



## 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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 206** **OSC Ref. C. 6222<sup>11</sup>**

13<sup>th</sup> June, 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 following **vacant** posts in the **Post and Telecommunications Department**:

1. **Regional Manager (PTO/PMA 6) – (2 posts) - St Ann’s Bay and Port Maria Regions**, salary range \$5,198,035– \$6,990,779 per annum.
2. **Supervisor Main Stamp Vault (FMG/PA 1)**, salary range \$3,501,526– \$4,709,163 per annum.
3. **Human Resource Development Officer (GMG/AM 4)**, salary range \$2,803,771 - \$3,770,761 per annum.
4. **Human Resource Officer – Staffing (GMG/AM 4)**, salary range \$2,803,771 - \$3,770,761 per annum.
5. **Assistant Human Resource Officer – Leave (GMG/AM 3)**, salary range \$2,190,302- \$2,945,712 per annum.
6. **Statutory Verification Officer (FMG/AT 1)**, salary range \$1,711,060- \$2,301,186 per annum.
7. **Transport Manager (GMG/AM 4)**, salary range \$2,803,771 - \$3,770,761 per annum.

#### **1. Regional Manager (PTO/PMA 6)**

##### **Job Purpose**

Under the direct supervision of the Regional Co-ordinator, the Regional Manager provides oversight to conduct investigations, department enquiries, internal audits in Post Offices and Postal agencies within the region, ensuring that the policies and standards are maintained and that objectives of the region are in alignment with the overall objectives of the Department. The incumbent also processes mail contractors and monitors the transportation of mail within the region.

##### **Key Responsibilities**

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

- Represents the Department at forums, conferences, meetings and seminars, disseminates information/knowledge gained to Staff and implements change, where necessary;
- Advises and makes recommendations to the Regional Co-ordinator on postal operation;
- Participates in the strategic planning and Operational Plans for the Department;
- Directs and co-ordinates the Regional activities;
- Assists with the development of the POMB Operational Plan and co-operates with direct reports in developing Individual Work Plans;
- Liaises with Members of Parliament in relation to Post Office and Agencies in their constituency;
- Keeps abreast with trends and best practices in Postal Management and Operations;
- Visits Post Offices within the region to provide managerial support and to streamline activities;
- Monitors the performance of Post Offices in the Region to ensure compliance with regulations and to determine the quality of the service being offered;
- Attends Departmental meetings and reports on Regional activities and provides feedback to Branch Managers;
- Convenes meetings with Senior Officers in the Region to ensure effective and efficient management in Post Offices;
- Certifies travel claims for officers under supervision.

### **Technical/Professional**

- Provides leadership and direction within the Region to ensure organizational standards and policies are maintained and followed;
- Develops regional programmes aimed at promoting postal services and client and community integration and development;
- Assists with the development, implementation and review of the Post Office Standard Operation Procedural Manual and ensures compliance with stipulated guidelines;
- Provides guidance to the Region in the implementation of all postal and commercial service operations;
- Conducts surprise and routine assessments(Audits) of Post Offices and Postal Agencies, which include the review/examination and/or reconciliation of:
  - Cash and Stock
  - Records and Bank Lodgements
  - Daily Sales Records
  - Postage and National Insurance Scheme (NIS) Stamp Stock and Postal Orders
  - Value and General Receipt Books
  - Deposit, Revenue and Commercial Cash Books
  - Import Duty, GCT Customs Clearance Fee, Environmental Levy, Customs User, Administrative and Storage Fees
  - Registered Letters and Parcels
  - Inventory of Records
- Conducts periodic checks of mail van to ensure compliance with Road Traffic Act;
- Recommends and implements rationalization of the Post Office Network to ensure efficiency and effectiveness in mail delivery;
- Implements systems of control for revenue collected, cash disbursed and security of cash, staff and facilities;
- Monitors the request for Imprest cash;
- Assists with the implementation of strategies to monitor local mail delivery;
- Receives, processes, investigates and responds to correspondence on postal activities falling under purview;
- Participates in preparation of World Post Day activities;
- Provides support to training and development on operational areas;
- Provides support in the monitoring and assessment of customer satisfaction;
- Remits excess cash and sends to Miscellaneous Revenue Account;
- Ensures that shortages are made good immediately;
- Ensures that all vaults are embedded, as instructed by the FAA Act;
- Assesses the collection of revenue for Private Letter Boxes and operations;
- Assists with the continuous review of postmen districts.

