

## Office of the Services Commissions

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### **CIRCULAR No. 98** **OSC Ref. C. 6222<sup>13</sup>**

20<sup>th</sup> May, 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 post of **Branch Manager 3 (PTO/PMA 3) (vacant)** in the **Darliston Post Office, Post and Telecommunications Department**, salary: \$2,190,302 per annum:

#### **1. Branch Manager 3 (PTO/PMA 3)**

##### **Job Purpose**

Under the direct supervision of the Director, Management Accounts (FMG/PA 2), the Budget Officer FMG/AT 3 is responsible for the preparation and implementation of the Department's recurrent budget in accordance with approved Corporate/Operational Plan, guidelines prescribed by the Financial Secretary and the Government of Jamaica (GoJ) policies and priorities. The incumbent is also responsible for maintaining control over the level of recurrent expenditure, ensure that expenditure are kept within budget limits.

##### **Key Responsibilities**

###### ***Management/Administration:***

- Participates in the development of the Corporate Plan, Operational Plan and Unit Plan and accompanying Capital and Recurrent Budget for the Division;
- In collaboration with the Regional Manager, develops the Post Office's Operational, Unit Plan and Budget;
- Prepares Individual Work Plan in collaboration with Supervisor;
- Assists with the development, implementation and review of the Post Office's Standard Operating 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 organizational standards and policies are maintained and followed;
- Makes proper arrangements for the daily opening and closing of the Post 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 the 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 forums, conferences, meetings and seminars and disseminates information/knowledge gained to staff and implements change, 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 regulations;
- Prepares for submission; Cash Book Statements of Revenue and Expenditure, Daily Mail Statistics and monthly Reports of all transactions to the Regional Manager and the Senior Director, Finance and Accounts;
- Prepares Cash Statements of receipts and expenditures and submits to the Regional Manager;

- Ensures dual custody check 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 that 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 receipt 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 signs for all valuables on a monthly basis;
- Remits excess cash to Miscellaneous Revenue Account in the Finance and Accounts Branch and makes a 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 trace systems regarding letters and parcels and makes the required changes were 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-know/have 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, the 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 Postman districts.

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

- Participates in the recruitment, transfer and promotion of staff;
- 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 Post Office and Department's goals;
- Fosters an atmosphere of trust, high ethical and confidentiality standards;
- Administers, in conjunction with the Human Resource Management Unit, the discipline of staff at 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 submission to the Regional Manager and the Human Resource Division;
- Ensures that direct reports are informed of organizational policies, procedures and standards;
- Deploys staff to meet the changing workflow to ensure staff is effectively utilized and productivity optimized;
- Performs any other related duties assigned by Supervisor.

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

#### ***Core***

- Good oral and written communication skills
- Good planning and organizational skills
- Proven leadership and management experience
- Excellent customer service and interpersonal skills

**Technical**

- Knowledge of the Financial Administration and Audit Act
- Knowledge of the Postal Industry and its operations- Post Office Act (1941) and Universal Postal Union Standards
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act and Financial Instructions
- Sound knowledge of accounting principles and practices
- Sound 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; plus
- A minimum of two (2) years' related experience at a supervisory level;
- Certificate in Customer Service (1 year course) would be an asset;
- Certificate in Supervisory Management (1 year course) would be an asset

**Special Conditions**

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

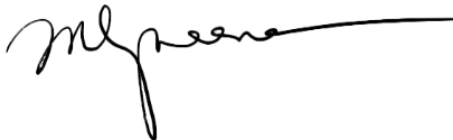
Applications accompanied by résumés should be submitted **no later than Wednesday, 3<sup>rd</sup> June, 2026 to:**

**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)**