



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

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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 **Office of the Governor-General and Staff, Kings House**:

1. **Deputy Governor-General's Secretary (Corporate) (GMG/SEG 5)**, salary range \$7,715,512 – \$10,377,851 per annum.
2. **Deputy Governor-General's Secretary (Private) (GMG/SEG 4)**, salary range \$6,333,301 – \$8,517,586 per annum.
3. **Press Secretary (MCG/IE 6)**, salary range \$6,333,301 – \$8,517,586 per annum.
4. **Records/Special Library Manager (GMG/SEG 2)**, salary range \$4,266,270 – \$5,737,658 per annum.
5. **Director of Finance (GMG/PA 2)**, salary range \$4,266,270 – \$5,737,658 per annum.
6. **Information Systems Manager (MIS/IT 4)**, salary range \$3,501,526 – \$4,709,163 per annum.
7. **Accounting Technician 3 (FMG/AT 3)**, salary range \$2,190,302 – \$2,945,712 per annum.
8. **Accounting Technician 2 (FMG/AT 2)**, salary range \$1,711,060 – \$2,301,186 per annum.
9. **Lady's Maid/Butler (LMO/TS 4)**, salary range \$18,647 – \$25,078 per week.
10. **Car Care Attendant (LMO/TS 2)**, salary range \$18,647 – \$25,078 per week.
11. **Office Attendant (LMO/TS 2)**, salary range \$18,647 – \$25,078 per week.
12. **Groundsman (Farm) (LMO/TS 2)**, salary range \$18,647 – \$25,078 per week.
13. **Household Maid (LMO/TS 2)**, salary range \$18,647 – \$25,078 per week.

1. Deputy Governor-General's Secretary (Corporate) (GMG/SEG 5)

Job Purpose

Reporting to the Governor-General's Secretary (GGS), the Deputy Governor-General's Secretary (Corporate) is responsible for managing and directing the operations of those portfolios which fall under the duties of the post. These include Records/Library/Museum Management, Finance and Accounting, Information Technology and Communication Systems, Property (Facilities) Management, management of the King's House Fleet of vehicles, Procurement, Office Services, and Inventory Management.

This role requires a high level of organization and co-ordination of skills, and collaborates with the Aide-de-Camp to The Governor-General, the Deputy Governor-General's Secretary (Private), and Programme Managers/Supervisors, to deliver and uphold the requisite standards of excellence in output, service delivery and maintenance of the Office, properties, associated heritage buildings, grounds and lands.

The incumbent oversees the operations of the Office through the implementation of appropriate practices, in keeping with the King's House Standing Orders, the Financial Administration and Audit (FAA) Act and all other relevant Government of Jamaica (GOJ) Policies and Procedures with respect to Procurement, Record-keeping, Inventory Management, Financial Management and Information and Communication Technology (ICT).

The Deputy Governor General's Secretary (Corporate) achieves the job purpose by embracing, demonstrating and contributing to the Vision of the Office of the Governor-General and Staff: "A culture of excellence through people, performance and partnerships".

Key Responsibilities

Management/Administrative:

- Prepares and monitors the Office of the Governor-General's (OGGs) Strategic/Business Plan, Operational Plan, Procurement Plan, and Budget, ensuring that output is achieved according to agreed and measurable targets, and expenditure is in keeping with the approved Budget. Provides guidance to direct reports and monitors Department Operational Plans and Budgets. Provides guidance and oversees the development, implementation and monitoring of Unit Work Plans;
- Keeps abreast of, and monitors all reporting timelines for the OGG; co-ordinates with relevant Managers to assure reports are provided to the relevant Departments/Agencies as required;
- Provides leadership and management oversight of all Units under portfolio responsibilities. Conducts ongoing assessment of systems, procedures and processes to assure optimal efficiency;
- Prepares Proposals and Submissions to various Ministries as required. Conducts research as needed;
- Carries out ongoing assessment of policies and procedures; recommends for implementation, appropriate internal controls in keeping with GOJ Procurement Guidelines and other policies as may be relevant from time to time;
- Provides management oversight of all inventories held at the OGG; conducts periodic audits; makes recommendations for appropriate controls to assure effective and efficient processes;
- Provides general oversight of systems and procedures that attend the processing, filing and retrieval of the Organisation's records. Ensures confidential and safe keeping of the OGGs paper and electronic records;
- Assesses and makes appropriate recommendations for cost-saving measures at the OGG, to include, but not limited to, energy and water conservation initiatives;
- Monitors the provision of Monthly Management Reports to Unit Managers;
- Provides support for the planning, preparation and accomplishment of State and other formal ceremonies and events;
- Represents the OGG at Inter-ministerial meetings and other such fora as required.

Technical/Professional:

Corporate/Office Services

- Provides technical support to the Governor-General's Secretary on administrative matters; provides appropriate and accurate advice on matters under portfolio responsibilities. Conducts research as required to inform matters that may be delegated from time to time;
- Provides technical advice to Senior Managers and Programme Managers on matters under portfolio responsibilities;
- Manages procurement activities for large/complex projects. Co-ordinates with relevant technical resources to derive in-house estimates and provides technical guidance for the preparation of Bid documents, advertisement of Tenders, and processing of Tender responses. Schedules meetings of the Procurement Committee and ensures required processes are carried out in accordance with the GOJ Procurement Guidelines;
- Oversees the procurement and assignment of vehicles for the OGGs Vehicle Fleet. Serves as the Transport Manager; manages the Fleet in accordance with the established policy;
- Provides technical guidance and sees to the acquisition of required equipment, furnishings, fixtures and fittings for Offices, and other areas as required, and in keeping with the approved budget;
- Manages office services activities to include scheduling of staff, coverage for switchboard operations, movement of mail, coverage of secretariat support for the office of the Governor-General's Secretary, and office cleaning services.
- Monitors the operation of the Staff Canteen; ensure that its operations are self-sufficient and its offerings are to the satisfaction of the staff.
- Contributes to the development and/or review of the *Disaster Preparedness and Emergency Management Plan*. Serves as the Alternate Chairman of the Disaster Preparedness Committee and, in the event of a disaster, serves as the Disaster Recovery Coordinator.
- Chairs the Procurement Committee, the Projects Committee, and the Property Management Committee and is a working member of other Committees, including the:
 - Finance Committee
 - Human Resource Committee
- Performs any other related duties which may be assigned from time to time.

Property/Facilities Management

- Provides leadership and management oversight for all Capital Projects and maintenance or repair projects undertaken from time to time. Monitors to ensure outputs in keeping with agreed terms, and that standards and quality are upheld;
- Assesses the need for, and recommends Service Level Agreements for the conduct of maintenance and other services as required. Prepares Agreements and monitors standard and quality of output and renewal timelines;
- Carefully reviews recommendations for the engagement of contractors/suppliers of services to ensure competitive procurement procedures are adhered to, and value for money is derived;
- Oversees the implementation of an effective maintenance schedule for the range of maintenance needs of the OGG. Monitors to assure maintenance services for buildings, fixtures, fittings, equipment, fleet vehicles, grounds and lands (inner and outer perimeter areas) are carried out. Particular attention shall be paid to outer perimeter areas, and areas that adjoin leased lands, to ensure adherence to maintenance requirements.

Finance and Accounting

- Oversees and ensures the effective management of Financial functions throughout the Office to facilitate the achievement of the Strategic Objectives;
- Manages the financial, administrative, operational and human resource operations of the Office and ensures the timely delivery of output;
- Reviews Budgets for items to be purchased; adheres to the budgetary requirements, makes changes where necessary, while following established policies and procedures;
- Co-ordinates the preparation of responses to financial audit queries for the attention of the Governor-General's Secretary;
- Ensures the availability of adequate financial resources prior to funds being committed and that the required documentation is provided to support payments in compliance with the Government's Accounting principles and practices.

Information and Communication Systems

- Assesses the ICT needs of the OGG and makes recommendations for upgrades and expansion as required. Manages ICT service contracts and takes action as necessary to keep compliant. Carries out periodic assessment of services particularly those relating to hosting of the King's House Website and e-mails, cable services, telephone services (landline and CUG);
- Manages access control systems to offices and associated buildings;
- Develops and implements a Disaster Recovery Plan for ICT systems;
- Oversees back-up systems and procedures and ensures same is carried out at required intervals and data is securely stored;
- Oversees the establishment, development and documentation of ICT protocols and processes.

