



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 52** **OSC Ref. C.4858<sup>52</sup>**

**5<sup>th</sup> February, 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 be assigned to the post of **Centre Manager (GMG/AM 3) - (Not Vacant)** in the **Human Resource Management Development Division (Twickenham Park Training Centre, St. Catherine) Ministry of Agriculture, Fisheries and Mining**, salary range \$2,190,302 - \$2,945,712 per annum.

#### **Job Purpose**

Under the direct supervision of the Director, Human Resource Development (HRD), the Centre Manager manages the general and daily operations of the Twickenham Park Training Centre, by planning and co-ordinating all the Centre's activities including training, events hosting, maintenance, housekeeping, culinary and accounting activities.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Manages the daily operations of the Training Centre;
- Develops the Training Centre's Operational Plans, Budget and Individual Work Plans;
- Participates in the development of the Division's Corporate, Operational Plans and Budget;
- Ensures that all expended funds are reconciled;
- Prepares and submits reports (Annual, Quarterly and Monthly) to the Director, Human Resource Development (HRD);
- Convenes and attends internal committee meetings to address Human Resource Development (HRD)/Training Centre operations matters;
- Represents the Director, Human Resource Development (HRD) at meetings, conferences, workshops and seminars;
- Ensures customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

##### ***Technical/Professional:***

- Liaises with the Director of Human Resource Development (HRD) to acquire information and makes arrangements for the hosting of clients at the Centre;
- Liaises with external clients to reserve the use of the Training Centre;
- Manages the Training facility and makes arrangements for the hosting of functions such as classes, conferences, meetings, weddings, etc.;
- Develops, implements and manages the Facility's maintenance programme;
- Oversees the planning of menus and ensures that meals are properly prepared and served in a clean environment;
- Supervises the preparation of pay-bills, verifies and certifies their correctness;
- Reconciles the bills and submits them to the Human Resource Development (HRD) Unit;
- Ensures that all revenues collected on behalf of the Government are submitted to Head Office;
- Ensures the preparation of dormitories for the accommodation of clients;
- Oversees the repairs and general maintenance of the Training Centre and ensures that the buildings and grounds are in good condition;
- Liaises with the Director of Human Resource Development (HRD) and makes recommendations for repairs, disposal and/or replacement of equipment;
- Procures goods and services for the Training Centre including food, utensils, household articles, cleaning agents and pool care supplies;
- Oversees the management and maintenance of inventory records, ensuring that all assets (fixed, operating, tangible, inventory) are marked, recorded and secured;
- Makes recommendations for the improvement of operations at the Training Centre.

**Human Resources:**

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff, implements appropriate corrective measures, and facilitates the timely and accurate completion of performance appraisals and other periodic reviews;
- Employs seasonal or relief staff at the Centre in consultation with the Director (Human Resource Development);
- Develops Work Plans and recommends performance targets for the staff;
- Participates in the recruitment and training of staff of the Training Centre;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and contributes to the development and Succession Planning for the Centre, to ensure adequate staff capacity;
- Ensures the well-being of staff supervised;
- Establishes disciplinary measures in keeping with guidelines/practices;
- Develops and monitors the Duty Roster of the security and all other staff on call to the Centre;
- Handles grievance and disciplinary matters at the Centre and assists with conflict resolution;
- Convenes regular staff meetings to ensure that the staff is informed of matters affecting their welfare, and how to solve problems existing among them;
- 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
- Good leadership and management skills
- Good customer and quality focus skills
- Good interpersonal skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- Ability to use initiative
- Good integrity and professionalism

**Technical:**

- Culinary arts skills
- Housekeeping skills
- Proficiency in menu planning
- Good knowledge of accounting principles
- Knowledge of the FAA Act Accounting
- Good events planning skills
- Proficient in the use of relevant Microsoft Applications and Accounting software

**Minimum Required Qualification and Experience**

- Associate Degree in Management or Public Administration or related Social Science field from a recognized tertiary institution;
- Training/Certification in Supervisory Management;
- Certificate in Home Management;
- Two (2) years' experience in a Supervisory capacity.

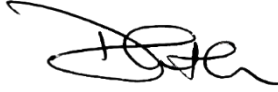
Applications accompanied by résumés should be submitted **no later than Tuesday, 18<sup>th</sup> February, 2025 to:**

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

Email: [jobopportunities@moa.gov.jm](mailto: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**