



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 483 **OSC Ref. C.6272¹⁸**

4th December, 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 **Director, Administration and Special Services (GMG/SEG 5) - (Not Vacant)** in the **Administration and Special Services Division, Office of the Prime Minister**, salary range \$7,716,512 - \$10,377,851 per annum.

Job Purpose

Reporting to the Permanent Secretary and the Cabinet Secretary, the Director, Administration and Special Services is responsible for ensuring that the Division develops, implements and maintains policies and procedures that support the achievement of the strategic objectives of the Office of the Prime Minister (OPM) and the Office of the Cabinet (OC), through the delivery of effective and efficient services.

Key Responsibilities

- Provides strategic leadership and direction for the co-ordinated development of the responsibilities under portfolio;
- Supports the Permanent Secretary and the Cabinet Secretary/Permanent Secretary in the execution of his/her responsibilities to achieve the objectives of the respective Offices;
- Co-ordinates the preparation of the Strategic/Corporate and Operational Plans for the Division and monitors the implementation of these plans to ensure that the Division's work is carried in accordance with these plans;
- Establishes effective internal control systems as specified in the Financial Administration and Audit (FAA) Act, Public Procurement Act and Regulations, GOJ Procurement Guidelines, the Access to Information Act, Public Bodies Management Act and various policy circulars that are issued from time to time;
- Prepares submissions to the Public Procurement Commission and to Cabinet, as required;
- Develops and ensures the implementation of strategies for the conservation of utilities throughout the Ministry and other premises within the span of control;
- Manages projects for major refurbishing and/or repairs of buildings;
- Develops/Reviews Framework Agreements for service contracts; as needed;
- Conduct seminars and workshops on Procurement Procedure for OPM and related agencies;
- Co-ordinates the establishment of systems and procedures to manage the efficient processing, filing and retrieval of the Ministries' records;
- Provides oversight to the efficient and effective management of the social events and functions hosted by the Prime Minister, Ministers of Government assigned to OPM and on behalf of the Office of the Prime Minister and the Office of the Cabinet;
- Co-ordinates logistics for conferences, state visits and banquets hosted by the Government of Jamaica and co-ordinated by the Office of the Prime Minister.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and management skills;
- Excellent presentation, oral and written communication skills (ability to communicate effectively with all types of customers and provide clear and concise responses);
- Excellent research and analytical skills;
- Excellent planning, organizing and presentation skills;
- Excellent judgment, decision-making and problem-solving skills.

Technical:

- Excellent interpersonal and customer relations skills;
- Excellent negotiating skills;
- Project planning and management skills;

- Knowledge of the operations of GoJ policies and procedures, the Financial Administration Audit (FAA) Act, the Public Bodies Management Act, the Public Procurement Act and Regulations and the Access to Information Act;
- Knowledge of property management and office/inventory management;
- Knowledge of contract management and reporting requirements;
- Knowledge of records information management systems;
- Proficient in use of relevant computer applications and software, Microsoft Office Suite (Word, PowerPoint, Excel)

Minimum Required Qualification and Experience

- Master's Degree in Management Studies, Public Administration, Business Administration, Social Sciences or other related field from an accredited tertiary institution;
- Five (5) years' work experience at a senior level in Administration or Corporate Services;
- Demonstrated experience in achieving significant organizational change and improvements.

Special Conditions Associated with the Job

- Will be required to travel to meetings/workshops at Offices off-site;
- Will be required to work beyond normal work hours, on week-ends and public holidays, when the need arises.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th December, 2024 to:**

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

Email: jobs@opm.gov.jm

Further details of the post may be obtained from the Human Resource Development and Management Division.

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**