### **Human Resource**

- Participates in recruitment, transfers, promotions and leave of staff for the Region;
- Ensures the developmental and welfare needs of the staff are identified and addressed in the Region;
- Reviews, monitors and evaluates the performance of staff in Region and recommends corrective actions, where necessary;
- Recommends the assignment/reassignment of staff across post offices, ensuring staff is effectively utilized and productivity optimized;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Regional and Department's goals;
- Fosters an atmosphere of trust, high ethical and confidentiality standards;
- Administers, in conjunction with the Human Resource Management Unit, the discipline of staff at Post Offices;
- Reviews and approves leave applications for members of staff throughout the Region;
- Engages in local Succession Planning, with a view to support Human Resource strategic objective.
- Performs any other duties.

### **Required Knowledge, Skills, and Competencies**

- Good knowledge of the Universal Postal Union Standards
- Knowledge of Records Management principles and practices
- Knowledge of the Post Office Act (1941) and FAA Act
- Knowledge of Postal Industry and its operations
- Knowledge of the Government/Department's policies and procedure
- Good knowledge of the Staff Orders and the Public Service Regulations
- Knowledge of the Postal Industry and its Operations

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

- BSc. Degree in Public Administration, Management Studies, Business Administration or equivalent from an accredited tertiary institution; plus
- Five (5) years' related experience, two (2) of which should be at a managerial level.

### **Special Condition Associated with the Job**

- Extensive traveling islandwide
- High-Risk Environment
- Exposure to criminal activities with local, regional and international reach

## **2. Supervisor Main Stamp Vault (FMG/PA 1)**

### **Job Purpose**

Under the direct supervision of the Director, Payroll and Departmental Revenue, the Supervisor Main Stamp Vault (FMG/PA1) ensures the proper dispatch, checking and recording of all postage stamps, postal orders and receipt issued to all Postmasters are accounted for within the period to which they relate.

### **Key Responsibilities**

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

- Ensures that all Stamps and Postal Order dispatches are properly identified and entered in the correct period to which they relate by:
  - Maintaining record of all dispatches, as well as all routine or ongoing obligations;
  - Ensuring that all requisitions for each month are reviewed for all know cyclical Post Offices and that these are entered into Dispatch Cash Book;
  - Liaising with the Deputy Postmaster General 1 and Director Payroll and Departmental Revenue regarding any new stamp denomination acquisition or dispatch, which has or will give rise to a liability on the part of the Department;
- Ensures that all requisitions, statements, etcetera, are properly checked for probity, propriety, regularity, authenticity, etcetera, before dispatch and recording in the Dispatch cash Book:
  - Training and guiding Officers in procedures for thoroughly checking requisitions, Dispatch Cash Book, stamps etcetera;
  - Rechecking in details a sample of requisitions checked and passed by Dispatch Clerk;
- Ensures that all Postmasters requisitions are dispatched correctly, and as quickly as possible, and in accordance with the F.A.A Act, its Regulations and Instructions:
  - Consulting with the Deputy Postmaster General 1, the Director Payroll and Departmental Revenue, to establish the priority basis for determining requisitions for stamps to be dispatched;
- Manages the Stamp Vault Unit, ensuring that it achieves its objective in an efficient, effective and economical manner:
  - Examining all incoming requisitions and correspondences submitted to the Unit and assigned to respective Dispatch Accounting Clerk (Officers) for detail, checking along with any note for their guidance;
  - Monitoring the rate of work of stamp Dispatch Accounting Clerks (Officers), ensuring that requisitions that are assigned for checking are processed within a reasonable time;
  - Assisting and guiding Dispatch Clerk (Officer) on technical issues or in resolving problems encountered.
- Performs any other duties.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Teamwork and co-operation
- Integrity
- Good Customer and quality focus

#### ***Functional/Technical:***

- Good knowledge of accounting principles and practices
- Knowledge of computer data entry
- Knowledge of the FAA Act
- Knowledge of Government procedures and policies
- Ability to effectively balance accounts

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

- AAT Level 3; **or**
- ACCA-CAT Level C/level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 4, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 &3; **or**
- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University.

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

- Required to work long hours, after hours and on weekends and public holidays, when the need arises.

### **3. Human Resource Development Officer (GMG/AM 4)**

#### **Job Purpose**

The Human Resource Development Officer assists with the co-ordinating and delivery of training and development interventions. The incumbent also assists in managing the training databases and providing administrative support to the Unit.