Departmental Human Resource:

- Provides leadership to the staff by exemplifying the vision and mission of King's House. Motivates them towards achieving goals and, at the same time, encourage a team approach;
- Provides direction, support and control to direct reports in order to ensure that they are appropriately trained in order to carry out their responsibilities to the required standards;
- Manages the welfare and development of Staff through the timely preparation of, and feedback to, performance appraisals, as well as recommendations for training and development programmes;
- Provides guidance to the Staff through coaching, mentoring and training, providing assistance and support as and when needed, while ensuring that they are aware of, and adhere to the King's House Standing Orders, the GOJ Staff Orders and other relevant policies, procedures and regulations;
- Participates in the recruitment and selection of Staff for the OGG;
- Carries out performance evaluation activities for all direct reports;
- Authorizes Vacation and Departmental Leave for the Staff in the Division, in keeping with established policies and procedures;
- Recommends and/or manages disciplinary action in keeping with established policies and procedures.

Required Knowledge, Skills and Competencies

- Sound knowledge of the King's House Standing Orders, relevant GOJ laws, regulations, principles and practices related to Public Sector Administration, Strategic Planning and Procurement
- Proficient in the Project Management
- Knowledge of relevant computer software and IT applications

- Loyal, composed, trustworthy, and demonstrates impeccable integrity
- Confidential and professional in personal conduct and the execution of duties
- Able to lead, manage, organize, set priorities, multi-task, and meet deadlines
- Highly developed capability to gather, evaluate and interpret data and facts in order to prepare and present concise oral and written reports
- Highly developed analytical skills with demonstrated abilities to identify inequities
- Excellent investigative and problem-solving skills
- Competent Project Manager who delivers projects according to the requirements
- Able to apply good judgement, negotiate, exercise initiative and cope well under pressure
- Communicates effectively in both oral and written forms
- Well-developed social and interpersonal skills and the ability to work well with all levels of Staff
- Computer literate

Minimum Required Qualification and Experience

- Master's Degree in Business Administration OR Finance OR Public Administration OR Public Sector Management with courses in Finance, Risk Management and Strategic Planning or its equivalent, from a recognized tertiary institution;
- Supervisory Management Certification;
- Specialized training in General Administration;
- Training and experience in project management;
- Five (5) years proven successful experience at a senior management level in a Public Sector entity or a comparable organization

Special Conditions Associated with the Job

- The Deputy Governor-General's Secretary (Corporate) is expected to lead by example, and take a non-traditional approach to working hours. This means he/she may be required to work a flexible schedule which will include long hours, work on weekends and public holidays;
- This position requires solving problems that arise, and pressure, especially during the budget planning cycle, when tight deadlines are to be met. The incumbent could experience the pressures of simultaneously co-ordinating a wide range of projects/tasks;
- Travelling is required.

2. Deputy Governor-General's Secretary (Private) (GMG/SEG 4)

Job Purpose

The Deputy Governor-General's Secretary (Private) (DGGS-P) provides direct support to The Governor-General in the exercise of his/her constitutional, legislative, and ceremonial duties, and social duties and community activities. The incumbent is responsible for the strategic direction, the Operational Plan and Budget and the timely delivery of services of the five operational Units under the Private Establishment of the Governor-General, namely, (1) Private Secretariat; (2) Events Management; (3) the Residence of The Governor-General, (4) the House; and (5) the Landscaping/Grounds and Farm staff. The incumbent also has oversight responsibility of the Project Officer and the Executive Secretary for the Governor-General's Programme for Excellence (GGPE).

The Deputy Governor-General's Secretary (Private) collaborates closely with the Aide-de-Camp to The Governor-General, the Deputy Governor-General's Secretary (Corporate), the Press Secretary, the Property Administrator, the Director of Finance and the Director of Human Resource and Administration.

This significant role requires a high level of organizational skills and energy, as well as knowledge of King's House and its operations, State protocol, public relations and event planning.

The incumbent seeks to achieve the job purpose by embracing, demonstrating and contributing to the Vision of the Office of His Excellency The Governor-General and Staff, *"A culture of excellence through people performance and partnerships"*.

Key Responsibilities

Management/Administrative:

- Makes recommendations to The Governor-General in relation to the structure and operations of the Private Establishment to include but not limited to staffing needs, policies and procedures to assure its effective operation;
- Makes recommendations to The Governor-General in relation to his social duties and community activities. Plans and executes The Governor-General's annual Corporate tours, Parish tours, school visits and hospital tours;
- Seeks sponsorship of gifts for Hospital tours, and to meet other charitable needs as identified by The Governor-General;
- Contributes to the finalization of The Governor-General's annual, monthly and weekly schedule of activities;
- Contributes to the Organization's Four-year Strategic Plan;
- Prepares annual Statutory Budget, Operational Plan and Budget for the Private Establishment. Monitors the performance of operational units to plan; approves adjustments where necessary and prepares quarterly performance reports. Prepares monthly cash flow requirements for the Private Establishment. Analyzes expenditure to budget and implements corrective measures where necessary;
- Provides leadership and management oversight for the six (6) operational units under the Private Establishment, namely (1) the Executive and Private Secretariat, (2) Events Management, (3) the Residence of The Governor-General, (4) the House, (5) the Landscaping/Grounds and Farm and (6) the GGPE;
- Directs and oversees support activities in relation to The Governor-General's constitutional, legislative and ceremonial duties;
- Provides general oversight of the community activities of the GGPE's Project Office. Participates in Management Committee meetings and collaborates with the National Co-ordinator in executing the programs of the GGPE. Serves as a signatory on GGPE bank accounts;
- Collaborates with the Aide-de-Camp to the Governor-General to realize the desired outcomes for all appointments, events, and other matters that directly or indirectly impact The Governor-General;
- Co-ordinates the procurement of ceremonial dress for The Governor-General as required;
- Collaborates with the Press Secretary to assure timely preparation and delivery of Remarks, Greetings, Speeches, Messages, or other such information to be delivered by The Governor-General or his/her designated representative;
- Provides support for the compilation of guests lists and the preparation and distribution of the annual calendar and Christmas card;
- Collaborates with the Deputy Governor-General's Secretary (Corporate) and Property Manager on matters relating to the maintenance, refurbishing, and general upkeep of the Main building and those assigned for Staff accommodation;
- Provides guidance to the operational unit managers and supervisors in the Private Establishment for the preparation of requisitions for the procurement of goods and services, in keeping with applicable procurement policies, procedures and approved Budget;
- Approves requisitions for procurement, bills for payment, overtime requests, overtime claims, transportation claims, and other requests that may arise from time to time in accordance with budget provisions;
- Monitors the addition of fixed assets and inventory items to all operational units. Approves all disposal of defective or damaged items;
- Reviews monthly stock count reports; approves shopping lists for the Private Stores inventory, events, and other *ad hoc* needs. Conducts periodic audit of the Private Stores; approves changes as necessary;
- Monitors the ongoing update of The Governor-General's Personal Mailing List. Oversees the ongoing update of other mailing lists managed by the Office;
- Oversees the preparation of guest lists and invitations for events directed by the Private Establishment; manages quality control activities; monitors dispatch of invitations and RSVP data and communicates as needed to relevant publics;
- Recommends uniform allocation, style and process for the Private Staff;
- Provides oversight of activities of the Grounds Men and Farm Hands. Facilitates meetings as required to engage and motivate them and address concerns;
- Monitors the Staff List of the Private Establishment, classification levels and compensation to ensure they are keeping with the requirements of the Organization. Prepares weekly, monthly and annual reports as required, on activities under portfolio responsibilities;
- Reviews staffing schedules and assignments for weekends, holidays, and other special events;
- Reviews and actions correspondences as required;
- Adheres to required GOJ Procurement Guidelines in selecting contracts for services.

Technical/Professional:

- Provides leadership and supervisory oversight for the diverse tasks to successfully deliver all Royal Visits, State events, Diplomatic Dinners, meetings and other events hosted by The Governor-General at King's House or external locations;
- Participates in and/or chairs pre-event planning and post-event evaluation meetings. Monitors deliverables assigned to operational units to assure completion within agreed timelines;
- Collaborates with the ADC to provide guidance on State protocol and the required protocol attendant to all events attended by and/or hosted by The Governor-General;
- Develops policies and procedures to assure the effective operations of the Private Establishment;
- Reviews and approves the Standard Operating Procedures for each operational Unit;
- Provides direct input on furniture, fixtures, fittings, equipment, décor and design elements for all areas of the Main Building and Residence. Prioritizes needs, identifies desired items and suppliers of required services as needed; oversees major décor and refurbishing activities in the Residence and the House;
- Provides direct input on the layout and design elements of staff accommodations; meets with suppliers of services as required; oversees major refurbishing activities;
- Coordinates with the Ministry of Health and Wellness for the necessary arrangements for medical coverage for Royal Visits, State events, and The Governor-General's Social Programme;
- Provides support for the Organization's Disaster Preparedness and Emergency Management Plan.

