



## Office of the Services Commissions

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### **CIRCULAR No. 56** **OSC Ref. C.4858<sup>52</sup>**

6<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 fill the vacant post of **Manager, Transportation and Fleet Management (GMG/SEG 1)** in the **Transport and Fleet Management Section (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining**, salary range \$3,501,526 - \$4,709,163 per annum.

#### **Job Purpose**

Under the direction of the Civil Works Engineer, the Manager, Transportation and Fleet Management is responsible for ensuring the efficient and effective functioning of the Transport and Fleet Management Section, by managing and controlling the Ministry's Fleet of Motor Vehicles and establishing and maintaining a programme for the maintenance and repair of these vehicles and their accessories. The incumbent is also responsible for ensuring that the Inventory and Procurement of motor vehicles and mechanical equipment are managed in accordance with the Government of Jamaica Service and Procurement Guidelines.

#### **Key Responsibilities**

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

- Supervises the preparation of repairs and service records for road worthy vehicles;
- Attends meetings, seminars and conferences on behalf of the Ministry;
- Monitors funds allocated to the Unit, by approving expenditure and ensuring that expenditure conforms to budgetary parameters;
- Reports all accidents and takes all necessary follow-up action;
- Writes letters, Minutes and reports on various activities within the Unit;
- Replies to queries from private and public agencies concerning farm machinery and equipment and the Ministry's fleet of vehicles for vetting by the Manager;
- Prepares and submits periodic reports on the operational efficiency of each vehicle on the prescribed form;
- Keeps the Manager informed of the progress of various activities and major problems of the Unit.

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

- Establishes and maintains a programme for the maintenance and repairs of the Ministry's vehicles and accessories;
- Determines priorities and sets targets within parameters of the Divisional objectives;
- Designs and reviews, in collaboration with the Manager and other senior members of staff, schedules, procedures, repairs and maintenance standards;
- Conducts periodic reviews of schedules and makes spot checks to ensure that priorities and targets are being met, and repairs and maintenance standards are being adhered to;
- Manages and controls the Ministry's fleet of motor vehicles;
- Ensures currency of motor vehicle licences and certificates of fitness;
- Keeps inventory records up-to-date;
- Ensures periodic maintenance is carried out;
- Ensures speedometer is functional and promptly repaired, if defective;
- Conducts regular checks of the logbook, gas/gas oil records and stock balances;
- Schedules vehicle movements to economise on fuel consumption;
- Checks time sheet to ensure proper vehicle handing-over procedures are observed;
- Responds to requests/complaints on transportation issues and ensures they are resolved/addressed.

##### ***Human Resources:***

- 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 organisational 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 the Division's and organisation's goals;
- Allocates and schedules work; allocates monthly mileage to travelling officers;
- 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 problem-solving and decision-making skills
- Strong leadership and management skills
- Good interpersonal skills
- Strong customer relations skills
- Good analytical thinking skills
- Good planning and organizing skills
- Integrity

#### **Technical:**

- Knowledge of the Financial Administration and Audit (FAA) Act
- Basic knowledge of Auto Mechanics
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Good report writing skills
- Proficiency in the use of relevant computer applications

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Management, Mechanical Engineering or equivalent from an accredited tertiary Institution;
- Five (5) years' experience in Maintenance Management at a Supervisory Level.

### **Special Conditions Associated with the Job**

- Islandwide travelling;
- Working extended hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 19<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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**