#### **Key Responsibilities**

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

- Assists with the development of the HRD's Unit Plan;
- Develops Individual Work Plan;
- Prepares and submits activity/performance and other reports as directed;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development, and makes recommendations for their adoption, where necessary, to enhance the Department's human resource service delivery;
- Represents the Department at meetings/conferences and other fora, as directed;
- Assists in the effective management of the Computer Lab and Training Room.

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

##### ***Strategic***

- Assists with liaising with staff to identify training and development needs;
- Assists in analyzing training needs data and identifying areas for intervention;
- Collects and prepares data for the assessment of training needs;
- Contributes towards the development of the Training Plan and Budget for the Department;
- Participates in the implementation of the Training Plan;
- Supports the development, implementation and review of the Training and Development Policy for the Department;
- Prepares submissions for Study Leave, including Day Release, to the Human Resource Executive Committee (HREC);
- Co-ordinates with Leave Officer to prepare salary and leave particulars in respect of officers on Study Leave;
- Assists in developing training manuals and other training tools;
- Assists in developing and maintaining an effective training database for the Department;
- Assists in developing and maintaining a database of training providers and resource personnel;
- Provides advice to staff as it relates to career and professional development;
- Assists in co-ordinating in-house, local and overseas training courses;
- Assists with liaising with institutions/providers or adjunct facilitators to secure appropriate training interventions;
- Co-ordinates orientation sessions for new recruits;
- Co-ordinates assessments and administers test instruments in the recruitment of new employees and for acting assignments;
- Organizes lecture rooms for scheduled courses;
- Disseminates information to staff on training programmes, fellowships, scholarships;
- Requests funds for the provision of refreshments, etc. required for in-house training interventions and ensures that invoices are submitted to the Finance and Accounts Division for payment;
- Assists in processing applications/requests for training;

- Assists with conducting post training evaluations;
- Prepares letters to staff regarding:-
  - Acceptance to training institutions and information on course of study
  - Congratulations for successful completion of course of study
  - Time-off to pursue studies
  - Study Leave/Day Release
- Performs any other duties.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication
- Teamwork and cooperation
- Good interpersonal skills
- Takes initiative
- Good customer and quality focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Problem solving and decision making skills
- Planning and organizing
- Goal/result oriented
- Managing external relationships
- Impact and influence
- Good Change Management
- Strategic Vision

#### ***Functional/Technical:***

- Use of Information, Communication and Technology

#### ***Knowledge of:***

- The Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services.
- Current trends in human resource and career development.
- Research and data analysis techniques.
- Conducting Training Needs Analysis
- Training evaluation techniques

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

- Bachelor of Science Degree in Human Resource Development/Management, Management Studies, Public Administration, Business Administration or similar discipline from an accredited/ recognized tertiary institution; **plus**
- A minimum of two (2) years' experience in a related field, preferably in the public sector in an organization of similar size and complexity.

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

- Normal working conditions.
- Maybe required to work beyond regular working hours.
- Required to travel locally.

## **4. Human Resource Officer – Staffing (GMG/AM 4)**

### **Job Purpose**

The Human Resource Officer (Staffing) (GMG/AM 4) is responsible for providing support in the recruitment and selection of staff and other staffing arrangements for the Department.

### **Key Responsibilities**

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

- Prepares Individual Work Plan
- Represents the Department at meetings, conferences and other fora, as directed;
- Prepares status and other reports;

- Provides administrative support in respect of staffing matters;
- Keeps staff abreast of Human Resource policies and regulations.

