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CIRCULAR No. 171
OSC Ref. C.4860

3rd July, 2018

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 **Administration Unit, Ministry of Labour and Social Security**:

1. **Director, Transport, Security and Emergency Management (GMG/SEG 3)**, salary range \$2,246,451 - \$2,670,325 per annum and any allowance(s) attached to the post.
2. **Director, Property Management and Maintenance (SOG/ST 7)**, salary range \$1,857,817 – \$2,208,360 per annum and any allowance(s) attached to the post.
3. **Director, Office Services, Utilities and Energy Management (GMG/SEG 1)**, salary range \$1,444,292 – \$1,716,809 per annum and any allowance(s) attached to the post.

1. Director, Transport, Security and Emergency Management (GMG/SEG 3)

Job Purpose

Under the direction of the Director, Administration (GMG/SEG 4), the Director of Transport, Security and Emergency Management (GMG/SEG 3), is responsible for ensuring the efficient and effective functioning of the Transport Unit 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 Officer 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 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 the Ministry's fleet of vehicles;
- 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;
- Plans, develops, implements and monitors Disaster Preparedness programmes for the Ministry of Labour and Social Security;
- Initiates and recommends security systems at strategic points in office buildings and compound;
- Represents the Ministry at conferences and seminars;
- Advises and makes recommendations to Director, Administration and Property Management on policy matters affecting security and disaster preparedness;
- Participates in the Strategic Planning, Operational Plans for the Division;
- Oversees the effective implementation, compliance and monitoring of security, Security Guards and Watchmen, to secure the Ministry's properties and building.

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 Vehicles 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 log book, gas/gas oil records and stock balances;
- Schedules vehicle movements to economize on fuel consumption;
- Checks time sheet to ensure proper vehicle handing-over procedures are observed;
- Responds to request/complaints on transportation issues and ensures they are resolved/addressed;
- Prepares reports on programmes implemented for the Office Services Manager and Director, Administration and Property Management;
- Identifies and recommends to the Office Services Manager installations of security lights, metal grills and the employment of Security Guards and Watchman;
- Monitors security arrangements and makes recommendations for corrective action as is necessary;
- Ensures that fire extinguishers are located at appropriate places in office buildings and equipment are serviced on a regular basis;
- Arranges Fire and Earthquake Drills;
- Ensures the safety and security of records, office buildings and equipment in case of natural disaster.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational 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 Organization's goals;
- Allocates and schedules work; allocates monthly mileage to travelling officers.

Required knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong leadership and management skills
- Good interpersonal skills
- Strong customer relations skills
- Integrity

Technical:

- Excellent knowledge of auto mechanics
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Excellent knowledge of energy saving methods
- Excellent knowledge of security mechanisms and safety protocols
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- First Degree in Business Administration, Management Studies, or other relevant tertiary education;
- Three (3) years related experience in transport management, security/emergency management at a supervisory level;
- Training in security discipline would be an asset.

Special Conditions Associated with the Job

- Holder of a valid General Driver's Licence;
- Island wide travelling;
- Working extended hours and on weekends periodically;
- Working in grease, dust and heat occasionally.

2. Director, Property Management and Maintenance (SOG/ST 7)

Job Purpose

Under the direct supervision of the Director, Administration (GMG/SEG 4), the Director, Property Management and Maintenance (SOG/ST 7), is responsible to identify, schedule and monitor the maintenance of all Ministry of Labour and Social Security's Building and Properties islandwide. The incumbent is also responsible for monitoring the construction and refurbishing of all buildings that falls under the Ministry of Labour and Social Security islandwide.

Key Responsibilities

Management/Administrative:

- Contributes to the development of work plans for constructing, maintenance and refurbishing building and equipment islandwide;
- Liaises with Heads of Divisions, Heads of Unit, Parish Managers, Heads of Agencies affiliated with the Ministry of Labour and Social Security to ascertain, prioritize and make recommendations for the maintenance programmes and for the supply of materials.

Technical:

- Prepares contracts for all Ministry buildings and properties islandwide;
- Prepares Monthly Reports on all work in progress;
- Prepares and establishes standard specifications and rates for Contractors;
- Prepares invitation of tender documents and makes recommendations to Head, Procurement Committee;
- Prepares specifications and drawings of all buildings constructed or maintained;
- Prepares bills of quantities and tender documents inviting contractors to tender;
- Identifies, interviews and selects contractors, sub-contractors, and tradesmen to undertake work to be carried out on contractual basis;
- Maintains and ensures that records in relation to the execution of contracts are properly updated;
- Monitors and ensures that all buildings constructed or refurbished are built or repaired in accordance with the regulations stipulated and in keeping with the legal guidelines and operating standards;
- Provides technical guidance to contractors for work completed;
- Liaises with Ministry of Transport, Housing and Works, National Works Agency (NWA) and the Jamaica Master Builders Association (JMBA) to establish and ascertain list of approved contractors and schedules of rates;
- Monitors and ensures that air conditioning units island wide are serviced quarterly;
- Monitors the maintenance of all electrical and plumbing fixtures;
- Checks and certifies all bills and contracts for payment;
- Ensures the preparation and payment of all related invoices.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong leadership skills
- Strong customer relation skills
- Good problem solving and conflict management skills
- Good interpersonal skills
- Compliance
- Integrity
- Ability to work in a team

Technical:

- Sound knowledge in the field of plumbing, electrical repairs and building construction
- Sound knowledge of the operations of Government and knowledge of the organization's policies and procedures
- Sound knowledge of the Government of Jamaica Procurement Guidelines especially as it relates to works

Minimum Required Qualification and Experience

- First Degree in Construction Engineering and Management (UTECH) or other relevant qualification;
- Three (3) years' work-related experience;
- Certification in Supervisory Management.

