international, conferences/meetings/workshops and conduct local site visits.

### **3. Draughtsman (SOG/ST 4)**

#### **Job Purpose**

Under the direction of the Architect, the Draughtsman works closely with building supervisor and other construction professionals, providing architectural design services and solutions on construction projects to ensure that construction designs are usable. The incumbent prepares and presents design proposals, plans, blueprints, drawings and specifications using computer-aided design (CAD), Revit and traditional methods. The post holder also meets with members of the construction team, such as contractors, building officers and Project Managers to evaluate project, provide information and solve problems.

#### **Key Responsibilities**

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

- Collaborates with the Building Maintenance Manager, Engineer, Quantity Surveyor and construction professionals to gain information on structural requirements and design;
- Follows specifications and calculations to create various technical drawings;
- Produces conceptual plans, renderings and design documents;
- Prepares rough sketches and detailed work with Computer Aided Design and Drafting (CADD) systems, Revit and other relevant design software, as well as other free hand drawing methods and reviews them along with the Engineer;
- Designs diagrams maps and layouts to illustrate workflow; co-ordinates and integrates engineering elements into a unified design for review and approval;
- Ensures that the final design complies with regulations and quality standards;
- Keeps abreast of trends and developments in Architectural Technology and related fields and develops and designs appropriate methodologies, strategies and techniques to achieve targets;
- Undertakes investigations and research to provide architectural design solutions and services on various assignments;
- Exercises responsibility for developing visual construction blueprints which include technical details and data, such as material lengths, amounts and weights from engineers, building officers, quantity surveyors, Project Managers and other members of the team;
- Carries out site surveys and design-stage Risk Assessments;
- Leads the detailed design process and co-ordinates design information;
- Liaises with appropriate authorities when producing documentation for approval;
- Produces and advises on detailed specifications for suitable materials or processes to be used;
- Meets with engineers, building officers and other members of the team to review blueprints, designs, and drawings;
- Inputs design specifications into the CAD software;
- Creates surface and solid CAD models according to client specifications;
- Conducts safety compliance inspections and surveys for civil work projects;
- Oversees the printing of construction documents;
- Performs any other related duties that may be assigned from time to time.

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

##### ***Core:***

- Good oral and written communication skills;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills;
- Good teamwork and cooperation skills;
- Strong leadership and management skills;
- Good interpersonal and people management skills;
- Excellent negotiating and networking skills;
- Excellent analytical thinking and ability to exercise good judgement;
- Ability to lead and manage change initiatives;
- Ability to exercise initiative;
- Ability to manage external partners and the client interface;
- Integrity;
- Compliance;
- Methodical.

##### ***Functional:***

- Ability to provide functional and efficient design solutions;
- Good report writing skills;
- Technically creative and open-minded;
- Knowledge of the operations of Government and the organization's policies and

- procedures;
- Excellent knowledge of architectural technology;
- Ability to develop design proposals, prepare plans, drawings and specifications;
- Excellent understanding of building design and mechanical processes;
- A keen eye for detail;
- Proficiency in relevant Microsoft applications;
- Sound knowledge of The National Building Code;
- Strong Project Planning and project management skills;
- Ability to manage external relationships and build, maintain, and use strong networks with stakeholders in other government and private sector agencies to achieve results.

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

- B.Sc. Degree in Architectural Design, Engineering, Construction or equivalent qualifications from an accredited institution;
- Two (2) years' work-related experience;
- Training and experience in the use of computer-aided design and drafting (CADD) and CADD programmes, such as Autodesk's multipurpose design programme AutoCAD;

#### **Special Conditions Associated with the Job**

- Working in adverse conditions;
- Working on construction site and other open filed environment;
- Required to work beyond and outside normal working hours in meeting deadlines;
- Required to possess a valid Driver's License and a reliable motor vehicle;
- Required to travel locally and international, in attending;
- conferences/meetings/workshops and to conduct local site visits.

#### **4. Secretary (OPS/SS 2)**

##### **Job Purpose**

Reporting to the Chief Internal Auditor, the Secretary has responsibility for providing administrative, secretarial and clerical support and to ensure the effective and efficient functioning of the Chief Internal Auditor's (CIAs) Office.