Departmental Human Resource:

- Participates in the interviewing and selection of staff.
- Recommends terms and conditions for the engagement of Private staff.
- Reviews job descriptions for the Private Staff.
- Supervises Unit Managers and other direct reports by:
 - ✓ Setting objectives and performance measures
 - ✓ Approving work plans and monitoring progress
 - ✓ Recommending and/or approving disciplinary action
 - ✓ Approving leave applications;
- Assesses training needs and recommends training interventions for Staff in keeping with operational objectives. Provides on-going coaching and conducts training sessions as required to meet identified needs;
- Monitors probationary periods, contract renewals, and terminations. Carries out performance evaluation processes;
- Establishes regularly scheduled meetings with Unit Heads to co-ordinate operational activities, motivate, impart information, and address concerns.

Other:

- Facilitates coaching and training sessions as needed for the different staff groups;
- Monitors renewal of Food Handler's Permits;
- Oversees seasonal decorations of the Main Building and The Governor-General's end-of-year activities;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Strategic Planning and Budgeting
- Knowledge of Supervisory Management
- Knowledge of Event and Project Management
- Knowledge of Research and policy development
- Practical exposure to, and sound understanding of the modes of State protocol
- Knowledge of luxury items, antiques and design/décor
- Knowledge of Government procurement procedures
- Loyal, composed, trustworthy and demonstrates impeccable integrity
- Confidential and professional in personal conduct and execution of duties
- Able to lead, manage, organize, set priorities, multi-task and meet deadlines
- Able to anticipate customer needs, change goals and direction quickly
- A problem-solving and results-driven individual with an eye for detail
- Able to apply good judgment, negotiate, exercise initiative and cope well under pressure
- Communicates effectively in both oral and written form with persons at all levels
- Well-developed social and inter-personal skills and the ability to work well with internal and external customers
- Literate in Microsoft Office applications

Minimum Required Qualification and Experience

- An Undergraduate Degree in Hospitality Management, Business or related discipline from a recognized tertiary institution or its equivalent;
- Specialized training in General Administration;
- Supervisory Management certification;
- Five (5) years of proven successful experience at a senior management level and/or managing events/projects in Government and/or Private Sector entities.

Special Conditions Associated with the Job

- The Deputy Governor-General's Secretary (Private) is expected to lead by example and take a non-traditional approach to working hours. This means that he or she may be required to work a flexible schedule which will include long hours, work on weekends and Public Holidays at times;
- Travelling is required.

3. Press Secretary (MCG/IE 6)

Job Purpose

The incumbent creates and implements the communications strategies based on policies related to the functions of The Governor-General. He or she manages and directs the operations of the Public Relations Unit, while liaising with the Special Advisor to The Governor-General and the Senior Executive Assistant to The Governor-General.

The incumbent ensures appropriate coverage and exposure of The Governor-General's activities, consistent with the requirements of *The Constitution*, and the responsibilities of the Office of The Governor-General (*"the Office"*).

He or she is responsible for speaking to, and interacting with the media, stakeholders and special interest groups on behalf of the Office, as well as preparing and overseeing the writing of speeches, messages, public statements, fact sheets, press releases, other types of written materials and organizing events such as press conferences.

The incumbent develops and maintains working relationships with members of the media and serves as liaison between them. He or she responds to questions from the media and the general public, while co-ordinating the distribution of information from the Office.

The Press Secretary achieves the above by being supportive of *"a culture of excellence through people performance and partnerships"*, coupled with staff motivation and commitment, as well as high levels of accountability and responsibility.

Key Responsibilities

Management/Administrative:

- Convenes periodic meetings with direct reports to discuss upcoming events and assigned responsibilities;
- Prepares schedules and relevant information related to assigned tasks and projects;
- Ensures that policies are respected and all procedures are carried out according to established standards and in line with best practices.

Technical/Professional:

- Reviews, in consultation with the Governor-General's Secretary, Deputy Governor-General's Secretary (Private), Special Advisor and the Public Relations Officer, the effectiveness of existing strategies to disseminate information on the activities of The Governor-General in Jamaica and abroad;
- Prepares and manages the annual Strategic/Business Plan, Operational Plan and Budget of the Public Relations Unit;
- Leads in shaping the overall communications procedures in realization of these strategies and policies, especially with regard to the role and function of The Governor-General's activities and responsibilities;
- Develops a stakeholder community programme for The Governor-General;
- Articulates The Governor-General's Agenda to the media, stakeholders and special interest groups;
- Co-ordinates the implementation of public and media relations programmes for The Governor-General, targeting special interest groups;
- Develops and implements proactive media strategies to support the policies of the Office of The Governor-General;

- Prepares speeches, messages, broadcasts, public statements, fact sheets, brochures, booklets, and written materials and submits to the Governor-General's Secretary for approval;
- Co-ordinates the distribution of information, press releases, and other pertinent information, internally and externally;
- Acts as media liaison. Plans and organizes news conferences, media briefings, and other activities. Informs the media and the wider public regarding the affairs and initiatives of The Governor-General;
- Monitors, analyses and reports on media publicity in relation to The Governor-General and those programmes and initiatives with which The Governor-General is closely identified;
- Conceptualizes the direction, tone and content of material posted on the King's House's Website and on Social Media. Ensures that the appropriate approvals are obtained prior to material being uploaded;
- Reviews the opinions and comments expressed by the general public on the image of the Office of the Governor-General and The Governor-General; brings them to his/her attention and advises on appropriate responses when required;
- Develops communication protocols to manage crises, emergencies and unforeseen events;
- Performs any other job-related functions as assigned by the Governor General's Secretary.

Departmental Human Resource:

- Provides leadership while adhering to the Vision and Mission of the Office, motivates staff towards achieving goals and at the same time, encourages a team approach;
- Provides direction, support and control to direct report, and ensures appropriate training so that tasks can be carried out to the required standards;
- Manages the welfare and development of direct report through the timely preparation of performance appraisals with appropriate feedback;
- Ensures that direct report is aware of, and adheres to the King's House Standing Orders, GOJ Staff Orders, policies and other related procedures and regulations;
- Guides and monitors activities, approves Work Plans and ensures that proper working conditions exist for staff;
- Serves a working member of the Public Relations Committee and any other related Committee.

Required Knowledge, Skills and Competencies

- Knowledge of the Jamaican Public Service and familiarity with the characteristics of its governance and management
- Thorough knowledge and understanding of related Government of Jamaica policies
- Solid knowledge in the use of all types of media, including print, electronic and social media
- Sound knowledge of the Jamaican media landscape in order to understand influences and keep abreast of changes and trends
- Excellent oral and written communication skills
- Problem-solving skills, with attention to details
- Strong work ethics
- Networking skills. Knows the media players
- Able to work independently and as part of a team
- Strategic planner
- Proficient in Microsoft Office Suite and related software
- Possess developed leadership qualities, is highly organized and shows initiative
- Able to think quickly, use sound judgement and make decisions rationally and decisively
- Excellent interpersonal skills and able to interact professionally with all types and levels of persons
- Confident and shows respect when dealing with internal and external customers
- Calm and flexible, able to work through emergencies

Minimum Required Qualification and Experience

- Post Graduate Degree in Mass Communications or equivalent from a recognized tertiary institution, with five (5) years' experience in Public Relations and/or Journalism, **OR** an Undergraduate Degree in Mass Communications or equivalent from a recognized tertiary institution, with seven (7) years of progressively responsible Journalism and/or Public Relations experience;
- Training and experience in project management and project delivery;
- Training in an area of Human Resource Management (*desirable, but not mandatory*).

Special Conditions Associated with the Job

- The Press Secretary is expected to lead by example and take a non-traditional approach to working hours. This means that he or she can work ten to twelve-hour days, on weekends and public holidays, due to the requirements of the Office;
- There may be pressure when managing the deliverables and other requirements of the position;
- Travelling is required across the fourteen (14) parishes of Jamaica.

4. Records/Special Library Manager (GMG/SEG 2)

Job Purpose

The incumbent will ensure the operation and maintenance of an efficient and organised Records Management System, a Special Library and an Archival Museum. The incumbent organises the material which flows to the Office of the Governor-General and provides the Staff with the information they need to assist them in making informed decisions, while complying with the International Records Management Standards (ISO 15489:1-2001 and 23081: 2006/07), the Jamaica Library Service Act, 1949, and the *Archives Act, 1983*.

