

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
Website: www.osc.gov.jm

CIRCULAR No. 84 **OSC Ref. C. 6222¹²**

8th February, 2024

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 **Postal Corporation of Jamaica Limited**:

1. **Corporate Secretary/Legal Officer (JLG/LO 3) - Office of the Chief Executive Officer Unit**, salary range \$5,597,715 – \$7,528,305 per annum.
2. **General Accounting Supervisor (FMG/AT 3) - Expenditure Section/Unit**, salary range \$1,984,305 – \$2,668,670 per annum.
3. **Driver (LMO/DR 2) - Human Resource Management and Administration Branch**, salary range \$24,467 – \$32,905 per week.

1. Corporate Secretary/Legal Officer (JLG/LO 3)

Job Purpose

The Corporate Secretary is responsible for the efficient and effective administration of the governance function of the Postal Corporation of Jamaica Board. The incumbent ensures compliance with statutory and regulatory requirements, and that the decisions of the Board of Management (BoM) are implemented and corporate matters advanced.

The incumbent is the primary source of advice on the conduct of business and ensures that the Corporation complies with financial and legal best practices and maintains standards of sound Corporate Governance. Also, the incumbent is responsible for providing legal advice and guidance to the Chief Executive Officer (CEO) and Board of Directors on all major legal issues, major opinions, legal review of documents and briefings/correspondence prepared for senior officials.

Key Responsibilities

Technical/professional:

Legal:

- Provides legal advice and guidance to the Chief Executive Officer and all Divisions of the Corporation including guidance on all major legal issues, major opinions, legal review of documents and briefings/correspondence prepared for senior officials;
- Advises and engages Directors, CEO and other staff about changes in international and other obligations based on ongoing research;
- Prepares, peruses and vets Contracts, Lease Agreements and other legal documentation;
- Provides general legal advice to the Corporation on all aspects of the Law as it affects the Corporation's operations;
- Instructs the Attorney General's Chambers on behalf of the Corporation;
- Functions as a liaison between the Corporation and other Legal Departments such as the Office of the Director of Public Prosecution, Attorney General Chambers, Jamaica Customs Agency, Legal Reform Division and the Chief Parliamentary Counsel, among other Ministries, Departments and Agencies (MDAs);
- Makes recommendations to the relevant officers of the Corporation to undertake investigations, as well as preparation of statements, affidavits to facilitate the proper representation of the Corporation in litigious matters;
- Oversees the development of new and amended legislation and attendant policies and guidelines;
- Prepares and reviews Drafting Instructions and Draft Bills related to Postal Reform;
- Prepares and reviews Cabinet Submissions.

Corporate Secretary:

- Ensures that the members of the Postal Corporation of Jamaica, and the Board of Management (BoM) receives proper advice and resources for discharging their fiduciary duties to stakeholders under the Law and the records of the Board's actions reflect the proper exercise of those fiduciary duties;

- Operates as an active partner with Board Members to ensure the Board's effectiveness and good governance i.e. an Advisor to the Board to ensure that policy and intent are manifested correctly; a resource to provide trends and information;
- Develops and administers the Corporation's Corporate Governance Principles and Guidelines and provides advice on Corporate Governance issues to the BoM, Director, Senior Executives and Managers;
- Develops and implements corporate procedural and administrative systems that focus on compliance matters and Corporate Governance affairs in supporting the Successful Operations of the Corporation;
- Oversees the creation of an effective Corporate Record-Keeping System, ensuring that records are accurate, filed, indexed, and kept up-to-date, protected and accessible, all-in accordance with the Law and compliance requirements;
- Co-ordinates the preparation for all meetings of the BoM and Board Subcommittees; prepares and distributes Board/Committee preparatory papers, Minutes, briefing material, meeting Agendas, Notifications, and so on;
- Prepares reports on outstanding agenda items and takes all necessary action to ensure that the information is provided in a timely manner for consideration by the Board/Committee Members;
- Attends Board and Committee Meetings, records Minutes and prepares final documents for distribution, highlighting Board and Committee decisions and/or information items, actions and directives;
- Contributes to meeting discussions as required, advises members of the legal, governance, accounting and tax implications of proposed policies, and updates relevant policies, where necessary;
- Ensures the accuracy of the Minutes, reports, decisions etc. touching and concerning the operations of the Board;
- Collates information, prepares correspondence, and writes reports, ensuring that the decisions made, and the actions to be taken by the Corporation are communicated to the relevant stakeholders;
- Manages project deadlines for the BoM and assists in the development of quality standards for consistent reporting;
- Organizes and maintains an Annual Timetable and Diary of key meetings for the Corporation's BoM and Board Sub-Committees;
- Serves as a focal point for communication with and between the BoM and Senior Executives, managers and the Corporation's stakeholders;
- Fosters an environment of teamwork and unity of purpose between the BoM and Senior Executives, Managers and staff of the Corporation;
- Monitors changes in relevant legislation and the regulatory environment and takes appropriate action;
- Oversees and co-ordinates the Organization, interpretation and auditing of the Corporation's Annual Financial Accounts, signs off on the accounts and submits the Annual Report to the appropriate body within the deadline date stipulated by the Public Body Act and other relevant Act, Regulations and Standards;
- Provides custodial services of the Corporation's Seal Book and Corporate Seal; ensures that the Corporation Seal is apply to document as required;
- Co-ordinates the payment of fees to Directors and ensures proper payment records are maintained; ensures all payments made are in line with Government requirements;
- Develops and delivers relevant orientation and training to the members of the BoM, Senior Executives and Managers.
- Represents the Corporation in an official capacity, as required.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competencies/skills gaps and collaborates with the Manager, Training and Development, to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job's specific and environmental factors, implements and promotes Health and Safety policies and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;

