



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 342 **OSC Ref. C. 6272¹⁸**

17th 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 be assigned to the post of **Director, Post and Telecommunications (GMG/SEG 3)** in the **Information and Communications Technology (ICT) Division, Office of the Prime Minister**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

The Director is responsible for the smooth operation of the Postal Services Portfolio within the Information and Communications Technology (ICT) Division working with both internal and external partners to help to foster an enabling environment for ICT and in particular, Post and Telecommunications activities.

Key Responsibilities

Management/Administrative

- Contributes to the development of the Corporate/Strategic Plan, Operational Plan and Budget for the Division;
- Reviews and addresses customer complaints regarding Postal matters.
- Reviews and monitors the Corporate/Strategic and Operational Plans and Budget for the Departments or Agencies within the Post and ICT portfolios and reports accordingly.
- Attends meetings, as required by the ICT Division/Ministry.
- Sits on/head committees, as required by the ICT Division/Ministry.
- Provides advice and support to projects, as required.
- Acts as the Government of Jamaica's (GoJ) focal point and/or representative for the Caribbean Postal Union and the Universal Postal Union or any other organisation so designated including the International Telecommunication Union, Caribbean Telecommunications Union, Caribbean Community, United Nations, Organization of American States with particular focus on activities of Inter-American Telecommunication Commission (CITEL) and the Inter-American Committee against Terrorism (CICTE).

Technical /Professional

- Monitors, evaluates, and assesses the Postal Services and ICT Sectors.
- Provides technical advice and makes recommendations at Stamp Advisory Committee Meetings.
- Sits on and/or chairs subcommittees of regional and international organisations.
- Keeps a record of the Ministry's responsibilities to regional and international Post and ICT Organisations and makes recommendations to ensure full participation in related activities.
- Provides technical inputs into the development of policies for the Postal Services and ICT Sectors.
- Provides support for regulatory activities related to Postal Services and ICT matters.
- Prepares Cabinet Notes/Submissions on Postal Services and ICT related matters, as required.
- Conducts research on Post and ICT issues, as background information for briefs, speeches and policy-making.
- Participates in the development of e-Government/Digital Transformation strategy for the GoJ.
- Represents the GoJ at regional and international Post and ICT related fora.
- Coordinates, as necessary, training in various ICT portfolio disciplines.

Human Resources

- Manages the welfare and development of staff in the Division by developing work plans, conducting performance evaluations, preparing performance appraisals, identifying/recommending training and development programmes;
- Provides leadership to direct report(s) through effective planning, delegation, and communication;

- Provides guidance to direct report(s) through coaching, mentoring and training, providing assistance and support, as needed;
- Convenes monthly meetings with direct report(s) to:
 - sensitize/remind them of the policies, procedures and regulations of the Ministry and the Division;
 - discuss strategies and plans of achieving the Division's objectives;
- Recommends vacation/departmental leave for direct report(s) in keeping with established human resource policies;
- Makes provisions for direct report(s) to have adequate and appropriate resources to enable them to undertake their duties efficiently and effectively;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication
- Teamwork and cooperation
- Good interpersonal skills
- Takes initiative
- Client and quality focus/commitment to service quality
- Compliance
- Adaptability
- Integrity and confidentiality
- Methodical
- Good problem solving and decision making skills
- Planning and organizing
- Goal/result oriented
- Leadership
- People management
- Strategic vision
- Impact and influence
- Managing partners and external relations
- Analytical thinking

Technical:

- Knowledge and Use of ICT
- Legislation, Regulations and Policies
- Budget Management
- Change Management
- Conflict Management
- Negotiation
- Mentoring
- Performance Coaching
- Risk Management
- Policy Development
- Monitoring and Evaluation
- Research Methodology
- Project Management

Minimum Required Qualification and Experience

- Master of Science Degree in Public Administration, ICT or related field from an accredited Tertiary Institution;
 - At least three (3) years' work experience in a Post or ICT related field/environment.
- OR**
- Bachelor of Science Degree in Public Administration, ICT or related field from an accredited Tertiary Institution;
 - At least five (5) years' work experience in a Post or ICT related field/environment.

Special Conditions Associated with the Job

- May be required to travel locally and/or overseas on official business.
- May be required to work beyond regular work hours.

- Typical office environment, no adverse working condition.

Applications accompanied by résumés should be submitted **no later than Friday, 28th November, 2025 to:**

Senior Director
Human Resource Development & Management
Office of the Prime Minister
1 Devon Road
Kingston 10.

Email: jobs@opm.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 'M. Greene', with a long horizontal flourish extending to the right.

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