The Records/Special Library Manager achieves the above by being supportive of '*A culture of excellence through people performance and partnerships*,' coupled with leadership, self-motivation, commitment, accountability and responsibility.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Office's Corporate/Strategic and Operational Plans, as well as the implementation and monitoring of same;
- Prepares, justifies and monitors an annual Budget and Operational Plan and monthly Cash Flow which ensures the equitable provision of services and promotes the use of information in order to effectively meet the needs of clients, in a cost-effective manner;
- Prepares and keeps current, a Desk Manual of standard operating procedures for activities.

Technical/Professional: **Records Management**

- Plans, implements and co-ordinates an efficient and effective Records and Information Management Programme by:
 - ✓ Storing, arranging, indexing, cataloguing and classifying records according to internationally-accepted systems
 - ✓ Facilitates the development and maintenance of Filing Systems, including Alphabetic, Numeric, Alphanumeric and Chronological
 - ✓ Compiles and supervises the update of a Master File Index for administrative records
 - ✓ Determines the administrative, fiscal, legal, operational, historical and research value of records and applies retention periods
 - ✓ Establishes appropriate systems and provides access to records for operational and strategic purposes. Responds to enquiries from internal and external customers and enables appropriate access to information
 - ✓ Carries out inventories of active and inactive records, including their subject content, arrangement, type, location, volume, etc., to identify deficiencies, shortcomings or problems
 - ✓ Identifies the most appropriate records management software and other resources to enhance the efficiency of paper-based and electronic records;
- Administers policies and provides a framework to guide the Administrative Professional staff in the management of records;
- Collaborates with the Government Archivist and the Government Records Officer at the Jamaica Archives and Records Department (JARD) regarding the disposal of legal, financial, personal and administrative non-current records;
- Co-ordinates the destruction of security-classified records by shredding or burning, in accordance with Government security regulations;
- Facilitates the declassification of relevant Top Secret, Secret and Confidential files by the Governor-General's Secretary, in accordance with GOJ guidelines;
- Supervises the transfer of valuable and dormant records to the King's House Records Centre or the Jamaica Archives to preserve the Corporate memory and heritage and help ensure the preservation of archives for the future;

- Ensures adherence to GOJ's security and safety regulations as they affect Records and Information Management and material equipment. Prepares a Records Management Disaster Preparedness and Recovery Plan, which sets out standards, policies and guidelines;
- Pursues job enrichment activities by:
 - ✓ Maintaining current knowledge of automated and related technologies and laws affecting Strategic Records and Information Management
 - ✓ Establishing local, regional and international networking relationships with other professionals
 - ✓ Participating in continuing professional education through formal and informal courses, seminars and self-study.

Special Library

- Maintains a Special Library with relevant material and appropriate equipment to enable the Staff to access information which will assist them in carrying out their duties more efficiently;
- Stores, arranges, indexes, catalogues and classifies books and other material according to internationally accepted systems, namely, Dewey Decimal Classification System, Anglo American Cataloguing Rules and Sears List of Subject Headings;
- Pursues Collection Development strategies to improve the Library through the acquisition of books, periodicals and audio-visual materials;
- Carries out regular update of the Laws of Jamaica and Subsidiary Legislation;
- Organizes Government publications, including The Jamaica Gazette, Quarterly and Annual Reports and Plans;
- Contributes relevant articles to the King's House Newsletter and the King's House Website;
- Ensures a *Library Disaster Preparedness and Recovery Plan* is implemented and kept current, and that the Library is prepared to respond to disasters.

Archival Museum

- Implements appropriate mechanisms and procedures for editing permanent records and historically valuable documents - recording, archiving, handling, preserving and storing works of art, souvenirs and other material of archival value. These include items received by Their Excellencies on behalf of the Nation;
- Arranges with the Jamaica National Heritage Trust and/or the National Gallery for the repair and conservation of archival items;
- Researches and records the origins and historical significance of buildings, flora, fauna and archival material on the King's House property in order to preserve Corporate memory and heritage;
- Facilitates Museum tours;
- Develops and mount displays and exhibitions.

Human Resource:

- Provides leadership to direct report and ensures he or she is proficient and efficient in carrying out tasks;
- Provides direct report with monthly project schedules related to specific tasks and responsibilities. Monitors the work to ensure compliance;
- Ensures that direct report is aware of and adheres to the King's House Standing Orders, relevant policies, standard operating procedures and other related regulations;
- Attends Staff meetings and submits reports as required by the Deputy Governor-General's Secretary – Corporate;
- Supports achieving team work which contributes to satisfactory service delivery;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the King's House Standing Orders and other related regulations
- Proficiency in the use of relevant computer applications
- Excellent presentation and oral and written communication skills
- Good interpersonal skills
- Strong research and information-gathering skills
- Ability to display high degree of tact, confidentiality, diplomacy and integrity
- Knowledge of a foreign language (useful but not mandatory)

Minimum Required Qualification and Experience

- Bachelor's Degree in Records Management or Library Science or Archival Studies or related discipline;
- Training in Information Systems;

- Three (3) years managerial experience;
- Experience with grant and proposal writing (useful but not mandatory).

Special Conditions Associated with the Job

- Work involves standard office setting with the ability to operate office equipment;
- May involve exposure to dust and/or mould;
- May require the ability to bend, stoop, pull drawers open and closed to retrieve files and lift boxes up to 25 pounds.

5. Director of Finance (GMG/PA 2)

Job Purpose

Under the direction of the Deputy Governor-General's Secretary (Corporate Services) (DGGSC), the Director of Finance is responsible for supporting and supervising the accounting and financial management activities, which include budgeting and commitments, expenditure and receipt controls, payroll preparation and financial accounts. The Director safeguards the Office's assets by applying accounting principles and procedures. He or she compiles, analyzes and presents financial information, as well as financial performance data through timely reports and statements reflecting the financial status of the Office, in the conduct of his or her duties.

The incumbent prepares Financial Reports and Statements in accordance with generally accepted accounting control procedures and supports the Governor-General's Secretary in providing financial data which forms the basis of the Office's Financial Management Reports presented to His Excellency the Governor-General and the Ministry of Finance and the Public Service (MOF&PS). In so doing, he or she monitors the utilization of the various Budgets, ensuring the efficient use of allocated resources. The incumbent is held accountable and responsible for making financially sound recommendations, taking into consideration factors such as risk, financial planning and control, cash flow, as well as maintaining proper accounting practices.

The Director provides guidance and direction with respect to the financial regulations and related GOJ Staff Orders, in order to ensure that the activities of the Finance and Accounting Unit are in keeping with the requirements, regulations and instructions of the Financial Administration and Audit (FAA) Act, as well as policies from the MOF&PS, which guides those of the Office.

The Director seeks to achieve the above by entrenching '*A culture of excellence through people performance and partnerships*', coupled with employee motivation and commitment, which includes high levels of accountability, responsibility and documented productivity.

Key Responsibilities

Management/Administrative:

- Ensures that the Unit's output conforms to acceptable accounting and financial standards and practices which are specific and relevant to its operations;
- Provides direction, support and control to direct reports in order to ensure that they are appropriately motivated and trained to carry out their responsibilities to the required standards;
- Ensures that the workload is adequately shared, and the Staff is provided with the appropriate tools to effectively perform and deliver;
- Develops and monitors work schedules and/or programmes to ensure the effective utilization of direct reports to accomplish the Unit's objectives and the Office's goals and obligations.