**Technical/Professional:**

- Provides general advice to Staff on the recruitment and selection process;
- Participates in identifying the needs for Staff and makes appropriate submissions to the Senior Human Resource Officer (Staffing) and the Director, Human Resource Management;
- Prepares requests for the operation of posts;
- Participates in the recruitment and selection process by:-
  - Shortlisting candidates.
  - Co-ordinating activities for assessment centers; ensuring that schedule of activities are prepared and participants are properly notified and provided with the necessary information.
  - Co-ordinating logistic arrangements (meeting room and refreshments) for interviews and assessment centers.
  - Preparing interview assessment sheets and packages for panel members.
  - Reminding candidates and panellists of date of assessment center and interview.
  - Participating on interview panels.
  - Tallying results from interviews and assessment centers and preparing reports for further action.
  - Preparing correspondence to shortlisted applicants and "Offer Letters" to successful candidates.
- Prepares submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment and resignation, to the Human Resource Executive Committee (HREC) for consideration;
- Prepares approval/non-approval letters for matters submitted to the Human Resource Executive Committee;
- Monitors temporary employments and acting assignments approved by the HREC and requests recommendations (inclusive of Performance Evaluation Reports) for appointments/promotions;
- Monitors permanent appointments approved by the HREC and requests probationary reports for confirmation of appointments;
- Arranges for Staff to do medical examinations for confirmation of permanent appointment.
- Processes resignations and takes steps to ensure that indebtedness is recovered;
- Assists with co-ordinating the placement of individuals for summer employment and other internship programmes.
- Performs any other duties.

**Required Knowledge, Skills and Competencies**

**Core:**

- Good oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Takes initiative
- Good customer and quality focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem solving and decision making skills
- Good planning and organizing skills
- Goal/result oriented
- Managing external relationships
- Analytical thinking

**Functional/Technical:**

- Use of Information, Communication and Technology
- Change Management

**Knowledge of:**

- The Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit (FAA) Act financial instructions and other GoJ policies that guides the delivery of HRMD services.
- The Government of Jamaica's recruitment and selection practices.

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

- First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; plus
- Two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

### **Special Condition Associated with the Job**

- Normal working conditions.
- Maybe required to work beyond regular working hours.
- Required to travel locally.
- Spend long hours sitting and using office equipment

## **5. Assistant Human Resource Officer – Leave (GMG/AM 3)**

### **Job Purpose**

The Assistant Human Resource Officer (Leave) is responsible for providing administrative support by processing all leave applications and maintaining leave records.

### **Key Responsibilities**

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

- Computes and processes all types of leave; prepares leave records and approval/non-approval letters.
- Ensures that leave records are kept up-to-date and are easily retrievable.
- Provides advice to managers and staff on all types of leave.
- Checks and responds to staff queries/concerns regarding leave eligibility.
- Prepares and circulates notices to staff regarding their maximum of vacation leave eligibility.
- Prepares departmental and vacation leave rosters.
- Monitors attendance registers by updating and drawing red lines daily to indicate officer's unpunctuality.
- Prepares leave information to support submissions (accumulation of vacation leave, payment in lieu of vacation leave, special sick leave, study and no-pay leave) for Human Resource Committee meetings.
- Prepares final leave computations for transfers, resignation and retirement, for submission to the relevant stakeholders for continued use, verification and payment, as required.
- Performs any other duties.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Takes initiative
- Good customer and quality focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem solving and decision making skills
- Good planning and organizing skills
- Goal/result oriented
- Managing external relationships
- Analytical thinking

#### ***Functional/Technical:***

- Use of Information, Communication and Technology
- Change Management

#### ***Knowledge of:***

- The Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services.

- Government of Jamaica leave administration practices.

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

- Associate Degree in Human Resource Management, Business Administration or related discipline from a recognized tertiary institution; plus
- A minimum of two (2) years' experience in a Human Resource Management and Development position in an organization of similar size and complexity.

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

- Normal office conditions.
- May be required to work beyond regular working hours.
- Spend long hours sitting and using office equipment.

## **6. Statutory Verification Officer (FMG/AT 1)**

### **Job Purpose**

Under the direct supervision of the Manager, Payroll & Salary Deduction, the Statutory Verification Officer is responsible for the preparation and maintenance of all employee (past and present) statutory records, in accordance with the Staff Orders, FAA Act Instructions and Regulations.

### **Key Responsibilities**

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

- Participates in the development of the Division's Operational/Divisional/Individual Plans and budget;
- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission.

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

- Prepares and maintains records of all employees statutory deduction in the correct period to which they relate, and in accordance with the provision of the FAA Act its regulation and instruction;
- Prepares National Housing Trust and National Insurance Scheme statements for the relevant officers;
- Prepares Income Tax (P24) for employees;
- Completes application forms for employees in respect of N.H.T.;
- Answers queries pertaining to N.H.T & N.I.S request made by retirees and employed staff members;
- Retrieves all records, old and new, from the Human Resource Management and Development Division and records rooms so as to extract the relevant information for the production of statements;
- Prepares payment voucher for N.H.T & NIS statutory deduction base on annual returns in regards to binders;
- Dispatches all N.H.T cheques received for cash grants;
- Dispatches Bank Transfers;
- Receives listing and cheques from payroll section;
- Checks for accuracy;
- Stamps listings and get cheques signed by signing officers;
- Performs any other duties assigned.

