



Office of the Services Commissions

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CIRCULAR No. 345 **OSC Ref. C. 6608⁹**

5th September, 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 **Manager, Maintenance and Property (GMG/SEG 1) (Not Vacant)**, during the period **October 4, 2024 to January 3, 2025**, in the **National Library of Jamaica**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

Under the direction of the Director, Human Resource Management & Administration, the incumbent will coordinate and supervise the delivery of administrative and ancillary support services, to facilitate the creation of a work environment that is environmentally friendly and conducive to high performance. The incumbent also manages fixed assets and procures goods and services, within the framework of GOJ procurement guidelines.

Key Responsibilities

Technical:

- Monitors and ensures the cleaning of offices, restrooms and general surroundings of the National Library of Jamaica;
- Monitors the operational efficiency of the library's facilities, furniture and equipment including air conditioning units, electrical and fire suppression systems and makes recommendation for upgrade/replacements where required;
- Monitors all service contracts for the library's support services by:
 - Preparing the necessary reports or documentation prior to expiration of contracts;
 - Liaising with service providers to ensure adherence to the terms and conditions of service contracts;
 - Participating in the selection of service providers for security and ancillary support services;
 - Making recommendations regarding renewal of contracts as required;
 - Maintaining contract files;
- Implements and monitors the NLJ's asset management policies and procedures by:
 - Managing fixed assets to ensure all inventory records are maintained;
 - Co-ordinating the Government's Board of Survey for the disposal of obsolete and unserviceable items/assets;
- Implements and monitors the systems and procedures to ensure the preventative maintenance, safety and security of the library;
- Monitors maintenance and construction projects to ensure adherence to budgetary and procurement guidelines;
- Conducts periodic inspection of facilities, monitors space utilization and recommends rationalization where necessary;
- Monitors the print count and log sheet of the print room;
- Prepares and co-ordinates work schedules for direct reports;
- Co-ordinates the delivery of mails and transportation of items and personnel;
- Co-ordinates the arrangements for meetings/events;
- Develops and monitors the maintenance schedule for all 'non-IT/Audiovisual' machines and equipment, and liaises with suppliers for servicing of equipment on warranty;
- Manages the maintenance of the library's vehicle by:
 - Monitoring the purchase of petrol;
 - Ensuring the updating of the registration, fitness and insurance;
 - Arranging scheduled maintenance;
 - Conducting inspection for accidents and mileage reconciliation;
 - Ensuring that accidents are reported to the relevant authorities and follow-up action taken where necessary;
 - Maintaining detailed records of its operation;
- Monitors the operations of the NLJ's Stores by:
 - Ensuring that adequate stock levels are maintained;

- Conducting general stock counts and resolving any variances;
- Preparing stock replenishing requests for approval as necessary;
- Verifying deliveries and invoices;
- Implements and monitors occupational health and safety initiatives;
- Monitors the delivery and maintenance of utility services.

Procurement:

- Prepares standard bidding documents including Request for Proposals (RFPs), Request for Quotations (RFQs), and the relevant documents/forms for Tender Openings, Evaluations and Award of Contracts;
- Attends meetings of the Procurement Committee and follows up with the recommendations as necessary;
- Procures goods and services with due consideration for transparency, objectivity and efficiency;
- Prepares response to queries and requests for information on procurement of goods and services from Internal and External Auditors;
- Conducts/participates in negotiations with suppliers/consultants/contractors, ensuring best prices and value for money on procurement; prepares contracts within the procurement guidelines;
- Develops and maintains a database of approved suppliers and service providers to facilitate the procurement of routine/standard goods and services;
- Maintains filing system that supports the procurement and delivery of goods and services.

Administrative:

- Assist with the preparation of annual budget;
- Reviews, recommends policies and procedures for the efficient operation of the department;
- Prepare and monitors department work plans and budget to ensure targets are met.
- Submit progress reports on work-related activities and other assigned projects;
- Keeps abreast of current professional practices, developments and research within area of responsibility;

Human Resource:

- Directs the work of support staff in the provision of services, including general cleaning and maintenance of the office environment;
- Demonstrates leadership to team members through ethical behaviour, communication, team work, delegation and setting of effective objectives, providing timely feedback on performance and initiates corrective action where necessary;
- Ensures implementation and compliance of policies and procedures, maintaining discipline and work ethics among team members;
- Disseminates relevant information to team members and encourages feedback;
- Conducts performance reviews, identifies and/or recommends training and other developmental programmes, where necessary;
- Participates in the recruitment and selection of staff and recommends appropriate action;
- Ensures team members are provided with adequate and appropriate resources to enable them to undertake their duties efficiently and effectively;
- Recommends leave and disciplinary action in accordance with established human resource policies and procedures;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good written and oral communication skills
- Teamwork & co-operation
- Customer & quality focus

Technical:

- Good People Management skills
- Finance & Business Acumen
- Records Management
- Database Management
- Information Communication Technology
- Planning & Organizing
- Leadership
- Knowledge of GOJ Procurement Guidelines
- Financial Administration & Audit Act
- Knowledge of Contract Administration and principles
- Knowledge of office management principles, practices and procedures
- Knowledge of facility and asset management
- Knowledge of Accounting practices as applied to procurement procedures
- High level of Confidentiality and Integrity
- Effective problem solving and decision-making skills
- Ability to research and evaluate technical proposals and recommend contracts for award
- Working knowledge of computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration/Management Studies or related discipline
- Specialized Training in Inventory/Supplies Management
- Training in GOJ Procurement Methods and Procedures
- Training in Supervisory Management
- Three (3) years' experience in Procurement and Administration

Special Conditions Associated with the Job

- Travel to view and arrange for the purchase of goods or secure venue for official events
- On call 24 hours for safety/security and emergency access to facilities
- Required to work outside of normal working hours from time to time, to include weekends

Applications accompanied by résumés should be submitted **no later than Wednesday, 18th September, 2024 to:**

**Director, Human Resource Management and Administration
National Library of Jamaica
12 East Street
Kingston**

E-mail: nljhrm@nlj.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**