



## 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.6222<sup>14</sup>**

**24<sup>th</sup> April, 2026**

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 **Post and Telecommunications Department**:

1. **Branch Manager 1 (PTO/PMA 5) – Two (2) Posts – Liguanea and Half Way Tree Post Offices**, salary: \$3,501,526 per annum.
2. **Supervisor (PTO/PMA 3) (Airmail) – Central Sorting Office**, salary: \$2,803,771 per annum.

#### **1. Branch Manager 1 (PTO/PMA 5)**

##### **Job Purpose**

Under the direct supervision of the Regional Manager, the Branch Manager 1 directs, coordinates and manages the operations of the Post Office effectively and efficiently. The incumbent is responsible for the management of the suite of services offered, such as mail and parcels, and undertakes the custody and accounting for cash and stock of postage stamps and other items of value.

##### **Key Responsibilities**

###### ***Management and Administrative:***

- Participates in the development of the Corporate, Operational and Unit Plans, as well as accompanying Capital and Recurrent Budget for the Division;
- Develops, in collaboration with the Regional Manager, the Post Office's Operational and Unit Plans and Budget;
- Prepares Individual Work Plans, in collaboration with direct reports;
- Assists with the development, implementation and review of the Post Office's Standard Operation Procedural Manual and ensures compliance with stipulated guidelines;
- Participates in the preparation of World Post Day activities;
- Certifies Travel Claims for officers under supervision;
- Provides leadership and direction to staff, to ensure that organizational standards and policies are maintained and followed;
- Makes proper arrangements for daily opening and closing of office and the custody of key(s);
- Attends Departmental Meetings and reports on (Postal Branch) Post Office activities and provides feedback to staff;
- Convenes staff meetings to ensure effective and efficient management in the (Postal Branch) Post Office;
- Advises and makes recommendations to the Regional Manager on the development of the Post Office;
- Advises Regional Manager on activities affecting the (Postal Branch) Post Office;
- Liaises with Members of Parliament in the constituency, in relation to the (Postal Branch) Post Office;
- Keeps abreast with trends and best practices in Postal Management and Operations;
- Represents the Department at fora, conferences, meetings and seminars; disseminates information/knowledge gained to Staff and implements changes, where necessary.

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

- Ensures prompt and accurate dispatch of mail to feeder Post Offices and the Central Sorting Office, by monitoring Mail Drivers and Motor Bike Rider arrivals to dispatch and sign-off on claims;
- Acts as custodian for all Main Stock Cash, Stamps and valuables assigned to the Post Office and secures items in the vault on behalf of the Postmaster General, in accordance

- with the FAA Act and Regulations;
- Prepares for submission to the Regional Manager and the Senior Director, Finance, Cash Book Statements of Revenue and Expenditure, Daily Mail Statistics and monthly reports of all transactions;
- Prepares Cash Statements of receipts and expenditures and submits to the Regional Manager;
- Ensures dual custody checks of all cash, stock and valuables received against remittance advice;
- Manages the stock level and imprest in staff's possession, ensuring that there is adequate imprest and stock at all times;
- Conducts routine checks of imprest and stock held by staff, to ensure there is no misappropriation of funds;
- Ensures that results of audits/checks are properly recorded and that staff signs and dates same;
- Collects revenue daily, and makes daily deposits to the Postmaster General's Account directly or by registered mail;
- Records the receipts and disbursement of imprest, cash and stock, daily;
- Reconciles and balances revenue, deposit and commercial services book daily;
- Maintains an up to date Till Book, by recording imprest and stock assigned to staff, and ensures custodians sign for all valuables on a monthly basis;
- Remits excess cash to the Miscellaneous Revenue Account in the Finance and Accounts Branch and makes notation in the appropriate register/book;
- Ensures that shortages are rectified to reflect the correct balance of monies received with immediate effect;
- Maintains an up to date Receipt Book Register;
- Ensures that all official records for the assigned Post Office are maintained appropriately;
- Supervises activities pertaining to PATH payments; assists with PATH payments and reconciles statements;
- Monitors and reviews information entered on the automated track and traces systems regarding letters and parcels, and makes the required changes, where necessary;
- Supervises the collection of revenue for Private Letter Boxes and operations, ensuring that the revenue collected are recorded in the appropriate book and receipts are issued;
- Collects, collates and safeguards information, data and evidence in all its various forms and disseminates to those authorized on a need to have and need to know basis;
- Initiates investigations solely and/or cooperatively into breaches of, but not limited to, the State's, Government's and the Department's various rules and regulations, FAA Act, illegal activities and misuse within the nation's Postal System;
- Provides support to training development and implementation;
- Provides support in the monitoring and assessment of customer satisfaction;
- Assists with the continuous review of Postmen districts.

