



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 481 **OSC Ref. C. 6276¹⁵**

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 following posts in the **Corporate Services Division, Ministry of Local Government and Community Development**:

1. **Director, Facilities Management and Administration (GMG/SEG 2) - (Not Vacant)**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Inventory Clerk (PIDG/RIM 2) - (Not Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Director, Facilities Management and Administration (GMG/SEG 2)

Job Purpose

Reporting to the Senior Director, Corporate Services, the incumbent is responsible for providing technical and supervisory direction to the staff of the Facilities Management and Administration Unit, ensuring effective management of all areas of operation, the observation of prescribed systems and procedures, in keeping with the objectives of the Ministry.

Key Responsibilities

- Prepares the Corporate/Operational Plans and Budget for the Unit and monitors the implementation of these plans and budget, to ensure that the Unit's work is carried out according to plan and within budget;
- Participates in the Local Government Ministry's Strategic Planning Exercise;
- Develops and implements policies and procedures to improve general administration and asset management;
- Develops, constantly reviews and revises appropriate systems and procedures for the delivery of the various services provided by the Unit;
- Directs a system for the procurement of goods and services that is efficient and in keeping with government procurement guidelines;
- Monitors and reviews the different management systems that are in place to facilitate the efficient execution of the administrative functions of the Division;
- Determines the recurrent needs of each programme area, both in the terms of goods and office services;
- Provides technical advice/guidance/expertise to the Permanent Secretary, Directors, Managers and staff in general on matters relating to facilities and property management;
- Ensures the provision of general office services and supplies, on a consistent basis;
- Ensures the daily inspection of all properties and maintenance of common areas, as is necessary;
- Ensures value for money and in accordance with the Financial Administration and Audit (FAA) Act.

Technical/Professional:

- Ensures the timely payment of all bills for services and supplies;
- Ensures that purchases, custody and disposition are carried out in a cost-effective manner;
- Ensures the maintenance of an up-to-date inventory system for all furniture and equipment;
- Monitors the timely requisitioning of supplies and materials for maintaining the activities of the offices;
- Directs the development and implementation of a preventative maintenance and safety inspection programme;
- Oversees the maintenance of all electrical equipment; air conditioning systems, standby plant, plumbing system, fixtures and fittings and fire extinguishers;
- Ensures the monitoring and/or supervision of service personnel and contractors, in keeping with the terms and conditions of contracts;

- Ensures that key measures are in place to facilitate the safety and security of the Ministry;
- Reviews Customs papers, waivers for Ministry, Local Authorities and Agencies;
- Prepares Cash Flow and Budget;
- Ensures that an effective telephone service is provided for the Ministry by monitoring the installation of equipment and repairs to telephone lines;
- Conducts investigation regarding complaints made and decides on course of action to be taken;
- Monitors the arrangements for conferences, meetings and office functions as required by various departments;
- Monitors the implementation of Disaster Plan;
- Oversees the procurement of goods and services for the Ministry;
- Acts as a member of the Procurement Committee to ensure correct procurement guidelines are followed.

Human Resource:

- Manages the welfare of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective communication and delegation;
- Provides guidance to staff through coaching and counseling;
- Participates in the recruitment of staff for the Unit;
- Ensures that staff is aware of and adhere to policies and guidelines of the Ministry of Local Government and Community Development;
- Manages budgetary forecasting process as well as the preparation of the Cash Flow and procurement plan for the Ministry.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent time management and organization skills;
- Excellent planning skills;
- Good integrity and ethics exercised in the performance of duties.

Functional:

- Good technical skills;
- Good judgment and decision-making skills;
- Excellent analytical skills;
- Sound knowledge of financial/accounting principles and inventory management;
- Good knowledge of Government's procurement policy;
- Sound knowledge of the Financial Administration and Audit (FAA) Act;
- Good knowledge of the relevant computer applications.

Minimum Required Qualification and Experience

- First Degree in Public Administration or Management Studies from a recognized institution;
- Three (3) years' work experience in a similar position.

2. Inventory Clerk (PIDG/RIM 2)

Job Purpose

Reporting to the Asset and Office Manager, the Inventory Clerk manages the inventory responsibilities of the Department by checking and maintaining records of quality and value of the Department's existing assets, materials and equipment.

Key Responsibilities

Technical/Professional:

- Provides the department with updated data on the number of assets in its possession and the value;
- Develops and maintains location and Master Inventory Charts in individual offices and other pertinent areas;
- Prepares a Master Inventory Record on all assets owned by the Ministry in categorical order, comprising data of items purchased, depreciation and location;

- Prepares list of furniture for Board of Survey for numerous items from location and Master Inventory Record, and records the transfer of items from offices;
- Prepares and updates Inventory Card, Master Inventory list and monitors inventory location;
- Reports all details and damages to the office manager;
- Places tabs, inventory numbers and labels on inventory stock;
- Records all items leaving the department for repairs or loan and follows-up to ensure that items are returned in good condition;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Good interpersonal skills;
- Integrity and good work ethics;
- Ability to manage time efficiently and effectively;
- A good team worker.

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

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

**Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.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**