Technical/Professional:

- Is responsible for the effective and efficient management and control of funds received with respect to compensation, travelling, goods and services;
- Analyzes and presents Financial Reports in an accurate and timely manner, clearly communicating Monthly and Annual Financial Statements, while overseeing the accounting for all financial projects and programmes;
- Ensures that the appropriate and up-to-date financial and accounting records are maintained in accordance with the FAA Act;
- Updates and implements all necessary business policies and accounting practices. Develops and implements the Unit's Policies and Procedures Manual;
- Establishes and maintains records of GOJ rules and procedures. Ensures that the Staff is kept informed and updated on GOJ policies, the MOF&PS's instructions and decisions in relation to Government financial procedures and any related changes;

- Ensures that any requests for the Budget, Cash Flow, Financial Statements and reports are prepared and submitted to the MOF&PS accurately and on time, while taking into consideration the specific needs of the Unit. Manages cash flow and forecasting;
- Communicates and presents critical financial matters to the GGS; manages the finance, payroll and expenditure functions;
- Administers and reviews all financial plans and budgets, prepares and submits written financial/statistical information as requested by the MOF&PS, monitors progress and changes and keeps the GGS abreast of the Office's financial status;
- Implements a robust contracts management and financial management reporting system; ensures that financial data and cash flow are steady and support operational requirements;
- Maintains effective working relationships with the Office's bankers and liaises with external persons relevant to the Office's financial operations;
- Ensures Audit Schedules, Financial Reports and Bank Reconciliations are prepared and available to Auditors on a timely basis and provides support to the Audit Team;
- Reviews Audit Queries, co-ordinates replies to the Auditor General and the Internal Auditors. Ensures agreed recommendations relating to expenditure and accounting processes are implemented;
- Prepares the Annual Appropriation Account with respect to revenue and expenditure for submission to the MOF&PS, the Accountant General's Department and Auditor General's Department; provides explanations for variations between budgetary allocation and expenditure;
- Oversees and leads the annual budgeting and planning process in conjunction with the GGS, obtains data from Programme Managers;
- Prepares the Annual Budget (Estimate of Expenditure) and Supplementary requests for total Head (01000) and submits to the MOF&PS accurately and on time, taking into consideration the specific needs of the Office;
- Ensures that the Wage Bill is prepared and submitted to the MOF&PS, as well as the timely remittance of all deductions to the relevant institutions;
- Ensures that costs in respect of personal telephone calls made by staff are collected and accounted for;
- Ensures that Purchase Requisitions are committed and approved for financial clearance.

Departmental Human Resource:

- Provides leadership to direct reports by creating the vision and motivating them towards achieving the Unit's goals, and at the same time encourages a team approach;
- Manages the welfare and development of employees of the Unit through the timely preparation of, and feedback to, performance appraisals, as well as recommendations for training and development programmes;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as and when needed, while ensuring that they are aware of, and adhere to the King's House Standing Orders, the GOJ Staff Orders, policies, procedures and regulations of the Office and the GOJ as a whole;
- Ensures that proper working conditions exist for the Unit's Staff members.

Other:

- Supports the output of the Office's Strategic/Business and Operational Plans;
- Represents the Office at meetings, conferences and other fora as requested;
- Prepares Reports and Budget Briefs for the GGS on request;
- Performs any other job-related functions as assigned by the GGS.

Required Knowledge, Skills and Competencies

- Sound knowledge of accounting processes
- Knowledge of Accounting Packages such as Peachtree, ACCPACC or Quick Books and their applications
- Knowledge of relevant accounting software applications
- Working knowledge of relevant laws, statutes, policies and procedures and other instructions specific to the Government of Jamaica (GOJ)
- Knowledge of the King's House Standing Orders, relevant GOJ laws, the *Staff Orders* and other instructions specific to the operations of the Office
- Is loyal, composed, trustworthy and demonstrates impeccable integrity
- Able to organize, set priorities, multi-task and meet deadlines
- A problem-solving and results-driven individual with an eye for details
- Able to apply good judgment, initiative and cope well under pressure
- Excellent interpersonal skills and able to work as part of a team
- Able to communicate effectively in both oral and written forms with persons at all levels
- Is confidential and professional in personal conduct and in the execution of duties

Minimum Required Qualification and Experience

- Bachelor Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Special Conditions Associated with the Job

- There may be occasions of long working hours and work on weekends and Public Holidays, especially during the Budget planning cycle when tight deadlines are to be met;
- Travelling is required.

6. Information Systems Manager (MIS/IT 4)

Job Purpose

Under the supervision of the Deputy Governor-General's Secretary (Corporate), the Information Systems Manager is responsible for the effective installation, configuration, operation and maintenance of system hardware, software and related infrastructure. The incumbent maintains and updates him/herself in technical research and development to enable continuous innovation to the infrastructure. He/she ensures that system hardware, operating systems, software systems and related procedures, adhere to organizational values, while enabling the staff and other stakeholders to perform in an optimal manner.

In collaboration with service providers, the incumbent plans for and responds to service outages and other problems while providing project management capabilities for systems-related projects, supervising or training users and consulting on computer problems.

The Information Systems Manager achieves the above by being supportive of '*A culture of excellence through people performance and partnerships*,' coupled with leadership, self-motivation and commitment.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Office's Business/Strategic and Operational Plans, as well as the implementation and monitoring of same;
- Contributes to the preparation of the Office's Annual Budget with respect to the needs for ICT;
- Ensures that output is in line with acceptable Standard Operating Procedures (SOP) and practices which are specific and relevant to service delivery requirements;
- Develops and recommends related policies and procedures for the various processes.

Technical/Professional:

- Makes recommendations to the Deputy Governor-General Secretary - Corporate based on needs, benefits and technical strategy, research and development within project life-cycle, technical analysis and design;
- Smooths the transition and implementation of projects by performing operational activities within the project life cycle;
- Is answerable for the various systems utilized within the Office with respect to provisioning, operations and support, maintenance, research and development;
- Maintains an inventory of equipment and parts as well as documentation of vendor activities;
- Plans, develops and implements the ICT budget, obtaining competitive prices from suppliers, to ensure cost effectiveness;
- Installs new and/or rebuilds existing servers, and configures hardware, peripherals, services, settings, directories and storage in accordance with acceptable standards and project/operational requirements;
- Develops and maintains installation and configuration procedures; contributes to, and supports system standards;
- Ensures adherence to, and compliance with appropriate software licensing laws;
- Researches and recommends innovative approaches for system administration tasks; identified approaches which leverage resources and provide economies of scale;
- Contributed to the preparation of an ICT security strategy and disaster recovery plan that minimizes the risk of data loss and breach of privacy of the Office's information;

- Performs routine backup operations, ensures that required file systems and system data are successfully backed up to the appropriate media, recovery tapes and disks are created and sent off-site as required;
- Performs regular cyber security monitoring to identify any possible intrusions;
- Analyzes cyber and technical threats;
- Performs daily system monitoring, verification and review of:
 - ✓ The integrity and availability of hardware
 - ✓ Server resources
 - ✓ Systems and key processes
 - ✓ System and application logs
 - ✓ Web site operations
 - ✓ Connectivity of Local Area and Wide Area Networks - the completion of scheduled jobs such as backups;
- Creates, changes, and deletes user accounts, according to request procedures; performs regular file archival procedures and purges as necessary;
- Provides other support as per request from the various users; investigates and troubleshoot issues;
- Repairs and recovers from hardware and software failures, coordinates and communicates with impacted users. Performs periodic performance reporting to support capacity planning;
- Liaises with telecommunication service providers and makes requests for upgrades in services, lines etc. as required;
- Oversees the efficient delivery of cable service on the property. Ensures that system faults are reported. Monitors the progress of repairs;
- Processes telephone and cable bills, and ensures accuracy;
- Demonstrates and supports the highest standards of ethical and moral conduct to all staff;
- Performs any other duties which may be assigned from time to time.

Other:

- Supports the Deputy Governor-General's Secretary - Corporate in the preparation of the Unit's Strategic and Operational Plan as well as any related special projects;
- Configures and operates the teleprompter equipment at events at which The Governor-General speaks.

Required Knowledge, Skills and Competencies

- Broad knowledge of the use and direction of ICT within the GOJ and the Office
- Knowledge of GOJ Procurement Guidelines
- Able to train others and set the work pace
- Developed presentation, oral and written communication skills
- Flexible, resourceful and able to work well under pressure
- Strong investigative and problem-solving skills with the tenacity to do so
- Analytical and project management skills
- High ethical conduct and demonstrated integrity with strong customer service orientation.

Minimum Required Qualification and Experience

- An undergraduate Degree with a technical major such as Software Engineering or Computer Science or equivalent from a recognized tertiary institution;
- System Administration/System Engineering certification in Unix and Microsoft;
- Project Management training or experience;
- Three (3) years of System Administration experience;
- Training in Cyber Security Identification and Analyses is desirable.

Special Conditions Associated with the Job

- There can be high pressure when project deadlines are to be met;
- May be required to work evenings and weekends, sometimes with little advance notice.

7. Accounting Technician 3 (FMG/AT 3)

Job Purpose

Under the supervision of the Director, Finance and Accounting, the Accounting Technician III is responsible for the efficient and effective administration of the financial and accounting practices of the Unit. He or she performs Management and Financial Accounting functions within the requirements, regulations and instructions of the FAA Act, the Government of Jamaica (GOJ)

Accounting Policies and Procedures, the Government of Jamaica Staff Orders, the King's House Standing Orders and other agreed financial policies and practices.

The incumbent produces all the Monthly Financial Statements and Reports for the Office, as well as the monthly statutory declarations to be delivered to the Tax Administration of Jamaica. He or she certifies all transactions which are input using the Government Financial Management System. This must be done prior to the approval process by the Director of Finance and Accounting.

