



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 320 **OSC Ref. C. 6528¹³**

22nd August, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Corporate and Administrative Manager (GMG/SEG 2)- (Not Vacant)** in the **Toll Authority, Ministry of Science, Energy, Telecommunications and Transport (MSETT)**, salary range \$4,266,270- \$5,737,658 per annum.

Job Purpose

Under the general supervision of the Chief Executive Officer (Acting), the incumbent will be providing managerial support to the said office, acting as the second in command in the organization and represent the Authority at a senior level.

Key Responsibilities

Management/Administrative:

- Compiles corporate and operational plans under the general direction of the CEO;
- Processes Access to Information (ATI) requests made of the organization;
- Prepares Cabinet Submissions, Cabinet Notes, Briefs and Reports;
- Prepares the Authority's monthly, quarterly and annual performance reports;
- Prepares bid documents, contracts, forms and other similar documentation;
- Prepares organization Strategic and Operational Plans, as directed by the CEO;
- Monitors the Strategic and Operational Plans;
- Prepares organizational monthly reports;
- Ensures that the budget and monthly financial documentation and reports are properly documented and circulated;
- Collects and organizes data for projections and preparation of the Authority's budget;
- Establishes systems to enhance the regulating and monitoring processes;
- Assists with the development and maintenance of systems for the administration of the concession agreements;
- Ensures that service contracts are kept up-to-date and that renewal applications are made prior to their expiration date;
- Ensures that a servicing schedule for all office equipment is maintained and that repairs and maintenance are carried out on a timely basis;
- Ensures that the Procurement process and procedures are adhered to;
- Ensures that all processes are documented with appropriate procedures, and that they are reviewed on a timely basis;
- Ensures that there is efficient and effective liaison with the accountant and auditors
- Represents the CEO at various meetings;
- Conducts research to provide the Toll Authority with the information required for carrying out its mandate;
- Ensures that all documented compliance issues are properly catalogued for presentation to the Ministry;
- Performs any other related duties that are assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent managerial skills;
- Strategic focus;
- Knowledge of the transportation sector;
- Ability to work independently and as part of a team, making decisions quickly and accurately;
- Ability to exercise judgment, decisiveness and creativity in moderately unstable situations and for short-term planning;
- Excellent planning and organizing skills;
- Strong analytical, problem-solving, decision-making skills and initiative;
- Strong oral and written communication skills for multiple audiences;
- Good interpersonal skills;

- Good time management skills;
- Ability to work extended hours;
- Team player.

Minimum Required Qualification and Experience

- First Degree in Management Studies, Public Administration or related discipline;
- Minimum of two (2) years' experience in a similar capacity;
- Experience in the operation of the roadways, structures and related items is an asset.

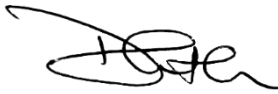
Applications accompanied by résumés should be submitted **no later than Wednesday, 4th September, 2024 to:**

**Director, Human Resource Department
Ministry of Science, Energy, Telecommunications and Transport
138H Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**