##### **Key Responsibilities**

##### ***Administrative/Secretarial/Clerical:***

- Provides administrative/secretarial support for the Chief Internal Auditor, such as answering telephones; conducting phone surveys/inquiries as needed; arranges "call-backs" to protect the Chief's time; assisting and screening visitors to control interruptions; providing back-up material for call-backs; routing calls elsewhere as needed and resolving/or referring a range of administrative problems and inquires;
- Receives/hosts visitors to the CIA Department;
- Maintains schedules of routine and special appointments for the CIA, advising of matters requiring prompt attention;
- Operates office equipment such as photocopier, scanning and fax machine in support of the work of the Department;
- Maintains an effective filing and storage system that allows security and speedy retrieval of documents/information, in accordance with established standards;
- Maintains adequate supply of stationery and other office supplies for the CIA's Office and Department;
- Reviews the Attendance Register and maintains leave application forms;
- Prepares briefs for the Chief Internal Auditor to keep him/her up to date on priority activities of the Internal Audit Unit; provides information on going activities as well as to prepare correspondences for participation in meetings with the Senior Management Team of the Brigade;
- Conducts research, gathers facts and compiles data required for the preparation of reports; acts as liaison to expedite the flow of information;
- Receives inquires and complaints; co-ordinates with others, if necessary, to obtain the required information; composes appropriate written responses for the signature of the Chief;
- Assigns incoming verification file to Auditors and maintains database for incoming and outgoing verification;
- Facilitates records and document management for the Department. Maintains hard copy and electronic filing system;
- Manages Chief Audit Executive's diary;

- Provides Secretarial support to Departmental meetings;
- Perform general clerical duties to include, but not limited, to photocopying, faxing, mailing and filing for all Unit functions;
- Co-ordinates activities to ensure timely submission of documents or information that may be required of other personnel;
- Signs for all packages/deliveries and accept and record all incoming and outgoing information, ensuring timely completion and follow-up;
- Sorts, reviews and distributes incoming and outgoing mail;
- Arranges mail in priority action order for the Chief;
- Maintains record of deadlines on incoming requests and conducts preliminary research/investigation.

***Technical/Professional:***

- Composes a variety of letters, memoranda, instructions, and other documents on own initiative or from brief notes or verbal instructions for signature;
- Drafts letters of a routine nature and other correspondence for the CIA's signature;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Compiles and disseminates information to internal and external personnel, as requested;
- Takes dictation and Minutes at meetings and reproduces and distributes in an accurate and professional manner and in accordance with established guidelines and standards;
- Composes, types, edits and distributes data and other communication correspondences;
- Prepares and co-ordinates materials for submission to the Audit Sub Committee of the Board;
- Co-ordinates Unit Reporting E.g. monthly and quarterly reports;
- Establishes, maintains and updates files, records and/or other documents;
- Ensures the safety and security of confidential documents and reports;
- Maintains an electronic data retention and tracking system of incoming and outgoing audit verification;
- Proofreads correspondence and reports prepared for the Chief's signature to ensure completeness; checks for grammatical construction, typing accuracy and for compliance with established standards;
- Retrieves documents/information from Registry and other Departments and Units, as required by the CIA, in accordance with established standards;
- Assists in the preparation of reports (status, draft and final);
- Schedules and co-ordinates meetings, events, interviews, appointments and/or other similar activities for the Chief;
- Ensures that meetings and dialogue requested by the Directors with members of staff are co-ordinated and implemented as stipulated;
- Maintains an appointment diary/calendar to facilitate smooth and effective communication between Chief and internal/external customers;
- Monitors and follow-up on files and correspondence leaving the office;
- Provides prompt, efficient and effective delivery of support services.
- Performs other related duties that may from time to time be assigned by the Chief Internal Auditor.

**Required Knowledge, Skills and Competencies**

***Core:***

- Exceptional written and oral communication skills;
- Excellent customer relations skills;
- Strong problem-solving skills;
- Keen eye for details;
- Ability to work independently;
- Organized and professional demeanor;
- Excellent skills in teamwork and co-operation;
- Good command of the English Language
- Ability to meet deadlines;
- Strong goal/result orientation;
- Sound ethics and integrity exercised in the performance of duties;
- Highest level of confidentiality;
- Working knowledge of the general operations of an Internal Audit Office;
- Ability to plan, organize and co-ordinate the work of others;
- Ability to work on own initiative;
- Sound knowledge of record keeping and records/file management techniques;
- Sound knowledge of secretarial procedures and practices;
- Working knowledge of modern office equipment, machinery and tools;
- Proficiency in the use of relevant computer software including spreadsheet and other

computer applications.

**Functional:**

- Sound knowledge of records maintenance;
- Good command of the English Language;
- Report Writing skills;
- Good research and analytical skills;
- Good organizing and co-ordinating skills;
- Ability to make administrative/procedural decisions and sound judgements;
- Ability to record and transcribe Minutes of meetings;
- knowledge of Internal Audit policies practices and regulations;
- Proficient in the use of relevant computer applications.

**Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
  - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

**Special Condition Associated with the Job**

- May be required to work beyond normal working hours whenever the need arises.

Applications, accompanied by résumés, should be submitted **no later than Thursday, 20<sup>th</sup> June, 2024 to:**

**Senior Director, Human Resource Management and Development  
Jamaica Fire Brigade  
85 Hagley  
Kingston 10**

Email: [snr.dhrmd@jfb.gov.jm](mailto:snr.dhrmd@jfb.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**