



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. 19 **OSC Ref. C. 4858⁵¹**

16th January, 2025

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. **Senior Building and Property Maintenance Officer (SOG/ST 6) (2 posts) - (1 Vacant, 1 Not Vacant)**, salary range \$5,198,035 - \$6,990,779 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 labour 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. Senior Building and Property Maintenance Officer (SOG/ST 6)

Job Purpose

Under the supervision of the Civil Works Engineer, the Senior Building and Property Maintenance Officer identifies, schedules, monitors and oversees the maintenance of all the Ministry's and its Agencies' buildings and properties islandwide.

In addition, the incumbent collaborates with the Project Management Unit in managing the construction of new buildings, as well as the refurbishing of existing buildings.

Key Responsibilities

Management/Administrative:

- Provides administrative and technical guidance to staff;
- Co-ordinates and deploys the material resources necessary for the daily operations;
- Organizes and co-ordinates and attends various meetings and training sessions;
- Identifies existing and potential problems and makes recommendations for resolution;
- Develops staff Work Plans for the Unit;
- Liaises with Heads of Divisions/Units/Branches, Parish Managers (RADA), Heads of Agencies affiliated with the Ministry to ascertain, prioritize and make recommendations for the maintenance programmes and for the supply of material;
- Prioritizes, delegates and schedules work and allocates monthly mileage to travelling officers;
- Prepares monthly reports on all work in progress.

Technical/Professional:

- Ensures that surveys are conducted to gather field data for the preparation of contract documents;
- Prepares contracts for Ministry buildings, properties and drains islandwide;
- Prepares and establishes standards, specifications and rates for contractors;
- Prepares invitation of Tender documents and makes recommendations to the Head of the Contracts Committee;
- Prepares specifications and drawings of buildings constructed, refurbished or maintained;
- Prepares bills of quantities and tender documents inviting contractors to tender;
- Identifies interviews and selects contractors, sub-contractors, and tradesmen to undertake work to be carried out on contractual basis;
- Supervises maintenance, construction and repair personnel at various stages of the work cycle;
- Maintains and verifies records in relation to the execution of contracts;
- Monitors the construction, repair/refurbishing of all buildings;
- Provides technical guidance to contractors;
- Liaises with officers with responsibility for Transport, Housing and Works to establish and ascertain list of approved contractors and schedules of rates;
- Checks and certifies all bills and contracts for payment;
- Manages the preparation of the relevant payment vouchers.

Human Resources:

- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Section;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch/Section and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Branch/Section are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals.
- Allocates and schedules work;
- 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 leadership skills
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills
- Good conflict management skills
- Good interpersonal skills
- Compliance
- Integrity
- Teamwork and co-operation
- Excellent time management skills

Technical:

- Sound knowledge of the field of plumbing, electrical repairs and building construction
- Sound knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of the Building Regulations
- Sound knowledge of safety regulations and programmes
- Proficient in the use of relevant software applications
- Good Report writing skills

Minimum Required Qualification and Experience

- BSc. in Construction Engineering and Management or any equivalent, accredited qualifications
- Two (2) years' work-related experience.

Special Conditions Associated with the Job

- Required to travel islandwide, including travel to remote locations;
- May be exposed to conflict/difficulties on the construction sites.
- Must possess a General Driver's License.

Applications accompanied by résumés should be submitted **no later than Wednesday, 29th January, 2025 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.



Desreen Smith (Mrs.)
for Chief Personnel Officer