



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 333 **OSC Ref. C.5166⁸**

6th November, 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 **Office of the Services Commissions (Central Government)**:

1. **Director, ICT and Records Management (MIS/IT 6) – Corporate and Special Services Unit**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Procurement/Office Manager (GMG/SEG 2) – Corporate and Special Services Unit**, salary range \$4,266,270 - \$5,737,658 per annum.

1. **Director, ICT and Records Management (MIS/IT 6)**

Job Purpose

Under the general direction of the Director, Corporate and Special Services, the Director, ICT and Records Management, plans, co-ordinates and oversees the development, implementation, management and maintenance of a modern Information and Communications Technology (ICT) for the OSC, based on the Business Plans/Strategies of the Department and according to the Government of Jamaica policies.

Key Responsibilities

Policy and Strategic Management:

- Participates in the development and implementation of the Corporate/Operational Plan and Budget for the Office;
- Develops and implements the Annual Operational Plan and Budget for the Unit;
- Manages the operations of the Unit;
- Develops, implements and evaluates IT strategies/plan, policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing and service provision, in accordance with Government Regulations and in keeping with the Organisation's Objectives;
- Prepares and submits reports, position papers and other documents, as required;
- Represents the Office of the Services Commission at local and international meetings, conferences and other fora, as required.

Technical/ Professional:

- Develops, implements and manages Service Level Agreements (SLAs);
- Reviews requests for technology and makes recommendations, as appropriate, on alternative system options;
- Develops computer information resources, providing for data security and control, strategic computing and disaster recovery;
- Facilitates the procurement of hardware/software on behalf of the Department, in accordance with the Government Procurement Procedures;
- Provides ICT policy direction and support services to Senior Management and Unit Heads, thereby planning and developing a variety of documents, as required;
- Oversees the management of ICT through the access and utilization of information systems, such as email, internet and the networking of information technology for the different Units (Unit Heads).
- Ensures the management team is up to date and well educated on strategic Information Technology issues;
- Selects, develops, implements and supports new systems and technologies;
- Conducts post implementation reviews to ensure that benefits are achieved;

- Ensures proper documentation, storage and dissemination of information pertaining to ICT systems, policies, procedures, plans and projects;
- Formulates and implements an ICT acquisition strategy that ensures compliance with vendor licensing requirements, as well as GOJ Procurement Guidelines;
- Provides technical advice to the Chief Personnel Officer and other relevant personnel on ICT matters;
- Develops and maintains current and effective ICT training plan for the organisation;
- Collaborates with the relevant personnel to develop a programme for the effective communication of the Department's policies, programmes and projects to its stakeholders;
- Ensures that the organisation's Website is current and accessible;
- Conducts primary and secondary research and analysis of ICT, and informs how these tools can be utilized in maximizing the organisation's ICT effectiveness;
- Acts as resource person on selection panels service wide.

Human Resource Management:

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, coaching and performance assessment;
- Ensures that staff is aware of, and adheres to organisational policies and procedures;
- Ensures the effective utilisation of staff in the Team to maximise productivity and enhance personal development;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Department's goals;
- Ensures the welfare and developmental needs of direct reports are clearly identified and addressed.

Other:

- Leads/participates in internal and external cross-functional teams to represent the views and interests of the Office as required;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent leadership, management and interpersonal skills
- Broad-based knowledge of the future direction and use of ICT by Government and the Private Sectors
- Knowledge of the Government of Jamaica's Procurement Procedures and Financial Administration and Audit Act
- Excellent problem-solving, strategic thinking and analytical skills
- Sound Human Resource/people management skills
- Excellent oral and written communication skills
- Sound personal and professional integrity
- Confidentiality and integrity

Minimum Required Qualification and Experience

- Undergraduate Degree in Computer Science or Management Information Systems or equivalent qualifications and training in current technology. A Master's Degree in Information Technology or a related field would be an asset;
- Six (6) years' experience in the information technology field, including three (3) years' at the management level;
- Proficiency in Project Management would be an asset.

