



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 73 **OSC Ref. C.6272¹⁹**

15th 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 vacant post of **Senior Director, Corporate Services (GMG/SEG 5)** in the **Office of Disaster Preparedness and Emergency Management (ODPEM)**, salary \$7,716,712 per annum.

Job Purpose

Reporting to the Director General, the Senior Director, Corporate Services, is responsible for managing the ODPEM's support functions to efficiently and effectively serve the Organization's Strategic priorities. The position is responsible for directing and guiding Corporate Planning, Human Resource Management, Administrative/Records Management, Financial Management, Information Systems, Customer Service and the Rental Business.

Key Responsibilities

- Directs and coordinates the development of the Organisation's Corporate and Strategic Plans;
- Oversees the operations of the Finance and Accounting Unit, to ensure compliance with the Financial Administration and Audit Act and other financial policy directives;
- Oversees the general administrative and office management functions of the Organisation, to include security, property and asset management, housekeeping, front desk operations and registry;
- Oversees the development, implementation and maintenance of computer-based Management Information Systems and Decision Support Systems;
- Oversees the strategic human resource management function of the Organisation.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strategic vision
- Analytical thinking
- Excellent planning and organizing skills
- Excellent leadership and people management skills
- Ability to use initiative
- Adaptability
- Excellent problem solving and decision-making skills
- Managing external relationships
- Customer and quality focused

Functional:

- knowledge of Strategic Planning
- Knowledge of Results-Based Management
- Knowledge of Financial Management
- Knowledge of HR Management
- Knowledge of Management Information Systems
- Knowledge of Office Management
- Knowledge of Customer Service principles and techniques

Minimum Required Qualification and Experience

- Master's Degree in Business Administration, Public Administration, Management Studies or related field;
- Five (5) years' experience in Corporate/Strategic Management, three (3) of which should be at a senior management level;
- Training in Strategic/Corporate Planning is required;
- First Degree or Diploma in Accounting/Finance would be an asset.

- Training and/or experience in Business Continuity would be desirable.

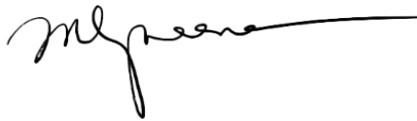
Applications, accompanied by résumés, should be submitted **no later than Tuesday, 28th April, 2026, to:**

**Director of Human Resource Management
Office of Disaster Preparedness and Emergency Management
2 – 4 Haining Road
Kingston 5**

Email: info@odpem.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)**