The Accounting Technician III demonstrates a professional image through in-person and telephone interaction, thereby upholding the expected high standards of service delivery, which is considered vital and deserving to stakeholders, staff and visitors to the Unit.

Key Responsibilities

Technical/Professional:

- Monitors monthly expenditure, ensuring that it is in keeping with budgetary allocations and agreed priorities;
- Analyzes expenditure patterns against the budget for projects; highlights and reports on any deviation for corrective action to be taken;
- Assists with preparing the report for the Annual Appropriation Accounts;
- Collaborates with other Ministries, Agencies and Departments to share information which contributes to the effective completion of responsibilities;
- Establishes and maintains working relationships with the Office's Bankers and Associated Agencies.

Financial Accounting:

- Prepares and submits all Financial Statements and other Reports as required, ensuring accuracy and timeliness with respect to the data and deliverables;
- Ensures that policies and procedures are followed with respect to the Unit's operations, in order to abide by internal control requirements;
- Maintains and updates the Ledgers and Journals on a monthly basis;
- Signs specified Bank Accounts on behalf of the Office;
- Ensures that all accounting records within the Unit are maintained in accordance with established policies and procedures;
- Contributes to the preparation of the annual Budget, Corporate/Strategic Plan and Operational Plan.

Management Accounting:

- Generates Monthly Financial Statements (Statutory and General Administration) for submission to the Ministry of Finance and the Public Service (MOF&PS) including:
 - ✓ Statement of Receipts and Payments
 - ✓ Main Ledger Trial Balance
 - ✓ Bank Reconciliations and outstanding cheque listing
 - ✓ Statement of Expenditure by Activity and or Project
 - ✓ Statement of Expenditure by Objects;
- Verifies encashed cheques against Bank Statements and other records; informs the Bank of any missing cheques and or other discrepancies;
- Verifies Bank Statements against the Cash Book and prepares Journal Vouchers for input, using the GFMS software for any items on the Bank Statement, such as Bank charges, which do not appear in the Cash Book;
- Liaises with the Banks to ensure that Statements are received on a timely basis.

Other:

- Assists in developing the Unit's Annual Work Plan; monitors its progress and participates in evaluating its performance;
- Recommends and or suggests training and development opportunities;
- Participates in the review and/or development of operational systems and procedures, as well as developing the Unit's Operational Manual;
- Performs any other duty, in keeping with job functions that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Methods, practices, documents and terminology used in accounting and record keeping
- Standard office practices and procedures, GOJ policies, procedures and practices governing related financial transactions, King's House Standing Orders
- Knowledge of relevant computer software and spreadsheet applications
- Able to organize, set priorities and meet deadlines

- Excellent investigative, analytical and problem-solving skills
- Able to apply good judgement, exercise initiative and cope well under pressure
- Communicates effectively in both oral and written forms
- Confidential - integrity and professionalism are noted in personal conduct and execution of duties

Minimum Required Qualification and Experience

- AAT Level 3, **or**;
- ACCA-CAT Level C/Level 3, **or**;
- Acca Level 1
- NVQJ Level 3, Accounting, **or**;
- Diploma in Accounting from an accredited University or Community College, **or**;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution, **or**;
- ASc. Degree in Accounting from the Management for National Development (MIND), **or**;
- Diploma in Government Accounting, MIND, Levels 1, 2 & 3, **or**;
- BSc. Degree in Accounting/Management Studies with Accounting, **or**;
- BBA Degree, **or**;
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Special Conditions Associated with the Job

- There can be high pressure especially during the Reporting and Audit cycles;
- Responsibilities sometimes require working evenings, sometimes with little advance notice.

8. Accounting Technician 2 (FMG/AT 2)

Job Purpose

Under the supervision of the Director, Finance and Accounting, the Accounting Technician 2 (Payroll Officer - Fortnightly & Monthly) is responsible for the timely and accurate preparation of fortnightly and monthly salary payments and the compilation of Salary and Statutory Deduction listings. He or she ensures that the financial and management accounting practices in relation to the above tasks comply with the requirements, regulations and instructions of the FAA Act, Government of Jamaica (GOJ) Accounting Policies and Procedures, the GOJ Staff Orders, the King's House Standing Orders, and other financial policies and practices.

The incumbent computes and records the earnings owed to each member of Staff and responds to directives received which results in calculating salaries and deductions - statutory and otherwise. He or she prepares the annual returns at the end of each year for monthly and fortnightly staff and submits same to the relevant Government of Jamaica authorities. This position also assumes the role and responsibilities of Commitment Control Officer for all Payroll transactions.

The Accounting Technician 2 projects a professional image through in-person and telephone interaction, thereby upholding the expected high standards of service delivery, which is considered vital and deserving to stakeholders, staff and visitors to the Unit.

Key Responsibilities

Technical/Professional:

- Receives directives and/or instructions from the Human Resource and Administration Director with respect to the details of new employees of the Office and any updates to Service Records for current Staff;
- Adheres to approved systems, policies and procedures for the accurate and timely capture of payroll information and payment of wages and salaries;
- Examines and verifies the accuracy and validity of all payroll changes;
- Maintains and updates the Ledger and the GFMS Journal on a monthly basis.

Wage and Salary Payment Preparation:

- Prepares fortnightly and monthly salaries, as well as the relevant salary deduction listings and cheques for fortnightly and monthly paid staff, ensuring that they are dispatched accordingly;

- Prepares salary journal vouchers with respect to the funding of the salaries account and post to the GFMS;
- Maintains the *Salaries Control Register* for each fortnightly and monthly payment period;
- Responds to queries and confidential salary information requests in a timely manner;
- Carries out monthly checks and verification of salaries and bank deposits from the Accountant General's Department and reconciles them with warrant requests and allocations;
- Prepares data for the Annual Wage Bill Report and any other compensation related reports. Prepares and files Annual Returns.

Other:

- Assists in developing the Unit's Annual Work Plan; monitors its progress and participates in evaluating its performance;
- Recommends and/or suggests training and development opportunities;
- Participates in the review and or development of operational systems and procedures and prepares the Unit's Desk Manual;
- Keeps abreast of current trends and developments geared towards increasing productivity and efficiencies, recommends their adoption and or application where appropriate;
- Prepares weekly progress reports and work plans and submits to the Director;
- Performs any other duty, in keeping with job function, that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Methods, practices, documents and terminology used in accounting and record-keeping
- Standard Office practices and procedures, GOJ policies, procedures and practices, governing related financial transactions
- Knowledge of relevant computer software and spreadsheet applications
- Competent user of personal computers with knowledge of relevant software applications
- Able to organize, set priorities and meet deadlines
- Possess analytical and problem-solving skills
- Able to apply good judgement, exercise initiative and cope well under pressure
- Effective oral and written communication skills
- Confidential. Integrity and professionalism are noted in personal conduct and execution of duties

Minimum Required Qualification and Experience

- AAT Level 2, **or**;
- ACCA-CAT Level B/Level 2, **or**;
- NVQJ Level 2, Accounting, **or**;
- Certificate in Accounting from an accredited University, **or**;
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University, **or**;
- ASc. Degree in Business Studies/Business Administration/Management Studies, **or**;
- ASc. Degree in Accounting from the Management for National Development (MIND), **or**;
- Certificate in Government Accounting Level 2.

Special Conditions Associated with the Job

- There can be high pressure especially during the salary payment cycle;
- Responsibilities may sometimes require working evenings, with little advance notice.

9. Lady's Maid/Butler (LMO/TS 4)

Job Purpose

Under the supervision of the Household Manager, the Lady's Maid serves as a personal aide to Her Excellency. The incumbent is attentive to details, possesses a gracious and professional personality and sees to it that Her Excellency's day is accomplished in a smooth and seamless manner. A good Lady's Maid is cheerful, honest, discrete, organised and respectful.

The Lady's Maid is responsible for the care, maintenance and upkeep of Her Excellency's wardrobe and private rooms, as well as cleaning, ironing and mending garments, laying out and labeling of garments specific to each occasion, while preparing them for packing and travelling, when the need arises. She also provides support for food and beverage service to Their Excellencies and guests.

The incumbent seeks to achieve the job purpose by embracing, demonstrating and contributing to the Vision of the Office of The Governor-General and Staff: *“A culture of excellence through people performance and partnerships”*.

