



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 474

OSC Ref. C. 4858⁵¹

26th 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/be assigned to the following posts in the **Building and Property Maintenance Branch (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining:**

1. **Quantity Surveyor (SOG/ST 7) (2 posts) - (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Building and Property Maintenance Officer (SOG/ST 4) - (Not Vacant)**, salary range \$2,803,771 - \$3,770,761 per annum.

1. Quantity Surveyor (SOG/ST 7)

Job Purpose

Under the general direction of the Civil Works Engineer, the Quantity Surveyor reviews architectural plans and prepares quantity needs; estimates the quantity and cost of materials and provides expertise in the drafting of the Ministry's construction contracts.

Additionally, he/she carries out studies of project duration and labour costs, co-ordinates supply deliveries and gives advice and suggestions to contractors on contractual issues.

The incumbent is also required to liaise and work collaboratively with site managers, clients, contractors and subcontractors, monitor maintenance and material costs and prepare operational reports, analyses and other technical reports and documents for submission to the Civil Works Engineer.

Key Responsibilities

Professional/Technical:

- Monitors cost changes/movements within the industry associated with design and/or construction work, and adjusts budget projections accordingly;
- Prepares construction plans and prepares quantity requirements;
- Prepares contracts, budgets, Bills of Quantities, risk assessments and all necessary documents for project costs;
- Measures and values works completed on project sites;
- Manages the preparation of tenders;
- Scrutinizes maintenance and material costs, as well as contracts, to ensure the best deals;
- Prepares preliminary estimates for all building and civil engineering works;
- Reviews the preliminary development budget to verify costing of proposed developments;
- Participates in the co-ordination of designs for building and subdivision plans to achieve cost efficiency in standards and specifications;
- Produces all estimating data for the preparation of programmes and annual budgets;
- Validates external bills;
- Assists the Civil Engineer in conducting appraisal designs;
- Interprets blueprints, schematic drawings, payouts and other visual aids;
- Develops, monitors and maintains cost records for labor and materials, and for overall contractual costs for the Ministry;
- Reviews construction plans and prepares quantity requirements;
- Examines maintenance and material costs, as well as contracts, to ensure cost efficiency and the required standard levels;
- Liaises with Site Managers, clients, contractors and subcontractors, and other stakeholders to resolve problematic issues, so that projects can be carried out efficiently and effectively;
- Advises managers and clients on improvements and new strategies;
- Maintains database on costing and other appropriate data;
- Keeps track of materials and orders more, when required;

- Documents any changes in design and updates budgets;
- Performs any other related duties that may be assigned from time to time by the Civil Works Engineer.

Required Knowledge, Skills and Competencies

Core:

- Excellent planning and organizing skills;
- Excellent oral and written communication skills;
- Excellent time management skills;
- Strong analytical and critical thinking skills;
- Very good negotiating skills (required to negotiate costs with vendors and subcontractors);
- Good interpersonal skills;
- Teamwork and co-operation;
- Excellent customer and quality focus skills.

Technical:

- Knowledge of the operation of Government/Ministry's policies and procedures;
- Excellent knowledge of the Master Builders JIIC agreement and the Jamaican labor rates;
- Good knowledge of the Building Code stipulated by the Jamaica Institute of Quantity Surveyors;
- Sound knowledge of GOJ's Procurement Policies and Guidelines;
- Good knowledge of Project Planning and Management skills;
- Knowledge of the Contract Administration process and the established forms of Contracts;
- Project/Construction Management experience;
- Working knowledge of standard and specialized computer applications;
- Sound knowledge of Auto CAD and Microsoft applications.

Minimum Required Qualification and Experience

- BSc. Degree in Quantity Surveying;
- Five (5) years related working experience;
- Experience in Building, Roads, Bridges and any other Civil Works.

Special Conditions Associated with the Job

- Extensive travelling;
- Required to work long hours, on weekends and public holidays, when the need arises;
- Exposure to dust, excess water, chemicals and height;
- Holder of a valid General Drivers' Licenses.

2. Building and Property Maintenance Officer (SOG/ST 4)

Job Purpose

Under the direct supervision of the Senior Building and Property Management Officer, the Building and Property Maintenance Officer assists with maintenance of the Ministry's buildings, Offices, Veterinary Clinics and Houses. The incumbent will also monitor the construction and refurbishing of buildings islandwide to ensure the effective functions of the Ministry of Agriculture, Fisheries and Mining.

Key Responsibilities

Technical/Professional:

- Provides technical information to facilitate the preparation of specifications and drawings in respect of building maintenance and construction works;
- Prepares estimates for work to be done on properties buildings, drains and roads;
- Prepares contracts for works to be undertaken;
- Assigns work on the Ministry's property, buildings, drains and roads;
- Checks and monitors works assigned to ensure that these are carried out according to specifications;
- Prepares or ensures the preparation of details for payments on completion of works/contracts;
- Prepares monthly reports in respect of work assignments;
- Contributes to the development of an annual maintenance schedule;
- Checks that the Ministry's buildings are clean and in good condition;

- Monitors the upkeep of the grounds;
- Checks electrical fixtures for safety;
- Checks the condition of furniture and equipment;
- Prepares and delivers letters of invitation for bidders for respective contracts;
- Prepares letters of Tender document;
- Prepares documents for advertisement of tender and submits to the Jamaica Information Service (JIS) for advertisement in print media;
- Prepares and delivers bid proposal documents to interesting bidders;
- Prepares documents for opening of tenders;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Strong customer and quality focus skills;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills
- Good interpersonal skills;
- Good teamwork and co-operation;
- Integrity;
- Compliance.

Technical:

- Sound knowledge in Plumbing, Electrical Repairs and Building Construction;
- Sound knowledge of the operations of Government/Ministry's policies and procedures;
- Sound knowledge of the Building Code 4 of Jamaica;
- Sound knowledge of Auto CAD;
- Proficient in relevant Software Applications;
- Good Report Writing skills.

Minimum Required Qualification and Experience

- Diploma in Construction Management/Structural Engineering/Vocational Training eg. HEART/VDTI;
 - Possess knowledge and skills in the field of Plumbing, Electrical and Painting, Woodworking (furniture building and repairing);
 - One (1) year experience in a related field.
- OR**
- Certificate in Vocational Training or Junior Technical Officer's Course;
 - Knowledge and skills in the field of Plumbing, Electrical and Painting, Woodworking (furniture building and repairing);
 - Three (3) years' experience in a related field.

Special Conditions Associated with the Job

- Required to travel islandwide, including travel to remote locations;
- Must possess a General Driver's License;
- Exposure to dust, excess water, chemicals and height.

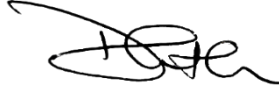
Applications accompanied by résumés should be submitted **no later than Wednesday, 11th December, 2024 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

Email: jobopportunities@moa.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**