



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 32** **OSC Ref. C.5849/S15<sup>7</sup>**

**11<sup>th</sup> February, 2026**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies fill the following **vacant** posts in the **Court Administration Division**:

- 1. Transport Manager (GMG/AM 4)**, salary range \$2,803,771 - \$3,770,761 per annum.
- 2. Case Progression Officer (GMG/AM 4) – Trelawny Family Court**, salary range \$2,803,771 - \$3,770,761 per annum.
- 3. Bailiff (PTSG/PX 3) – Kingston & St. Andrew Family Court & St. Ann Family Court**, salary range \$2,190,302 - \$2,945,712 per annum.

#### **1. Transport Manager (GMG/AM 4)**

##### **Job Purpose**

Under the direction of the Director, Procurement and Administration (GMG/SEG 2), the Transport Manager (GMG/AM 4), is responsible for ensuring the adherence to the Motor Vehicle Policy developed by the Ministry of Finance and the Public Service; manages a fleet of vehicles for the Court Management Services and the Judiciary and supervises all Drivers.

##### **Key Responsibilities**

###### ***Managerial/Administrative***

- Recommends changes in transport procedures;
- Prepares budget for the Transport Unit;
- Participates in the development of the Operational Plan;
- Prepares the Work Plans for direct reports;
- Attends meetings and conferences on behalf of the Organization.

###### ***Technical/Professional:***

- Ensures that all fleet vehicles are compliant with all legal, regulatory and contractual requirements, and where necessary escalating any identified issues and recommending resolution to the Director, Procurement and Administration;
- Monitors operations to ensure that staff members comply with administrative policies and procedures, safety rules, and Government regulations;
- Ensures that all required processes, systems and controls are in place within the Unit to enable achievement of its objectives effectively and efficiently i.e. safe parking of vehicles etc.;
- Develops and implements a proactive, planned and structured approach to the maintenance of fleet vehicles, keeping within the designated budget and ensuring all vehicles used are fit for purpose;
- Ensures transport staff deliver the service appropriate to the needs of the Organization and in line with relevant guidelines;
- Keeps up-to-date database for vehicle inventory and operational cost;
- Maintains records, which includes keeping updated records concerning maintenance, payment for servicing vehicle and expenditures of fuel acquisition;
- Monitors and maintains staff records on licensing, driving, testing and training and arranges for re-training and re-certification of Drivers and registration and re-certifications of vehicles;
- Monitors spending to ensure that expenses are consistent with approved budgets;
- Ensures that the maintenance, (oiling and servicing schedule of the vehicles) is followed;
- Monitors fuel advance cards and fuel acquisition and analyses fuel statements from gas stations;
- Reconciles receipts with statement from relevant company repairing vehicles;

- Ensures that proper inventory of all components of vehicles are maintained and checked frequently;
- Arranges transportation for furniture, equipment and person;
- Visits accident sites and collates accident reports and keeps records/ history of Drivers and accidents;
- Maintains Duty Roasters of Drivers to support pick-up & drop-off;
- Provides support for the delivery of mail and all mail and stationery leaving the Organization;
- Submits comprehensive monthly report to the Director, Procurement and Administration.

#### ***Human Resource Management***

- Creates an effective Team to achieve the Unit's objectives and targets;
- Provides day to day leadership and direction in the development and continual performance improvement of the Unit and oversees and manages the Unit's activities and operations;
- Ensures that the staffing needs of the Unit are met through appointments, promotions and staff development and training;
- Ensures the management and continuous performance of staff within the Unit through the implementation of the performance management system;
- Performs any other duties that may be assigned by the Director, Procurement and Administration and which may be deemed to fall within the remit of the post.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Good time management skill
- Good customer service skills
- Good leadership skills
- Good team building skills
- Keen eye for details
- Goal & results oriented
- Good planning and organization skills
- Able to use Initiative

##### ***Technical:***

- Sound knowledge of auto-mechanics
- Knowledge of organization mandate, operations and procedures
- Good problem solving skills
- Knowledge of Staff Orders/Public Service Regulations, GOJ's Motor Vehicle/Procurement Policies
- Proficient in the use of relevant Computer Software i.e. Excel, Word, PowerPoint

#### **Minimum Required Qualification and Experience**

- Associate Degree in Business Administration or Management Studies with three (3) years' experience working in a fleet management or transport environment.
- Certificates in Supplies and Supervisory Management would be an asset

## **2. Case Progression Officer (GMG/AM 4)**

#### **Job Purpose**

To proactively manage the list of matters before the Court in an effective and efficient manner, ensuring that cases are disposed timely. To interact with all stakeholders in an effort to reduce adjournments, unnecessary witness attendance at court, the number of ineffective trials, ensuring all cases are ready to proceed before they are listed, in order to improve Hearing date certainty.

