



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 80** **OSC Ref. C.4858<sup>52</sup>**

**24<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 **Manager, Administration and Support Services (GMG/SEG 1) (GMG/SEG 1) – (Not Vacant)** in the **Agricultural Land Management Division (Hope Gardens), Ministry of Agriculture, Fisheries and Mining**, salary range \$3,501,526 - \$4,709,163 per annum.

#### **Job Purpose**

Under the general supervision of the Senior Director, the Manager, Administration and Support Services is responsible for the organization and co-ordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency. There is a requirement to organize, co-ordinate and control all personnel and administrative functions and to monitor and control expenditures for the Division. The incumbent will also handle customer service inquiries and complaints, and manages internal staff relations.

#### **Key Responsibilities**

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

- Responds to queries from internal and external customers;
- Collaborates with the Senior Director and Public Relations personnel at Head Office in promoting services, programmes and activities for the Division;
- Participates in the planning of exhibitions, workshops and seminars highlighting the work of the Division;
- Ensures that regulations and established procedures are correctly applied;
- Determines the day-to-day and long-term needs of the Office;
- Develops, in conjunction with the Senior Director, plans and operating methods;
- Investigates complaints and operations generally and makes changes, as required, so that the services provided by the Division meet the needs of the clients;
- Keeps management informed by reviewing and analyzing special reports, summarizing information and identifying trends;
- Prepares the annual budget for the Division;
- Monitors and controls expenditures for the Division;
- Represents the Division at meetings, conferences and workshops;
- Provides guidance/advice to members of staff on government regulations/policies.

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

- Maintains and develops systems for recording and reporting on expenditures;
- Supervises the compilation and issuance of periodic reports on expenditure;
- Manages the safety of buildings, equipment and property;
- Manages/Supervises the documentation and inventory of government motor vehicles, and office equipment;
- Participates in the Division's strategic planning process by preparing operation/work plans, in order to achieve the Division's objectives;
- Certifies payments for purchases of goods/services for the Division;
- Suggests the methodology and techniques to be followed in instituting projects and implementing policies, in order to ensure efficient operations and adequate resource allocation;
- Initiates and arranges meetings with personnel of other agencies to obtain co-operation and assistance;
- Consults with the Senior Director to discuss, receive advice and formulate procedures for special projects, programmes and assignments;
- Collects and submits non-tax lodgement to Head Office cashier;
- Verifies travelling claims;
- Certifies petty cash vouchers, subsistence and over-time allowances;
- Maintains records for advance cards for the purchase of fuel;

- Manages the supply of office stationery and equipment;
- Facilitates the preparation of contracts for repairs/refurbishing of infrastructure, motor vehicle and equipment for the Division;
- Monitors security personnel for the Division.

***Human Resources:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends 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 Division/Unit 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 Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to Division's and Organization's goals;
- 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
- Good customer and quality focus skills
- Good analytical thinking skills
- Good planning and organizing skills
- Good leadership and people management skills
- Ability to work on own initiative
- Good time management skills
- Excellent interpersonal skills
- Integrity
- Good problem-solving and conflict-management skills

***Technical:***

- Good knowledge of principles and practices of Human Resource Management and Administration
- Proficient in relevant software applications
- Sound knowledge of Office Management principles and practices
- Knowledge of the operations of Government/Ministry's policies and procedures

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies, Public Administration, Human Resource Management/Development, Business Administration;
- Three (3) years related experience

**Special Conditions Associated with the Job**

- The environment is fast paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally to attend conferences, seminars and meetings;
- May be required to work beyond normal working hours;
- Periodic long working hours.

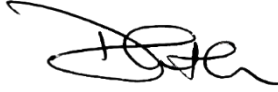
Applications accompanied by résumés should be submitted **no later than Monday, 10<sup>th</sup> March, 2025 to:**

**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**