Key Responsibilities

Technical/Professional:

Personal Care and Support Duties

- Monitors Her Excellency's Diary, in order to be kept abreast of her appointments;
- Updates Her Excellency in advance on upcoming appointments, in collaboration with the Private Secretary to Her Excellency;
- Co-ordinates with Private Secretary to Her Excellency to ensure documentation of appointments and the necessary elements are in place (ensuring that Health Cards are available for Doctors appointment, test results are collected, specific instructions for tests are known and adhered to);
- Collaborates and co-ordinates with His Excellency's Valet regarding matters relating to Their Excellencies' mutual attendance at events;
- Cares for all items in Her Excellency's wardrobe; keeps them in readiness for wear at all times;
- Selects appropriate attire for appointments and personal activities, in consultation with Her Excellency;
- Carries out housekeeping tasks in Her Excellency's dressing room and other personal spaces. Keeps the areas in immaculate condition at all times;
- Organizes and maintains drawers, closets and other areas used for storing clothing and personal items;
- Repairs garments as and when necessary. Consults with Her Excellency's seamstress or other experts as required, to carry out alterations and repairs;
- Carries out periodic deep cleaning of closets, drawers and other storage areas according to established frequency. Consults with the Household Manager as required;
- Airs all clothing not worn within a period of at least one month. Removes all items from the closet area and vacuums everywhere to prevent moth infestation;
- Stores clothes as required in sealed plastic bags and puts moth or cedar balls in the closet or storage areas;
- Conducts a quarterly wardrobe audit. Recommends seasonal items for storage, as well as the removal of worn items;
- Complies with and carries out required actions for storage or disposal of items as instructed by Her Excellency;
- Brushes, steams and irons clothing, cleans shoes and ensures that personal items are maintained at all times;
- Lays out clothing to be worn each day and for each event. Ensures that all items required for personal care are in readiness for use. Monitors personal care products and recommends replenishing in advance;
- Carries out personal care duties for Her Excellency as required. Presents the various articles as needed for dressing. Assists Her Excellency with dressing or un-dressing as needed;
- Checks to ensure that Her Excellency is appropriately groomed prior to departing the Residence;
- Disseminates information from Her Excellency to relevant staff and other personnel as directed and relates feedback accordingly;
- Relates to Her Excellency's Driver and close Protection Officers regarding arrangements prior to her departing the Residence;
- Co-ordinates with the Private Secretary to Her Excellency and the Aide-de-Camp to the Governor-General to ensure Speeches, Briefing Notes and related documents are prepared and readily available for Her Excellency's use and information;
- Retrieves files, books and documents, which may be required by Her Excellency to be taken to events and appointments or while travelling; ensures that they are secure in her briefcase or carry-on bag;
- Receives Her Excellency on her return from events or appointments. Verifies that the private quarters are in immaculate condition and in readiness for her return;
- Remains on-call throughout the day to ensure that Her Excellency's needs are met;
- Prepares Her Excellency's luggage for travel, packs sufficient and appropriate clothing, as well as linens for the trip. Unpacks on her return and applies the required cleaning and airing techniques for all clothing, other items and luggage;
- Accompanies Her Excellency on trips as required. On arrival at the location, takes charge of all luggage and attends to Her Excellency's needs;
- Receives and welcomes all of Her Excellency's guests to the Residence and attends to their needs for the duration of their stay;
- Answers telephones and receives in-person messages for Their Excellencies, delivers messages, ascertains feedback and reverts to sender in a timely manner.

Food and Beverage Service

- Provides support in setting up table appointments for events hosted by Their Excellencies;
- Assists with food and beverage service to Her Excellency at events hosted or attended by them;
- Liaises with the Head Chef in the Residence on menus and meal service times for Her Excellency. Prepares specific items as required;
- Confirms in advance that all arrangements are in place for timely food and beverage service for Her Excellency. Co-ordinates with the Head Butler/Duty Butler to deliver timely service;
- Assists the Butlers with polishing and storing silverware, dinnerware, glassware and other items used for food and beverage service.

Other:

- Be a good team player and assist with duties relating to providing service to Their Excellencies, their family and guests;
- Be *au fait* with current affairs and matters of personal interest to Her Excellency to facilitate conversation;
- Performs any other related duties which may be assigned.

Required Knowledge, Skills and Competencies

- Confidential, honest, flexible, loyal and trustworthy with impeccable integrity
- Engaging and able to build good rapport
- Pays attention to detail and able to follow directions
- Has a gracious and professional personality
- Strong enough to lift items when needed
- Has excellent organizational skills, is meticulous and detail oriented
- Possess a great degree of confidence
- Energetic, self-assured, customer-focused and solutions-oriented
- Able to anticipate customer needs, change direction quickly and multi-task
- An excellent communicator with good interpersonal skills

Minimum Required Qualification and Experience

- An Associate Degree/Advance Certification in Hospitality Management/Food Service or equivalent from a recognized tertiary institution;
- Training in Wait Service and Food and Beverage Preparation (preferably HEART Trust NTA Certification) with practical experience in formal food service entity;
- Five (5) years of proven, related experience in a comparable setting;
- Valid Food Handlers' Permit

Special Conditions Associated with the Job

- The Lady's Maid must be in good physical shape, able to lift household items and stand for long periods.
- The required work output can be hectic and demanding and can require completing multiple tasks at the same time;
- Must also be able to work under pressure, while ensuring that everything is prepared according to expected standards and guidelines;
- The incumbent may on occasions, have to fill in as Butler and could experience the pressures of simultaneously coordinating a wide range of activities;
- Extended working hours are expected.

10. Car Care Attendant (LMO/TS 2)

Job Purpose

Under the supervision of the Property Caretaker, the Car Care Attendant is responsible for the washing and general maintenance of the interior and exterior of the fleet of official vehicles assigned to the Office of the Governor-General. The incumbent also provides support for property maintenance and disaster and emergency management activities.

The incumbent seeks to achieve the job purpose by embracing, demonstrating and contributing to the Vision of the Office of The Governor-General and Staff: "*A culture of excellence through people, performance and partnerships*".

Key Responsibilities

Technical/Professional:

- Carries out daily inspection of the fleet of official vehicles; removes debris and cleans interior and exterior areas. Returns to standard any settings disturbed during cleaning (e.g. air freshener, radio volume etc.);
- Uses appropriate cleaning methods and material (e.g. buffing pads) to achieve optimal care and appearance of both interior and exterior of all vehicles.
- Inspects all parking bays and sees to the removal of debris daily. Sweeps, washes and disinfects areas;
- Carries out daily inspection of the entrance areas to the garage, parking areas, JDF Barracks walkway and related fence line to see to the removal of debris by sweeping and cleaning as needed;
- Conducts daily checks of the fountain in the teardrop garden and His Excellency's garden. Skims debris and cleans and maintains both fountains at the standard required;
- Assists with the dispensing of gasoline to the official fleet of vehicles as required;
- Maintains the Bishops Lodge's parking lot by raking leaves, cutting grass and trimming edges;
- Cleans the Bishops Lodge Parking Bay by sweeping, washing and wiping the areas at the intervals and standards required;
- Provides support for disaster and emergency management activities;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of operation of motor vehicle washing equipment
- Knowledge of motor vehicles; able to do engine oil check, air pressure check and windshield fluid check
- Knowledge of methods and materials used in vehicle care (Amoral, windscreen wash, microfiber cloth, etc.)
- Loyal, composed, trustworthy and demonstrates impeccable integrity
- Excellent organizing and planning skills with an eye for detail
- Good oral and written communication skills
- Confidential and professional in personal conduct and the execution of duties

Minimum Required Qualification and Experience

- Completion of secondary level education;
- Two (2) years' experience working in a similar capacity;
- Valid Driver's Licence;
- Experience operating basic maintenance tools and equipment.

Special Conditions Associated with the Job

- The Car Attendant is a resident on the property and is expected to be on call for 24 hours. This means that he or she is required to work a flexible schedule which will include long hours, working on weekends and Public Holidays. The incumbent should be able to tolerate living alone and being on call for extended periods;
- This position requires solving problems that arise, spending long hours on one's feet and often having to lift heavy objects;
- This position involves manual labour.

11. Cleaner/Office Attendant (LMO/TS 2)

Job Purpose

Under the supervision of the House Supervisor, the Cleaner/Office Attendant provides high quality cleaning service. The incumbent is responsible for maintaining the cleanliness of the General Administration Building and the Staff Canteen of the Office of His Excellency The Governor-General and Staff (*"the Office"*).

The incumbent projects a professional and upholds the Office's high standards of service delivery, which is considered vital and deserving to visitors, stakeholders and staff. This person will clean offices, restrooms, corridors, stairways and the dining area and kitchen of the staff canteen. This position involves constant customer interaction.

The above is achieved by embracing “*A culture of excellence*” in support of The Governor-General realizing his constitutional, legislative, ceremonial and social duties.