#### **Key Responsibilities**

- Liaises with key stakeholders in Justice System to ensure readiness of all stakeholders for the case to progress to trial;
- Establishes a working relationship with relevant stakeholders to ensure the timely resolution of witness problems and that the witness is confirmed to attend Court;

- Lliaises with Counsel, Witness, Police, Defense Counsel and Court Staff attending case conferences;
- Manages incoming communications and facilitate timely responses and actions required are completed expeditiously;
- Arranges Pre-trial Hearing;
- Presents unresolved matters at the Plea and Case Management Hearing for resolution;
- Provides updates to the Court on any matters which may affect the Case Progression;
- Informs parties of Judicial Orders and Directions made at the Plea and Case Management Hearings;
- Monitors compliance with Judicial Orders and Directions;
- Tracks cases to ensure papers are prepared and served within agreed time frame;
- Implements, reviews and maintains systems to enable prioritization of cases ensuring proactive and effective case progression;
- Ensures all trial files are reviewed in advance of the trial date to ensure trial readiness checks are completed and communicated to the courts;
- Ensures all special category cases are flagged, captured and tracked for progress;
- Reviews case progression processes and recommend amendments, as may be necessary;
- Performs any other duties assigned.

### **Required Knowledge, Skills and Competencies**

#### **Core**

- Integrity
- Customer & quality focus
- Teamwork & co-operation
- Goal & results oriented
- Compliance
- Good planning & organizing
- Adaptability
- Good interpersonal skills
- Good oral and written communication
- Initiative

#### **Technical**

- Knowledge of Court/Judicial procedures
- Knowledge of the Family Court Act and other relevant legislation;
- Good Knowledge of the Child Care and Protection Act
- Knowledge of the Maintenance Act
- Good Knowledge of the Legal Guardianship and Custody Act
- Good research skills

### **Minimum Required Qualification and Experience**

- First Degree in Humanities and Education or Social Science
- Training in Paralegal Studies (an asset)
- Minimum of three (3) years' experience in legal environment, one (1) of these should be in a supervisory position in an organisation of similar size and complexity.

### **3. Bailiff (PTSG/PX 3)**

#### **Job Purpose**

The incumbent serves all summonses and orders and executes all warrants precepts and writs issued out of the Court.

#### **Key Responsibilities**

- Executes orders for seizure and sale, injunction, claim form/particulars of claims and general orders for the Supreme Court;
- Executes warrant of commitments, levies and recovery of possession from the Resident Magistrate's Court (Civil Division);
- Executes warrant of distingas and capias from the Resident Magistrate's Court (Criminal Division);
- Serves summons and formal orders and other documents emanating from the Resident Magistrate's Court and Supreme Court;

- Supervises and trains Assistant Bailiffs and attend to legal correspondence from relevant Offices;
- Creates and maintains records of all warrants, commitment and recovery of possessions and other documents receive from executions from both the Resident Magistrate's and Supreme Court
- Records monthly transactions in the Cash book, Warrant Book and other relevant books;
- Attends court and out stations on return days;
- Files matters in the Supreme Court;
- Attends Court in Interpleader Proceeding;
- Perform any other related duties assigned.
- Prepares monthly reports

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Excellent knowledge of the geographical of the parish;
- Excellent time management skills;
- Good knowledge of the Resident Magistrate's Court Act and other relevant regulations;
- Good knowledge of the organization's policies, procedure and mandate;
- Good interpersonal relations skills;
- Good communication i.e. oral and written skills;
- Proficient in the use of relevant Computer Applications;
- Ability to exercise a high level of integrity and confidentiality on the job;
- Ability to work in a team;
- Ability to use initiative.

### **Minimum Required Qualification and Experience**

- Four (4) C.X.C/GCE O' Level including English and Mathematic
- Bailiff training – Justice Training Institute

### **Special Conditions Associated with the Job**

- Extensive traveling

Applications, accompanied by résumés, should be submitted no later than Wednesday, 25<sup>th</sup> February, 2026, to:

**Senior Director  
Human Resource Management and Administration  
Court Administration Division  
Public Building West  
King Street  
Kingston**

**Email: [hrma@jamaicajudiciary.gov.jm](mailto:hrma@jamaicajudiciary.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)**

