



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 488 **OSC Ref. C. 6222¹³**

5th 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 fill the following **vacant** posts in the **Post and Telecommunications Department**:

1. **Supervisor, Safety and Security (GMG/SEG 3) – Safety and Security Branch**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Property Manager (GMG/SEG 3) - Facilities & Property Management Branch**, salary range \$5,198,035 - \$6,990,779 per annum.

1. Supervisor, Safety and Security (GMG/SEG 3)

Job Purpose

Under the supervision of the Director, Safety and Security the Supervisor, Safety and Security is responsible for developing, implementing and monitoring effective programmes for the establishment of a robust safety and security culture within the Department. The incumbent will ensure:

- The protection of physical infrastructure/office equipment/furniture, documents information and telecommunication assets;
- The preparation of safety and security plans;
- Investigation of complaints against members of staff, as well as identifying security and safety breaches; and
- The development of mechanisms to maintain transparency and efficiency, as well as business continuity.

The Supervisor, Security and Safety will be required to work closely with the Director, Regional Divisions, as well as the International and Local Mail Planning Unit, to ensure the end-to-end security of mail items.

Key Responsibilities

Management/Administration:

- Contributes to the development of the Section's Budget, Operational and Unit Plan;
- Collaborates with supervisor in the preparation, signing and submission of Individual Work Plan;
- Manages the day-to-day operations and services of the Section, ensuring Unit/Individual Plans are aligned to the operational objective and budget of the Department and is executed;
- Prepares and submits to the Director, Safety and Security, status reports on activities of the Section, in keeping with Operational Plan and Work Plans;
- Keeps abreast with new security and safety-related technologies and recommends improvements;
- Represents the Department at meetings, conferences and other fora.

Technical/Professional:

- Plans, executes, assesses and monitors all tasks assigned;
- Produces periodic and ad-hoc reports for every incident, security threat, and vulnerability reported or identified;
- Provides technical advice in support of the Department's security policy, strategy, guidelines, standards and best practices;
- Contributes to the development of safety and security strategies, policies, procedures and plans to include cyber security;
- Develops and implements Standard Operating Procedures (SOPs) for handling future types of security incidents that could threaten the Department's operations;
- Assists with the development of security guidelines for the regulation of the postal sector, that is, to prevent theft, compromise, contamination, etc. of mail;
- Contributes to the development of information security, cyber security and protective security-related policies, as well as related guidelines, standards and best practices within the public sector;

- Performs proactive engagement to identify potential risks as well as threats to the postal sector and its stakeholders both locally and internationally;
- Ensures compliance with safety and security guidelines, standards and requirements;
- Participates in discussions for the development of Government safety and security strategy;
- Ensures that safety and security awareness training or sensitization sessions are conducted, in collaboration with the Human Resource Development Section;
- Ensures the development of training modules and technical documentation, in collaboration with the Human Resource Development Section;
- Ensures that access control and CCTV systems are installed and monitored, as well as an identification card system is acquired and managed;
- Coordinates the conduct of security/risk assessments and ensures that exercises are conducted to test the resilience of the infrastructure/office and operations;
- Assists the Director, Information Communication Technology in the investigation of computer security incidents, using appropriate analytical tools;
- Conducts knowledge sharing sessions with other technical personnel on lessons learnt or new findings within the Public Service;
- Ensures that all in-place security solutions for the Department are monitored for efficient and optimal operations;
- Ensures the design and execution of threat and vulnerability assessments, through security audits, investigations and surveys and the preparation of reports on mitigating strategies;
- Ensures that the investigation of complaints against members of staff are conducted to determine the veracity of claims;
- Ensures that the requisite safety and security exercises/drills are conducted as required;
- Ensures the establishment of the requisite partnerships with key stakeholders such as the Jamaica Constabulary Force, Major Organised Crime and Anti-Corruption Agency, Jamaica Defence Force etc. as well as various Private Security Companies;
- Ensures that all threats reported/received against any member of staff is addressed in a timely, appropriate and meaningful manner;
- Ensures the timely engagement and oversight of Private Security Companies and Officers to support the security architecture of the Department;
- Ensures/provides direct oversight and management of the Department's internal Security Officer/Guard Force;
- Ensures the routine preparation of Standing or Work Orders for Security Officers and Security Companies.

Human Resource

- Participates in the recruitment of staff for the Section, recommends transfers, promotion and leave;
- Ensures the developmental and welfare needs of staff and security officers in the Regional Safety and Security Section are identified and addressed;
- Monitors and evaluates the performance of direct reports and recommends corrective actions where necessary;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Regional Safety and Security Section and the Department's goal;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Section;
- Recommends vacation leave for direct reports, in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies.
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision-making skills;

Functional/Technical

- Strategic vision
- Analytical thinking skills
- Use of technology
- Methodical
- Managing external relationships
- Leadership
- Impact and influence
- Technical skills
- Integrity
- Initiative
- Compliance
- Goal oriented

Knowledge of:

- Security Mechanisms
- Security Architecture
- Occupational Health & Safety
- Universal Postal Union Security
- Post Office Act (1941)
- Incident Handling & Analysis Skills
- Project Management Skills
- Risk Management
- Safety protocols
- Report writing
- Government records management practices and procedures
- Managing limited resources to achieve challenging outputs
- Working knowledge of the operation of Government/Department policies and procedures;
- Knowledge of the Postal Industry and its Operations;

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Security Management, Public Administration, Management Studies or other equivalent qualification from an accredited tertiary institution.
- Experience in investigative techniques and knowledge of protective security is required;
- Five (5) years working experience with three (3) years being at the middle management level;
- Experience in Property Management or Asset Management would be an asset; and
- Experience in the security/armed forces, private security, industry or investigative environment would be an asset.