- Ensures the welfare of Unit staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time by the Chairman of the Board or the Chief Executive Officer.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Methodical
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Impact and Influence
- Initiative
- Goal/Results Oriented
- Integrity
- Compliance
- Adaptability
- Good interpersonal skills

Functional/Technical:

- Strategic Vision
- Financial and Business Acumen
- Good analytical thinking skills
- Good use of Technology
- Good planning and organizing skills
- Good leadership skills
- Technical skills
- People Management
- Managing Partnership
- Change Management
- Managing The Client Interface
- Managing External Relationships
- Good knowledge of Jamaica Public Body Corporate Governance statutes and policies
- Good knowledge of business and contract law principles and commercial practices
- Sound understanding of governance processes and procedures
- Knowledge of Board and Committee procedures and experience in Minute taking
- Good knowledge of Company Law
- Competent in computer usage and the Microsoft Office Suite of programmes (including Word, Excel and Power Point)
- Proven track record in the design, development, and implementation of corporate procedural and administrative systems, processes and procedures.

Minimum Required Qualification and Experience

- Bachelor of Laws Degree and Certificate in Legal Education;
- Three (3) years' experience, two (2) of which should be in the Public Service;
- Three (3) years relevant experience or exposure to conveyancing contracts, tort and company law;
- Practical experience and/or professional certification as a Corporate Secretary will be an asset;
- Certification in Governance would be an asset.

Special Condition Associated with the Job:

- May be required to work long and unscheduled work hours to meet critical deadlines.

2. General Accounting Supervisor (FMG/AT 3)

Job Purpose

The incumbent has primary responsibility for managing the operation of the remittance service, ensuring that remittances are paid out in the accordance with the contractual agreements entered into with the Postal Corporation of Jamaica's Business Partners and in keeping with the Bank of Jamaica's Regulations.

The incumbent is also responsible for providing oversight to officers delivering remittance services, accounting for revenue from all commercial ventures (wholly, owned or joint). The General Accounting Supervisor is also responsible for ensuring the accuracy and completeness of information gathered and recorded in the Accounting System in keeping with the Accounting Policies and Procedures of the PostCorp.

Key Responsibilities

Management/Administrative:

- Directs the work of the Section, including overseeing the creation of the Section's Corporate and Operational Plans and Budgets and monitoring the Section's achievement against them;
- Participates in the development of the Department's Corporate/Operation Plan and strategies; providing the Management Team with sound financial advice;
- Develops the Unit's plans to reflect the operational objectives/target/goals for the Unit;
- Collaborates with direct supervisor in the preparation of Individual Work Plans for signing and submission;
- Advises the Director of Finance on the financial performance of the Department and on its financial status;
- Advises the Senior Director/Management Team on the cost of each postal product;
- Compares operational costs against revenue and makes recommendations for increase, where necessary.

Technical/Professional:

- Ensures the pay-out of remittance to beneficiaries from all Post Offices island wide in adherence with all agreements and regulations;
- Processes the Cash Float received from Alliance Investments;
- Monitors electronic reports or other data base to ascertain when 50% of location float has been expended;
- Ensures that all locations are adequately funded to provide remittance services thereby preventing any cash outage occurrences;
- Prepares Monthly Commission Statement/Invoice;
- Acts as the PostCorp Remittance Compliance Officer;
- Conducts the compliance review of payments operations;
- Reconciles the T-Epins sales, Main Registered Section (MRS) and Value and Nil Value items;
- Requests Zip Mail payments from the Post and Telecommunications Department;
- Replenishes float accounts of locations meeting usage threshold using established and predetermined distribution channels;
- Resolves any discrepancies related to transactions;
- Liaises with representative of Remittance Agent as required to facilitate the efficient operation of services;
- Reviews transaction documents to ensure compliance with Anti-Money Laundering procedures;
- Reviews pay-out history to make adjustment to location float;
- Prepares performance report and cash float reconciliation report;
- Reviews return copies of transaction documents;
- Disburses funds to T-Epins PC locations;
- Processes JUTC, Bill Express and T-Epins lodgments;
- Prepares Location Cash-out Reports, E-pins Reconciliation Report MRS Epin Reconciliation Report;
- Analyzes reconciliation of cash distribution and pay-out report and prepares report;
- Ensures that locations are provided with adequate stationery supplies.