Key Responsibilities

Technical/Professional:

- Implements normal household duties to keep the workplace clean. These duties include sweeping floors, cleaning walls and windows and emptying garbage receptacles;
- Dusts and cleans offices, desks, chairs, windows, doors, office equipment and stairways;
- Removes cobweb and dust from walls and ceilings when necessary;
- Wipes door facings, baseboards and walls. Keeps floor and all surfaces clean and sanitized;
- Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications;
- Cleans restrooms and replenishes supplies;
- Carries out detailed cleaning according to work schedule;
- Collects cleaning supplies from the Stores as needed;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of cleaning equipment, including domestic vacuum cleaners and steam machines
- Firm grasp of which types of cleaning chemicals are to be used for each job and how to prevent toxic combinations
- Ability to lift, pull and push moderate weight (about 20 pounds)
- Able to prioritize and multitask.
- Good time management skills
- Able to follow instructions carefully
- Good attention to detail
- Excellent interpersonal skills
- Able to work as part of a team where members depend on each other to get work done
- Good oral and written communication skills
- Able to cope well under pressure
- High level of confidentiality
- Pleasant demeanor
- Punctuality
- Strong work ethic and positive approach to the job. Confident attitude to succeed
- Self-starter - able to identify work that needs to be done and do it without being instructed to do so
- Desire to learn, seek new challenges and take on additional responsibilities
- Good reasoning ability

Minimum Required Qualification and Experience

- Secondary School education;
- Valid Food Handlers' Permit;
- Experience in a service environment is preferred, but not required.

Special Conditions Associated with the Job

- There can be pressure on a periodic basis;
- Physical demands include walking and standing, climbing, pushing, pulling and moving objects, repetitive bending and lifting and repetitive arm movements;
- Extended working hours can be expected;
- Uniforms provided must be worn during work hours. Protective gear and cleaning equipment must be used efficiently.

12. Groundsman (Farm) (LMO/TS 2)

Job Purpose

Under the supervision of the Farm Manager, the Groundsman (Farm) is responsible for ensuring that all assigned areas of the farm at King's House are maintained to the highest standards.

The Grounds Man (Farm) is responsible for handling a variety of tasks involved in farming operation, such as growing and harvesting grains, fruits, vegetables, nuts, and other crops. He or she plants, seeds and prune and irrigates, harvests, packs and loads crops for disbursement and/or sale.

This role requires technical knowledge of agricultural production, crop rotation, harvesting procedures, food quality standards and the operation of farming tools and equipment.

The incumbent seeks to achieve the job purpose by embracing, demonstrating and contributing to the Vision of the Office of His Excellency The Governor-General and Staff: *"A culture of excellence through people, performance and partnerships"*.

Key Responsibilities

Technical/Professional:

- Adheres to agreed work plan and ensures cropping operations, including cultivating, seeding and applying appropriate fertiliser rates for all crops is completed within established timelines;
- Adheres to harvesting plan for fruit trees across the property to ensure productivity and prevent losses;
- Weeds farmland, prepares area for cultivation and maintains the greenhouse;
- Transplants trees, shrubs and other plants using best practices and manual methods or by using power-operated equipment;
- Ensures the health of plants and crops by mulching, fertilizing, spraying, forking, digging, edging, watering and pruning as necessary;
- Engages in soil conservation activities such as tree-planting and monitors composite site to support organic plant production;
- Ensures farm activities complies with Government regulations;
- Maintains borders and footpaths clear and free from litter at all times. Checks and maintains water systems;
- Follows basic instructions in the use of chemicals, fertilizers, safety procedures and methodology;
- Operates agricultural power equipment, such as zero turn lawn mowers, tractors with bush hog;
- Carries out minor servicing and maintenance of such equipment and tools, to include periodic oil checks;
- Reports to the supervisor on any faulty or damaged equipment or any potential hazard, as well as any untoward occurrences on the property;
- Performs any other duties that may be assigned by the Farm Manager.

Required Knowledge, Skills and Competencies

- Able to use farm and garden tools, machinery and equipment
- Knowledge of irrigation procedures which include when, where, why and how watering is carried out
- Broad knowledge and understanding of agriculture and pest control
- Keen eye for detail
- Loyal, composed, trustworthy and demonstrates impeccable integrity
- Good interpersonal skills and ability to exercise initiative and cope well under pressure
- Communicates effectively in both oral and written forms with persons at all levels
- Confidential and professional in personal conduct and execution of duties

Minimum Required Qualification and Experience

- Certificate in General Agriculture, Horticulture and Turf Management or related discipline from a recognized tertiary institution. Certification by HEART Trust/NTA is desirable;
- Two (2) years related working experience in a comparable setting;
- Experience operating agricultural tools and equipment.

Special Conditions Associated with the Job

- This job is outdoors and direct exposure to varied weather conditions is to be expected (e.g. sun, rain, wind, heat, etc.)
- The Grounds Man (Farm) is expected to take a non-traditional approach to working hours. This means that he or she may be required to work a flexible schedule, which will include at times long hours, work on weekends and Public Holidays;
- This position requires co-ordinating with superiors to solve problems that arise, spending long hours on one's feet and often having to lift heavy objects.

13. Household Maid (LMO/TS 2)

Job Purpose

Under the supervision of the Senior Household Maid, the Household Maid is responsible for carrying out housekeeping activities in the official residence of The Governor-General. This role requires knowledge of household items and their care and customer service.

The incumbent seeks to achieve the job purpose by embracing, demonstrating and contributing to the Vision of the Office of The Governor-General and Staff: *"A culture of excellence through people, performance and partnerships"*.

Key Responsibilities

- Dusts, wipes and cleans all wall, ceiling, doors and frames, mirrors, dressing tables, night stands, closets, tables, desks, lamps and shades, appliances and other fixtures and fittings in assigned areas;
- Cleans and disinfects telephone instruments;
- Sweeps, mops and polishes floor areas, paying keen attention to corners and skirting boards;
- Cleans and polishes brass, gold or silver fixtures and fitting, to include door knobs, door hinges, key-hole covers, window levers, window and door stops, using appropriate chemicals and techniques;
- Clears and washes trash bins and inserts liners;
- Carries out bed-making procedures in keeping with Standard Operating Procedures, including fitting and/or removing mattress covers, bed skirting, bed sheets, blankets, spreads, pillows and other decorative items;
- Dusts and dry-vacuums drapes, sofas and chairs. Vacuums carpets and rugs. Carries out spot cleaning procedures as required;
- Cleans and disinfects bathrooms from top to bottom, to include cobwebbing, cleaning tiled surfaces, mirrors, sinks, vanities, fixtures and fittings, shower curtains, bathtub, drain holes, water closet and floors;
- Applies appropriate rotation techniques for bath linens and toiletries in keeping with Standard Operating Procedures;
- Cleans corridors, elevator, stairways and handrails, applies appropriate cleaning methods to each;
- Cleans windows, blinds and insect screens;
- Performs turn-down services in bedrooms in keeping with standard operating procedures;
- Cleans thoroughly, all tools and equipment used in housekeeping activities after each use;
- Reports damage to tools, equipment, linens and other articles that occur while in your care;
- Provides support services for events as required;
- Performs other related duties as required.

Required Knowledge, Skills and Competencies

- Knowledge of brassware, silverware, antiques and their care; knowledge of fabric and garments and their care; knowledge of household furnishings and their care
- Knowledge of chemicals used in housekeeping operations and their correct application
- Knowledge of the operation and care of industrial and domestic machines and equipment
- Understanding of health and safety issues
- Loyal, composed, trustworthy and demonstrates impeccable integrity
- Able to organize, set priorities, multi-task and meet deadlines
- Able to anticipate customer needs, change goals and direction quickly
- A problem-solving and results-driven individual with an eye for detail
- Confidential and professional in personal conduct and execution of duties

Minimum Required Qualification and Experience

- NCTVET/HEART Certification in Housekeeping Operations;
- Completion of secondary level education;
- Two (2) years' experience working in a similar capacity.

Special Conditions Associated with the Job

- The Household Maid is expected to take a non-traditional approach to working hours. This means that he or she may be required to work a flexible schedule which will include at times, long hours, work on weekends and Public Holidays;
- This position requires spending long hours on one's feet and often having to lift objects, such as linen bags and storage containers.

Applications accompanied by résumés should be submitted ***via email***, **no later than Wednesday, 31st July, 2024 to:**

Director, Human Resources and Administration
Office of His Excellency The Governor-General and Staff
King's House
Hope Road
Kingston 6

Email: humanresources@kingshouse.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**