



Office of the Services Commissions

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CIRCULAR No. 439 **OSC Ref. C.6272¹⁸**

8th November, 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 post of Facilities Manager (GMG/SEG 2)** in the **Administration and Special Services Division, Office of the Prime Minister (OPM)**, salary range \$4,266,270 - \$5,737,658 per annum.

Job Purpose

Under the general direction of the Director, Administration and Special Services, the Facilities Manager is responsible for the maintenance and upkeep of the physical facilities and grounds of the Office of the Prime Minister and associated properties.

Key Responsibilities

- Provides technical advice/guidance to the Permanent Secretary, Directors, Managers and staff on matters relating to Facilities and Property Management;
- Prepares the Corporate/Operational Plans and Budget for the Unit and monitors the implementation of these plans and budget;
- Develops/reviews and implements operational systems and procedures to guide the delivery of services by the Administration and Special Services Division and the Property Management Unit to manage emergency situations;
- Provides effective leadership to staff through objective setting, delegating and communicating and guidance through coaching, mentoring and training, providing assistance and support, as needed;
- Assists with the preparation of tender documents and the selection of contractors for property management and related projects;
- Oversees all cases relating to insurance claims and follows through to settlement; prepares insurance and other claims in relation to damage building and/or equipment and follows-up with the appropriate organization for settlement;
- Oversees the inspection of all properties and maintenance of common areas, as is necessary;
- Monitors, inspects and supervises daily activities related to the maintenance and upkeep of equipment and property under the care of the Facilities Management and Conservation Unit;
- Prepares scope of works and bill of quantities in relation to improvement, construction and maintenance projects/operations;
- Co-ordinates the execution of construction and refurbishing projects in keeping with Building Code and Master Builders of Jamaica standards/guidelines ensuring adherence and quality assurance;
- Implements and monitors energy conservation initiatives throughout the Ministry and other premises within the span of control;
- Oversees refurbishing exercises for the OPM and the Office of the Cabinet (OoC);
- Oversees maintenance of the landscape, grounds and environment of the OPM/OoC and Office of the Leader of the Opposition;
- Monitors the maintenance of water storage facilities;
- Provides logistic support in respect of hosting of functions for the Ministry and for the Prime Minister; co-ordinates the preparation of grounds for special functions;
- Provides support for disaster preparedness and response;
- Liaises with and monitors the work of service contractors in keeping with the terms and conditions of contracts;
- Develops and implements a maintenance/service schedule for the Office and other equipment (air conditioning unit, stand-by generators etc.) to minimize breakdowns and/or work interruptions;
- Oversees the maintenance of all electrical equipment, air conditioning systems, standby plant, plumbing system, fixtures and fittings and fire extinguishers;
- Responds to complaints/reports concerning maintenance and/or engineering problems and ensures that they are resolved;

- Prepares and implements a Disaster Management Plan for the Ministry and other office locations;
- Manages the Ministry's programme for the security of personnel, property, equipment and buildings, ensuring that appropriate systems are in place and relevant information is communicated to staff;
- Liaises/collaborates with Ministries, Departments and Agencies (MDAs) for the sharing of information and other activities for the effective execution of duties;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Strong leadership and management skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent presentation and time management skills;
- Excellent oral and written communication skills;
- Networking and relationship-building skills and ability to function as a team player;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Excellent integrity/ethics exercised in the performance of duties;
- Excellent analytical, decision-making and problem-solving skills;
- Ability to read and interpret building plans and bill of quantities;
- Ability to multi-task and prioritize among conflicting demands;
- Knowledge of the operations of Government including procurement guidelines;
- Knowledge of the Ministry's policies and procedures;
- Knowledge of budget preparation;
- Knowledge of Project Planning;
- Knowledge of landscape techniques;
- Sound knowledge of safety regulations and programmes;
- Sound knowledge of engineering works and surveying techniques;
- Sound knowledge of the National Building Code;
- Proficient in relevant software applications - AutoCAD and Microsoft Office Suite (Word, Excel, PowerPoint);
- Competence in designing, interpreting engineering drawings, briefs and diagrams;
- Ability to respond/handle emergency situations in a calm, rational and effective manner.

Minimum Required Qualification and Experience

- Undergraduate Degree in Estate Management or Construction Management or Mechanical Engineering or a related field from a recognized tertiary institution;
- Three (3) years' experience in a similar position with at least two (2) years at the middle management level;
- Training in Government of Jamaica's Procurement Guidelines and Contracts would be an asset.

Special Conditions Associated with the Job

- Must be the holder of a valid General Driver's Licence;
- Required to work beyond normal working hours, whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Thursday, 21st November, 2024 to:**

**Senior Director
Human Resource Development and Management
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)
for Chief Personnel Officer**