Human Resource Management:

- 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 attaining established personal and or organizational goals through the development of Work Plans;
- 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;
- Collaborates with the Human Resource Division, assists with the development and implementation of 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;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Good oral and written communication skill
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Ability to use own initiative
- Adaptability
- Customer and quality focus
- Teamwork and co-operation
- Goal/Results oriented
- Compliance

Functional/Technical:

- Financial and business acumen
- Analytical thinking skills
- Managing external relationships
- Methodical
- Impact and influence
- Good planning and organizing skills
- Use of technology
- Technical skills
- Knowledge of Accounting Principles and Practices, as well as Public Administration
- Knowledge of GOJ Budget preparation process (as well as experience)
- Knowledge of the GOJ's Accounting Standards
- Knowledge of the Financial Administration and Audit (FAA) Act and Regulations
- Knowledge of the Post Office Act
- Knowledge of the PostCorp's products and services
- Knowledge of the Public Bodies and Management Accountability Act
- Knowledge of negotiation principles and practices
- Knowledge of Government procurement policies
- Knowledge of proficient in Computer Application (Microsoft Suite; Excel, Access, Word)
- Knowledge of Accrual Accounting Principles, International Financial Report Standard requirements
- Knowledge of Management Accounting Principles

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3 Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc Degree in Business 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 or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above

Special Condition Associated with the Job:

- Required to travel to postal point across the island.

3. Driver (LMO/DR 2)

Job Purpose

Under the general direction of the Transport Manager, the incumbent is responsible for dropping off and picking up employees approved to be transported, bearer services, maintaining a travel log to record work hours, travel-time and locations travelled to.

Key Responsibilities

Technical:

- Transport designated staff to assigned locations;
- Keeps and account of items in the Mobile Unit;
- Collects resource material and deliver Mail island-wide;
- Loads and unloads goods/equipment;
- Maintains and updates the Driver's Log Sheet;
- Inspects and advises supervisor on motor vehicle condition;
- Submits reports on any motor vehicle defects/accidents;
- Ensures the proper usage and care of assigned motor vehicle;
- Checks the vehicle assigned each morning to ensure that the braking and signaling systems are functioning properly and the oils, water coolant, brake fluid or oil, air pressure for air brakes are at operating levels;
- Checks spare tyres, tools and jacks are in place and ensure that any puncture tyre on the unit is changed before driving the Unit;
- Informs supervisor when the vehicle requires service and maintenance;
- Reports all defects, deficiencies, shortages or damages discovered to the relevant personnel promptly;
- Prepares reports and maintains records on the operations of the vehicles;
- Assists with the transportation of Mail from the Head Office to locations in the Corporate Area;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Good oral and written communication skills
- Compliance
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Adaptability
- Teamwork and co-operation
- Goal/Results oriented
- Customer and quality focus
- Ability to use own initiative

Functional/Technical:

- Use of technology
- Good planning and organizing skills
- Methodical
- Analytical thinking skills
- Social skill
- Technical skills
- Sound knowledge of road code regulations
- Working knowledge of local roads and routes
- The ability to utilize maps, GPS systems, and car manuals
- Working knowledge of auto-mechanics
- Ability to write a basic incident/accident report
- Good interpersonal and customer relations skills
- Integrity/ethics in the performance of duties
- Conscientious and flexible

Minimum Required Qualification and Experience

- Secondary school certificate;
- Basic training in Auto Mechanics;

- Valid Driver's Licence and able to drive vehicle weighing 7000lbs with at least three (3) years' experience;
- Punctual and reliable;
- Clean driving record;
- Approval to operate motor vehicle from D.E.M.S.

Special Condition Associated with the Job

- Extensive driving.

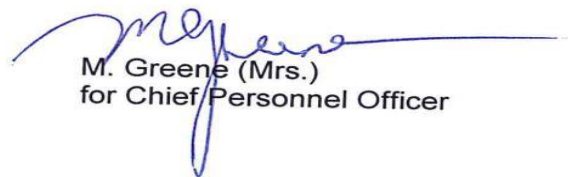
Applications accompanied by résumés should be submitted **no later than Monday, 26th February, 2024 to:**

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

Email: ceooffice@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.



M. Greene (Mrs.)
for Chief Personnel Officer