



Office of the Services Commissions

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CIRCULAR No. 303 **OSC Ref. C. 4840³³**

24th July, 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 **Corporate Planning and Administration Division, Ministry of Finance and the Public Service**:

1. **Manager, Asset, Inventory and Utilities (GMG/SEG 1) (Vacant)**, salary range \$3,501,526- \$4,709,163 per annum.
2. **Asset and Inventory Officer (GMG/AM 4) (Vacant)**, salary range \$2,803,771- \$3,770,761 per annum.

1. **Manager, Asset, Inventory and Utilities (GMG/SEG 1)**

Job Purpose

Under the general direction of the Director, Office Services, Administration and Fleet Management, the Manager, Asset Inventory and Utilities is responsible for providing the leadership and knowledge to advance the development and management of Asset, Inventory and Utility program within the Ministry. The incumbent will also ensure that value added frameworks are institutionalized in the Ministry's activities.

Key Responsibilities

Management/Administrative:

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Coaches and mentors less experienced staff in a specific area of expertise;
- Supervises preparation of reports to Director General, Office Services and Administration and other relevant stakeholders;
- Attends Committee meetings and executes directives as necessary;
- Represents Director at meetings, conferences, workshops and seminars.

Technical/Professional:

- Develops and maintains processes related to the Ministry's Asset and Inventory Programme;
- Develops asset and inventory management plans, asset and inventory class strategies , maintenance procedures and asset information management;
- Reviews and incorporates national and international Asset and Inventory standards into Asset Management Programme;
- Develops and implements asset and inventory management strategies and tools for infrastructure decision making;
- Assists in the development of Service Levels Agreements for key assets, maintenance and other functions within the Ministry;
- Develops the Ministry's long-term asset needs projections, ultimately creating an estimate of long-term infrastructure financial needs;
- Provides advice and support to others within the Ministry related to asset management principles and approaches;
- Defines asset and inventory priorities, goals and plans to ensure that team members are working in a common direction;
- Identifies areas for efficiency improvements and co-ordinates development of implementation plans;
- Develops conservation measures framework/strategies;
- Develops quality control mechanisms;
- Oversees the implementation of conservation measures to ensure compliance and sustainability;
- Leads in strategic utility research, evaluates and recommends emerging technologies that provide related asset and inventory management value;

- Designs tools, systems and procedures to solve problems based on evidenced based data;
- Manages stakeholder relationships to ensure quality and timelines deliverables;
- Escalates complex problems to the appropriate supervisor when necessary;
- Prepares and makes presentations at all levels within the Ministry;
- Oversees the management of the termination of contracts to ensure that all outstanding utility charges are settled;
- Manages utility services contracts in the event there is a change in ministerial portfolio responsibilities and there is a shifting in an entity;
- Liaises with Director, Property and Security to ensure adherence to Guidelines on Conservation Measures;
- Prepares monthly evidence based reports;
- Ensures greater vigilance in the containment of public utility charges.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;
- Coordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and contributes to the development of succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the wellbeing of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem solving skills;
- Strong management skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Sound knowledge of utilities management;
- Sound knowledge of Utilities regulations and guidelines;
- Sound knowledge of the Asset and Inventory policy guidelines;
- Working knowledge of the policies and guidelines of the Ministry;
- Working knowledge of FAA Act;
- Good knowledge of the Ministry standards and procedures;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public/Business Administration, or a related discipline;
- Three (3) years' experience in a similar environment;
- Training in Asset and Inventory Management.

Special Conditions Associated with the Job

- The position entails meeting tight deadlines/timelines which will result in high degrees of pressure, on occasions;
- May be required to travel locally to conduct site visits.

2. Asset and Inventory Officer (GMG/AM 4)

Job Purpose

Under the general supervision of the Manager, Asset, Inventory and Utilities, the Asset and Inventory Officer is responsible for the maintenance of the Ministry's assets and inventory documentary system.

Key Responsibilities

Technical/Professional:

- Assists in the modernization of the Inventory Control System of the Ministry;
- Conducts activities related to physical inventory counting and observation. Includes working with various departments to perform inventory observation, reconciling physical inventories and attaching identification tags or other identifying number to assets;
- Receives invoices and coordinates with the Procurement Branch to determine value for fixed assets;
- Reviews documentation and monitors product codes to search for discrepancies; troubleshoots quantity discrepancies between stock and records;
- Receives and records new supplies as they are delivered;
- Maintains an inventory and registry of all assets, regularly providing updates on conditions of these assets and makes recommendation accordingly;
- Prepares and maintains records to capture items for disposal or transferred from each Department for accurate reporting;
- Prepares Location Charts for each item of furniture, equipment and machinery and have same affixed to individual office;
- Responds to requests made by staff through the Office Services Help Desk;
- Prepares supplies based on requests and creates delivery schedules accordingly;
- Manages re-order levels; place orders to replenish supplies avoiding insufficiencies or excessive surplus;
- Prepares and maintains an up-to-date inventory of the Motor Vehicle register;
- Collaborates with the Data Analyst to determine depreciation methods and useful levels of the fixed assets, maintains depreciation schedules with updates as needed;
- Monitors the movement of fixed assets throughout the Ministry;
- Concentrates and distributes various reports needed to reconcile inventory records;
- Removes and disposes of obsolete equipment and furniture;
- Maintains asset and inventory database to include transfers and cycle counts;
- Performs critical inventory tasks to ensure the accurate amount of items are in stock;
- Assists members of staff in clarifying any queries on their bills;
- Identifies and reports noticeable increases in telephone bills (CUG/land lines);
- Liaises with Accountant General's Department and Finance and Accounts regarding the payment of utility bills;
- Prepares monthly reconciliation statements of payments made by Accountant General's Department and the amount billed by the utility companies to ensure accuracy of payment;
- Prepares monthly cash flow;
- Prepares transmittals and commitment to the Finance and Accounts Division;
- Prepares monthly reports with evidenced based data;
- Provides day-to-day technical support to end users of utilities as the first point of contact;
- Supervises the recovery of the cost of utility services deemed to the government but was consumed for private purposes.

Management/Administrative:

- Develops Individual Work Plan based on alignment to the overall plan for the section and performance measures/standards;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares monthly reports on customer complaints, number of issues resolved, and other documents as required.

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals;
- Assists with the preparation and conducts presentations on the Orientation and Onboarding Programme.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in Business Process Design;
- Ensures critical success factors are identified and meets expectations;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies**Core:**

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Working knowledge of Government Accounting Procedures;
- Sound knowledge of Asset and Inventory Management and System;
- Working knowledge of the Policies and Guidelines of the Ministry;
- Working knowledge of FAA Act;
- Good knowledge of the Ministry Standards and Procedures;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Business Administration, or a related discipline;
- Training in Asset and Inventory Management;
- Two (2) years' related experience in a similar environment.

Special Conditions Associated with the Job

- The position entails meeting tight deadlines/timelines which will result in high degrees of pressure on occasions
- May be required to occasionally work extended hours beyond the normal allotment
- May be required to travel locally and overseas to conduct site visits.

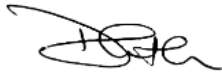
Applications accompanied by Résumés should be submitted **no later than Monday, 5th August 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapplications@mof.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 (acting)**