***Human Resource Management:***

- Participates in recruitment, transfers and promotions of staff;
- Ensures the developmental and welfare needs of staff are identified and addressed;
- Reviews, monitors and evaluates the performance of staff and recommends corrective actions, where necessary;
- Provides leadership and guidance to direct reports, through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Post Office and the Department's goals;
- Fosters an atmosphere of trust, high ethics and confidentiality standards;
- Administers, in conjunction with the Human Resource Management Section, the discipline of staff at the Post Office;
- Engages in local succession planning, with a view to support Human Resource Strategic Objectives;
- Ensures that the Attendance Register is maintained and that Attendance Reports, involving all staff, are prepared and submitted;
- Manages Departmental/Casual and Sick Leave, in accordance with the Staff Orders and internal guidelines;
- Approves/Recommends Vacation Leave for staff as appropriate and ensures its submission to the Regional Manager and the Human Resource Management and Development Branch;
- Ensures that direct reports are informed of organizational policies, procedures and standards;
- Deploys staff to meet the changing workflow to ensure they are effectively utilized and productivity optimized;
- Performs any other related duties assigned by the Supervisor.

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

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent problem solving and decision-making skills
- Knowledge of Staff Orders and the Public Service Regulations
- Knowledge of the Postal Industry and its Operations
- Knowledge of the Government/Department's policies and procedures
- Knowledge of the Post Office Act (1941)
- Knowledge of the FAA Act
- Knowledge of the Accounting principles and practices
- Knowledge of Records Management

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

- BSc. Degree in Public Administration/Management Studies, Business Administration or equivalent from an accredited Institution;
- Four (4) years' work experience, one (1) of which should be at the management level;
- Certificate in Customer Service (one-year course) would be an asset;
- Certificate in Supervisory Management (one-year course) would be an asset.

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

- High risk environment;
- Exposure to large sums of money;
- Exposure to criminal activities with local, regional and international reach.

## **2. Supervisor (PTO/PMA 3) (Airmail)**

### **Job Purpose**

Under the direct supervision of the Operations Manager, Letters, the Supervisor (Airmail) is responsible for the overall management of the Airmail Section, ensuring that mails are processed and dispatched effectively and efficiently.

### **Key Responsibilities**

#### ***Management and Administrative:***

- Participates in roster and mail monitoring meetings to highlight problems/concerns regarding handling and delivery of mail and provides solutions, as necessary;
- Requests and acquires equipment, stationery and supplies for the Branch, as necessary;
- Supervises the operations in the Scanning Room;
- Monitors staff attendance register;
- Ensures that the Departmental and Operational policies and procedures are adhered to;
- Convenes Staff Meetings;
- Collates and submits monthly/quarterly reports to the relevant personnel.

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

- Investigates, reviews and responds to enquiries received from customers using the IPS Light System and provides corrective actions, as necessary;
- Writes verification notes for irregularities discovered concerning dispatches;
- Opens and repairs ordinary and registered articles upon the request of Customs Officer;
- Records information from letters and packets seized by Customs personnel, for narcotics inspection;
- Liaises with Canine Officers for inspection of mail prior to dispatch to the airport;
- Processes unclaimed letters for return to overseas destinations;
- Prepares CN31 (Letter Bill) and CN38/CN41 (Delivery Bill) Forms and submits to airlines and countries;
- Creates documents on IPS Light, for dispatch of outbound mail;
- Makes regular spot checks to eliminate discrepancies with mail and ensures prompt and accurate dispatch of mail to airlines;
- Sorts seals in numerical order and distributes to Staff.

**Human Resource Management:**

- Maintains the Attendance Register and prepares monthly schedule of attendance;
- Ensures the developmental and welfare needs of the Staff are identified and addressed;
- Reviews, monitors and evaluates the performance of Staff and recommends corrective actions, where necessary;
- Provides leadership and guidance to direct reports, through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Department's goals;
- Fosters an atmosphere of trust, high ethics and confidentiality standards;
- Administers, in conjunction with the Human Resource Management Section, the discipline of staff;
- Performs any other related duties assigned.

**Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent problem solving and decision-making skills
- Knowledge of Staff Orders and the Public Service Regulations
- Knowledge of the Postal Industry and its Operations
- Knowledge of the Government/Department's policies and procedures
- Knowledge of the Post Office Act (1941)
- Knowledge of the FAA Act
- Knowledge of the Accounting principles and practices
- Knowledge of Records Management

**Minimum Required Qualification and Experience**

- Associate Degree in Business Administration, National Council on Technical and Vocational Education and Training (NCTVET) - Business Administration Level 3 or related field, from an accredited Tertiary Institution;
- Two (2) years' related experience at a supervisory level;
- Certificate in Customer Service (one-year course) would be an asset;
- Certificate in Supervisory Management (one-year course) would be an asset.

**Special Conditions Associated with the Job**

- High risk environment;
- Exposure to criminal activities with local, regional and international reach.

Applications accompanied by résumés should be submitted **no later than Friday, 7<sup>th</sup> May, 2026, to:**

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

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@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 (acting)**