



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 80
OSC Ref. C.6634/S5⁵

5th March, 2019

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 post of **Building Officer (Level 6) – (Vacant)** in the **Corporate Services Division, National Land Agency (NLA)**, salary range \$1,733,265 - \$1,861,217 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will prepare and oversee the repairs and maintenance of residential properties owned by the Commissioner of Lands and assist with co-ordinating the maintenance, repairs and servicing of those units and all associated furniture and equipment.

Key Responsibilities

- Assists the Senior Building Officer with the preparation of the Annual Budget for Capital and Recurrent Expenditure for Government houses and monitors budget in relation to repairs/maintenance of units to avoid over-spending;
- Assists with the preparation of reports on the activities of the Unit;
- Arranges for Board of Survey to be convened to deal with derelict and unserviceable or obsolete items and furniture;
- Examines and certifies invoices submitted and completes payment certificates;
- Identifies and reports need for major repairs and maintenance work;
- Assists with the development of policies and procedures and an Annual Maintenance Programme for the efficient maintenance of all Commissioner of Lands owned residential properties and associated equipment;
- Ensures that residential units are put in a habitable condition prior to and after assignment to Public Sector employees;
- Selects service providers for the repairs to buildings and equipment and monitors work done by such service providers and certifies bills for payment in accordance with established procedures;
- Assists with the Disaster Preparedness and Emergency Management Programme for all Government owned properties and ensures that adequate disaster supplies are in stock;
- Prepares scope of works and bills of quantities/engineer's estimates for repairs/refurbishing for Government houses and the Agency's properties in preparation for tendering;
- Liaises with Contractors, Architects (whether private or from the National Work Agency (NWA)) during repair/renovation process and maintains visits to ensure compliance with Contract Drawings, Bills of Quantities and Specifications and monitoring of standard of work, target dates and expenditure in relation to work completed;
- Arranges for the procurement and distribution of furniture and equipment for the Government houses as approved by the Chief Executive Officer (CEO);
- Maintains inventory of furniture and equipment for Government houses.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills
- Excellent planning and organizing skills and effective time management
- Ability to communicate at all levels
- Problem solving and decision making skills
- Ability to multi-task and manage demanding work schedules and deadlines
- Attention to detail and high level of accuracy
- Sound knowledge of building construction, plumbing and maintenance of mechanical, air conditioning and electrical equipment
- Ability to prepare Bills of Quantities using industry rates and standards
- Competence in the use of Word Processing and Spreadsheet software

- Working knowledge of autocad software would be an asset
- Basic knowledge of Government of Jamaica Procurement procedures and guidelines particularly in the area of Works Tenders.

Minimum Required Qualification and Experience


- Bachelor's Degree in Facility Management, Construction Management, Mechanical Engineering, or other construction-related discipline from an accredited institution;
- Two to three (2-3) years' experience in a similar position;
- Training and experience in Project Management would be considered advantageous;
- Training and working experience in the field of quantity surveying would be a distinct asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 19th March, 2019 to:**

**Director
Human Resource Management and Development
National Land Agency
8 Ardenne Road
Kingston 10**

Please note that only short listed 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)**