Special Conditions Associated with the Job

- Holder of a valid General Driver's Licence;
- Islandwide traveling;
- Exposure to dust, heat and chemicals;
- Working beyond normal Office hours;
- Occasionally working on weekends and public holidays;
- Moderate to high levels of stress.

3. Director, Office Services, Utilities and Energy Management (GMG/SEG 1)

Job Purpose

Under the direction of the Director, Administration (GMG/SEG 4), the Director, Office Services, Utilities and Energy Management (GMG/SEG 1) provides support services in the areas of Office Management, General Services and Utility Management and Energy Conservation, which will enhance the Ministry's capabilities to carry out its various functions effectively and efficiently.

Key Responsibilities

Management/Administrative:

- Contributes to preparation of the Budget and Corporate Plan for the Unit;
- Liaises with the Procurement Unit and Final Accounts to ensure that bills submitted from suppliers of goods and services are processed and payments made;
- Prepares and submits reports;
- Plans, develops, implements and monitors Disaster Preparedness Programme for the Ministry of Labour and Social Security;
- Advises and makes recommendations to Director, Administration and Property Management on policy matters affecting disaster preparedness;
- Participates in the Strategic Planning and Operational Plans for the Division;
- Assists with the development of energy conservation systems and policies;
- Plans, develops, implements and monitors utility programme for the Ministry of Labour and Social Security;
- Facilitates the procurement of PBX systems for islandwide parish network;
- Represents the Ministry at conferences and seminars;

- Advises and makes recommendations to Director, Administration Utility and Energy on policy matters, energy conservation and utility related matters;
- Participates in the development and implementation of an effective energy conservation system;
- Manages and monitors the Ministry's Telecommunication systems to ensure efficient delivery of system.

Technical/Professional:

- Provides suitable office accommodation for all members of staff;
- Liaises with Department Heads for the purchase of new office furniture/equipment or to arrange for the repairs/service same;
- Arranges for the disposal of unserviceable Office furniture/equipment;
- Oversees the establishment and maintenance of inventory of all Office furniture/equipment;
- Establishes and maintains proper sanitation measures for the Ministry of Labour and Social Security;
- Ensures that stationery/printing/cleaning supplies, first aid and toiletries are provided in adequate supply;
- Monitors the messenger service for the Ministry and rotates staff from time to time to ensure efficiency;
- Prepares and submits information to facilitate payment of tailoring allowances and safety clothing for relevant staff;
- Prepares and circulates operation manuals on energy conservation to all members of staff of the Ministry;
- Ensures the Ministry is provided with proper telephone services by liaising with telecommunication providers;
- Represents the Ministry at conferences and seminars and collects information on energy conservation and disaster preparedness;
- Ensures that all utility bills are paid;
- Follows up and ensures that outstanding utility bills are paid in order to alleviate disconnection of services;
- Monitors Energy Conservation programme and ensures regular inspection of offices;
- Maintains records of Energy Conservation programmes;
- Prepares reports on programmes implemented for the Director, Administration and Property Management;
- Reconciles utility bills with statements from respective companies and follows up with the Finance and Accounts Division for payments;
- Monitors and manages the Ministry's closed user group (CUG) services to ensure efficiency;
- Oversees the installations of phone lines and instruments.

Human Resource Management:

- Oversees the preparation and maintenance of Leave Records for employees;
- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational 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;
- In collaboration with the Human Resource Division, develops and implements a Succession Planning programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- 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 Organization's goals.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership skills
- Good interpersonal skills
- Good oral and written communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

- Ability to work in a team
- Ability to motivate employees
- Good planning, organizing and co-ordinating skills
- Good analytical and problem-solving skills

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Excellent knowledge of energy saving methods
- Sound knowledge of Office Management and Inventory Management
- Good knowledge of Procurement procedures
- Basic knowledge of Budget Preparation
- Good knowledge of Human Resource procedures
- Good Report Writing skills
- Good Records Management skills
- Proficiency in the use of the relevant software application

Minimum Required Qualification and Experience

- First Degree Public Administration, Business Administration, Management Studies or Other Related Disciplines;
- Three (3) years' related experience in a similar capacity;
- Certification in Supervisory Management.

Special Conditions Associated with the Job

- Holder of a valid General Driver's Licence;
- Extensive traveling island wide;
- Will be required to work beyond normal working hours;
- Will be required to work weekends/public holidays;
- Will be required to represent the Director at events/functions;
- Moderate to high levels of stress.

Applications accompanied by résumés should be submitted **no later than Friday, 13th July, 2018 to:**

**Senior Director, Human Resource Management and Administration
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.gov.im

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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**