



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 394 **OSC Ref. C. 6222¹³**

3rd October, 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 vacant posts of **Branch Manager 3 (PTO/PMA 3) - (3 posts)** in the **Colleyville Post Office (Mandeville Region)**, **Spaulding Post Office (Mandeville Region)** and **Hope Bay Post Office (Port Antonio Region)**, **Post and Telecommunication Department**, salary range \$2,803,771-\$3,770,761 per annum.

Job Purpose

Under the direct supervision of the Regional Manager, the Branch Manager 3 (PTO/PMA 3) directs, co-ordinates and manages the operations of the Post Office. The incumbent is responsible for the management of (a suite of services offered) mail and parcels and undertakes the custody and accounting for cash and stock of postage stamps and other items of value.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Corporate, Operational and Unit Plans and the accompanying capital and recurrent Budget for the Division;
- Develops the Post Office Operational, Unit Plans and Budget in collaboration with the Regional Manager;
- Prepares Individual Work Plan in collaboration with supervisor;
- Assists with the development, implementation and review of the Post Office Standard Operating Procedural Manual and ensures compliance with stipulated guidelines;
- Participates in the preparation of World Post Day activities;
- Certifies Travel Claims for Officers under supervision;
- Provides leadership and direction to staff to ensure organizational standards and policies are maintained and followed;
- Makes proper arrangements for the daily opening and closing of the Post Office, and the custody of key(s);
- Attends Departmental meetings and reports on (Postal Branch) Post Office activities and provides feedback to staff;
- Convenes staff meetings to ensure effective and efficient management in the (Postal Branch) Post Office;
- Advises and makes recommendations to the Regional Manager on the development of the Post Office;
- Advises Regional Manager on activities affecting the (Postal Branch) Post Office;
- Liaises with Members of Parliament in the constituency in relation to the (Postal Branch) Post Office;
- Represents the Department at forums, conferences, meetings and seminars, and disseminates information/knowledge gained to Staff and implements change, where necessary.

Technical/Professional:

- Ensures prompt and accurate dispatch of mail to feeder Post Offices and Central Sorting Office, by monitoring Mail Drivers and Motor Bike Raider arrivals; to dispatch and sign off on claims;
- Acts as custodian for all main stock cash, stamps and valuables assigned to the Post Office and secures item in the vault on behalf of the Postmaster General.
- Prepares for submission Cash Book Statements of Revenue and Expenditure, Daily Mail Statistics and Monthly Reports of all transaction to the Regional Manager and the Senior Director, Finance and Accounts;
- Prepares Cash Statements of receipts and expenditures and submits to the Regional Manager;
- Ensures dual custody check of all cash, stock and valuables received against remittance advice;

- Manages the stock level and Imprest in staff's possession, ensuring that there is adequate Imprest and stock at all times;
- Conducts routine checks of Imprest and stock held by staff to ensure that there is no misappropriation of funds;
- Ensures that results of audits/checks are properly recorded and that staff signs and dates same;
- Collects revenues daily and makes daily deposits to the Postmaster General's Account directly or by registered mail;
- Records the receipts and disbursement of Imprest, cash and stock daily;
- Reconciles and balances the revenue, deposit and Commercial Services Book daily;
- Maintains an up-to-date Till Book by recording Imprest and stock assigned to staff and ensures custodians sign for all valuables on a monthly basis;
- Remits excess cash to the Miscellaneous Revenue Account in the Finance and Accounts Division and makes notation in the appropriate Register/Book;
- Ensures that shortages are rectified to reflect the correct balance of monies received with immediate effect;
- Maintains an up-to-date Receipt Book Register;
- Ensures that all official records for the assigned Post Office are maintained appropriately;
- Supervises activities pertaining to PATH payments; assists with PATH payments and reconciles statements;
- Monitors and reviews information entered on the Automated Track and Trace Systems regarding letters and parcels, and makes the required changes, where necessary;
- Supervises the collection of revenue for private letter boxes and operations, ensuring that the revenue collected are recorded in the appropriate book and receipts are issued;
- Collects, collates and safeguards information, data and evidence in all its various forms, and disseminates to those authorized on a need-to-have/know basis;
- Initiates investigations solely and/or co-operatively into breaches of, but not limited to, the State's, Government's and the Department's various rules and regulations, illegal activities and misuse within the Nation's Postal System;
- Provides support to training development and implementation;
- Provides support in the monitoring and assessment of customer satisfaction;
- Assists with the continuous review of postmen districts.

Required Knowledge, Skills and Competencies

- Knowledge of the Financial Administration and Audit Act;
- Knowledge of the Postal Industry and its operations- Post Office Act (1941) and Universal Postal Union Standards;
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act and Financial Instructions;
- Sound knowledge of accounting principles and practices;
- Sound knowledge of records management;
- Good oral and written communication skills;
- Good planning and organizational skills;
- Proven leadership and management experience;
- Excellent customer service and interpersonal skills.

Minimum Required Qualification and Experience

- Associate Degree in Business Administration, National Council on Technical and Vocational Education and Training (NCTVET) - Business Administration Level 3 or related field from an accredited tertiary institution;
- Two (2) years' related experience at a supervisory level;
- Certificate in Customer Service (1 year course) would be an asset;
- Certificate in Supervisory Management (1 year course) would be an asset.

Special Conditions Associated with the Job

- High Risk Environment;
- Exposure to large sums of money;
- Exposure to criminal activities with local, regional and international reach.

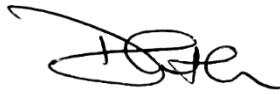
Applications accompanied by résumés should be submitted **no later than Monday, 14th October, 2024 to:**

Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston

Email: hrunit@jamaicapost.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