Special Conditions Associated with The Job

- This position may involve extensive field work.
- There may be encounters with disagreeable members of the public, staff and other stakeholders who are aggrieved, aggressive or of ill intent.

2. Property Manager (GMG/SEG 3)

Job Purpose

Under the direction of the Director, Facilities & Property Management, the Property Manager (GMG/SEG 3) will seek to increase the revenue of the Post and Telecommunications Department through leasing of all vacant spaces available. The incumbent will be responsible for the management of all property services related to licences, leases, rental, and updating property registry of the Post and Telecommunications Department, as well as to handle all acquisitions and divestment for properties in collaboration with the National Land Agency.

The Property Manager will also be responsible for ensuring that all properties vested with the Postmaster General, being transferred, have registered titles to generate for ease of business and managing the pest control, waste management and other critical building and property support services.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's budget, Operational and Unit Plan;
- Contributes to the formulation of the Department's Disaster Recovery Plan in regards to property, facility, furniture, equipment and other paraphernalia;
- Collaborates with supervisor in the preparation, signing and submission of Individual Work Plans;
- Manages the day to day operations and services of the Section; ensuring Unit/Individual Plans are aligned to the operational objective and budget of the Department and that activities are executed;
- Prepares and submits to the Director, Facilities and Property Management, status report on activities of the Section in keeping with Operation Plans and Work Plans;
- Assesses rental rates offered by the Department and make recommends same for annual review to ensure the rates offered by the Department are current/competitive;
- Reviews the necessary Real Property Legislation, particularly the Rent Restriction Act;
- Advises and assists with executions of maintenance projects, major repairs and improvement;
- Assists with the review of systems and procedures for the effective operation of the Branch;
- Assists with the implementation of safety and environment management plans;
- Keep abreast with new construction technologies and recommends improvements in property maintenance;
- Represents the Department with Governmental Agencies, landlords and tenants.

Technical/Professional:

- Monitors all programmes, budgets, contracts and contracted services related to licences and rental properties;
- Identifies and manages all acquisitions and divestments for properties, in collaboration with the Director, Facilities and Property Management and the National Land Agency;
- Prepares tender documents to include technical requirements for the acquisition of goods and property;
- Identifies and makes recommendations on the opportunities for the realization of development or investment potential of properties;
- Ensures up-to-date listing/documentation of all properties under the purview of the Department, by ensuring that paper and electronic databases are accurately updated;
- Prepares and enforces lease proposals, lease agreements and lease amendments;
- Prepares requests for estimates on properties from external contractors and submits to the Director, Facilities and Property and Maintenance;
- Creates database to manage and monitor rent collection and arrears;
- Reviews and monitors all tenants in arrears.
- Prepares and submits property expenses in relation to insurance premium, property taxes, commissions and other property expenses;
- Assists with property valuation for insurance purposes;
- Interviews and screens tenants for new tenancy;
- Prepares rental agreement for Director, Facilities and Property Management authorisation;
- Liaises with Legal Services Section on contracts and leases agreements matters;
- Submits requests to the Legal Services Section for Demand Letters and Notices to Quit;
- Ensures all complaints, disturbances and violations are investigated and resolved in a timely manner, and in accordance with all legal requirements and Department policies and/or practices;
- Reports theft, arson, malicious or other damage and illegal possession of premises to the Director, Facilities and Property Management and the Operations Section;

- Conducts regular visits to facilities/properties, ensuring that work procured or tenancy is being executed in accordance with contractual agreement;
- Prepares reports on all property visits conducted;
- Assists with the preparation of Time Sheets for Ground Staff;
- Assists with the preparation of bid documents and the recommendation of contractors/consultants for landscaping and related projects;
- Organizes the collection of garbage from all properties under the span of control;
- Attends court as required.

Human Resource

- Manages the welfare and development of direct report through the preparation of performance appraisals and recommendations of required training and development programmes;
- Provides leadership to direct report through effective objective setting, delegation and communication processes;
- Provides guidance to direct report through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct report are adequately identified and addressed;
- Ensures that direct report is aware of and adheres to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of staff for the Branch;
- Recommends vacation leave for direct report in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies;
- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience generally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

Core

- Good customer and quality focus
- Good oral and written communication skills
- Interpersonal skills
- Initiative
- Integrity
- Problem solving and decision making skills
- Adaptability
- Teamwork and co-operation
- Goal/result oriented
- Compliance

Technical/Functional

- Use of technology
- Change management
- Methodical
- Planning and organizing skills
- Analytical thinking
- People management
- Managing external relationships
- Financial and business acumen
- Managing partnership
- Impact and influence
- Managing the client interface

Knowledge of:

- Property maintenance and administration
- Real Estate Act and Procurement guidelines
- Rental Accounting
- The Laws of Real Property
- Facilities planning processes and practices
- Negotiation and contract management skills
- Preparation of bidding documentation for procurement
- Collecting and analyzing equipment running data for maintenance purposes

- Contract negotiations and drafting
- Current property management practices
- Microsoft Office Suite or relevant computer applications

Minimum Required Qualification and Experience

- Bachelors Degree in Real Estate Management and Valuation or Business Administration or any other equivalent qualification
- Six (6) or more years' experience managing commercial/office real estate
- Project Management training and experience would be advantageous
- Training in facility/building management would be an asset

Special Conditions Associated with the Job

- May be required to work beyond normal working hours and days
- Travelling islandwide
- Must possess a valid Driver's License and a reliable motor car

Applications accompanied by résumés should be submitted **no later than Wednesday, 18th December, 2024 to:**

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

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**