2. Procurement/Office Manager (GMG/SEG 2)

Job Purpose

Under the direction of the Director, Corporate & Special Services, the Procurement/Office Manager co-ordinates the systematic execution of procedures for the timely and cost-effective procurement of services, equipment and materials on behalf of the Office, in accordance with GOJ Procurement Policies and Procedures, agreements with donors and generally accepted public/ethical policies; and ensures that all Divisions of the Department are provided with the necessary accommodation, resources and services to enable them to achieve the organization's goals and objectives.

Key Responsibilities

Policy and Strategic Management:

- Assists in developing and implementing the Annual Operational Plan and Budget for the Unit;
- Develops and implements Annual Unit Plan and Budget;
- Guides the development of the organization's Procurement Plan and Strategy;
- Collaborates with technical staff and Department Heads in preparing and maintaining an annual Procurement Plan for goods and services;
- Participates in the negotiation of purchasing agreements, credit arrangements and service contracts.
- Manages the operations of the office support management team;
- Prepares and submits reports and other documents, as required;
- Represents the Commission at local meetings, conferences and other fora, as required.

Technical/Professional:

- Prepares Procurement Reports and submits to Procurement Committee, for approval;
- Prepares and places orders and follows through on the delivery of goods and service;
- Monitors all procurement activities, identifies bottlenecks/problems and recommends strategies for increased efficiency and effectiveness;
- Institutes and maintains adequate controls and reporting procedures to accomplish the proper and timely recording and reporting of the physical flows of all materials, equipment, supplies and services. This includes:
 - ✓ Recommending purchasing and inventory control policies, procedures and levels
 - ✓ Ensuring the maintenance of systems and procedures for the accurate classification and coding of goods and services
 - ✓ Preparing reports on purchases of goods and services to be submitted to the Ministry of Finance and Public Service, and other relevant parties;
- Evaluates and maintains continuously, list of qualified suppliers, in keeping with the approved list from the Office of the Contractor General;
- Monitors re-order levels and co-ordinates stocktaking, at appropriate intervals;
- Liaises with the Accounts Unit to ensure timely processing of invoices;
- Liaises with suppliers and assists in resolving discrepancies on a timely basis;
- Oversees and monitors the development and implementation of emergency procedures for the protection of staff members and property;
- Ensures that the Department's vehicle is operational to provide pickup and delivery services;
- Monitors operational cost of the vehicle, to reduce waste;
- Provides suitable physical working conditions and the necessary tools for the Department.
- Ensures the preparation of venue and the provision of refreshment for meetings, enquires and interviews conducted by the Office;
- Facilitates the booking of rooms and parking spaces for meetings, enquires and interviews conducted by the Office.
- Prepares and submits monthly, quarterly and annual Procurement Reports to the relevant authorities.

Human Resource Management:

- Provides leadership and guidance to direct reports, through effective planning, delegation, communication, training, mentoring, coaching and performance assessment;
- Ensures that staff is aware of and adheres to organisational policies and procedures;
- Ensures the effective utilisation of staff in the Team, to maximise productivity and enhance personal development;
- Participates in the recruitment of staff for the Unit, and recommends transfer, promotion, termination and leave, in accordance with established Human Resource policies and procedures;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Unit's and Department's goals;
- Ensures the welfare and developmental needs of direct reports are clearly identified and addressed;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good problem-solving and analytical skills
- Sound knowledge of GOJ procurement regulations, policies and procedures and familiarity with funding agency requirements
- Sound knowledge of purchasing principles and practices
- Knowledge of accounting procedures
- Sound negotiating skills
- Ability to build strong relationships with clients and other external stakeholders
- Good planning Skills
- Computer literary (Microsoft Office Suite)
- Sound personal and professional integrity
- Excellent customer orientation skills

Minimum Required Qualification and Experience

- Undergraduate Degree in Business Administration or equivalent training and experience in general and office administration;
- Experience in Procurement and Assets Management;
- Three (3) years' experience in purchasing in the Government Service.

Applications accompanied by résumés should be submitted **no later than Wednesday, 19th November, 2025 to:**

**Director, Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4**

Email: hrm@osc.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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**