### **Required Knowledge, Skills and Competencies**

- Good knowledge of accounting principles and practices
- Knowledge of computer data entry
- Knowledge of the FAA Act
- Knowledge of Government procedures and policies
- Ability to effectively balance accounts

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

- AAT Level 1;
- ACCA-CAT Level 1/Level A;
- Certificate in Public Administration, UWI;
- Certificate in Management Studies, UWI;
- Diploma in Business Administration/Studies from a Community College;



- NVQJ Level 1, Accounting;
- Certificate in Accounting from an accredited University;
- Certificate in Government Accounting Level 1;
- Completion of the first year of the BSc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; or
- Completion of first year of the ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.
- One (1) year working experience in the Public Sector Accounting

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

- Typical office environment but will be required to work long hours, after hours and on weekends and public holidays when the need arises

### **7. Transport Manager (GMG/AM 4)**

#### **Job Purpose**

The Transport Manager is responsible for the management and control of the Department's fleet vehicles, in accordance with the Government of Jamaica's Motor Vehicle Policy for the Public Sector and the Financial Administration and Audit Act (FAA) and Regulations.

#### **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 Department;
- Monitors funds allocated to the Section, by approving expenditure and ensuring that expenditure conforms to budgetary parameters;
- Reports all accidents and takes follow-up action as required;
- Writes letters, Minutes and reports on the Section's different activities;
- Replies to queries from private and public agencies concerning the Department's fleet of vehicles;
- Prepares and submits periodic reports on the operational efficiency of each vehicle on the prescribed form;
- Keeps the manager up to date on the status of the section's different operations and important matters.

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

- Manages and controls the Department's fleet of motor vehicles;
- Ensures appropriate and valid licences for driving personnel and that only designated/authorized personnel access and operate vehicles;
- Ensures currency of motor vehicles licences, certificates of fitness and all fleet drivers are certified by the NWA;
- Ensures scheduled maintenance is carried out;
- Ensures speedometer is functional and promptly repaired if defective;
- Ensures that all accidents are documented and reported in the established time frame;
- Ensures that the Department's Fuel Cards for fleet vehicles, original motor vehicle particulars, and spare keys are properly monitored and safely secured;
- Establishes and maintains a programme for the maintenance and repair of the Department's vehicles and accessories;
- Conducts audits of motor vehicle equipment and accessories, and ensures maintenance of an up-to-date inventory;
- Arranges for retraining and re-certification of drivers, registration and, re-certifications of vehicles;
- Arranges for the Board of Survey to conduct motor vehicle inspections and if necessary, dispose of them;
- Creates, maintains and monitors the travel itinerary for the Driver(s), including the time and purpose of assignments;
- Creates and maintains schedules and makes spot checks to ensure that priorities and targets are being met and that repairs and maintenance standards are being adhered to;
- Co-ordinates transportation for the delivery of all mail and other items leaving the Department; and the pick-up and drop-off of scheduled staff to and from prescribed destinations;
- Conducts regular checks of the log book, gas/gas oil records and stock balances to economize 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;

- Participates in the procurement of vehicles for the Department.

### **Required Knowledge, Skills, and Competencies**

#### ***Core***

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

#### ***Functional/Technical***

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

#### ***Knowledge of:***

- Auto mechanics
- The Government of Jamaica's Motor Vehicle Policy
- The Government of Jamaica's Procurement Guidelines
- The Government of Jamaica's Financial Administration and Audit Act and Regulations (FAA)
- Operations of Government / Knowledge of the Department's policies and procedures.

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

- Bachelor's Degree in Management Studies/Public Sector Management/Public Administration Management from an accredited tertiary institution;
- Training in Supervisory Management
- Holder of a General Driver's License; plus
- Two (2) year's related working experience
- Diploma/Certificate in Mechanical Engineering or Auto-Mechanics would be an asset

### **Special Condition Associated with the Job**

- Island wide travelling
- Working extended hours

Applications accompanied by résumés should be submitted **no later than Thursday, 26<sup>th</sup> June, 2025 to:**

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

Email: [hrunit@jamaicapost.gov.jm](mailto: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**

