



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 93 **OSC Ref. C.6528¹⁴**

5th 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 following **vacant** posts in the **Ministry of Energy, Transport and Telecommunications (METT)**:

1. **Property Management Officer (SOG/ST 5) – Corporate Services Division – (2 posts)**, salary: \$3,501,526 per annum.
2. **Administrative Assistant (GMG/AM 4) – Corporate Services Division**, salary: \$2,803,771 per annum.
3. **Assistant Transport Officer (GMG/AM 3) – Corporate Services Division**, salary: \$2,190,302 per annum.
4. **Artisan (LMO/TS 4) – Property Management Branch**, salary: \$32,905 per week.
5. **Handyman (LMO/TS 1) – Property Management Branch**, salary: \$18,647 per week.

1. **Property Management Officer (SOG/ST 5)**

Job Purpose

Under the general direction of the Facilities Manager, the Property Management Officer is responsible for technical support to Corporate Services Division, to ensure timely, efficient and effective maintenance of the METT's Corporate building and related facilities.

Key Responsibilities

Technical/professional:

- Performs routine preventative maintenance procedures on buildings, mechanical equipment, electrical and utility systems on a scheduled basis; inspects belts, checks fluid levels, checks filters, cleans and inspects cooling towers and treats water;
- Enhances the serviceability of the HVAC and Building Systems;
- Manages assigned projects efficiently and effectively;
- Completes daily, weekly and monthly checklists on building equipment and reports any discrepancies to the Property Manager;
- Responds promptly to maintenance requests from METT's tenants and other stakeholders;
- Assists in the operation of the Building Management Computer System (BMS), which controls and monitors mechanical equipment and utility systems;
- Employs approved systems and procedures that ensures quality and safety assurance;
- Undertakes minor electrical/lighting repairs and liaises with service providers and contractors to facilitate major electrical repairs;
- Troubleshoots and repairs electrical and control panels to maintain building security;
- Responds to emergency maintenance requests, as required;
- Maintains records of maintenance procedures and schedule;
- Performs monthly stocktaking of the storeroom;
- Verifies standards and quality of service items/materials purchased by the Branch;
- Liaises with, guides and directs contractors/cleaners/janitors and gardeners, as required, for the effective performance of maintenance functions;
- Undertakes minor plumbing repairs and liaises with service providers to facilitate major repairs;
- Performs routine inspection and collection of operational data for:
 - ✓ Condenser pumps
 - ✓ Fresh water pumps
 - ✓ Chilled water pumps
 - ✓ Chiller
 - ✓ Air handling units

- ✓ Fire pump and controls
- ✓ Lighting
- ✓ Plumbing
- ✓ Elevators;
- ✓ Water treatment;
- Maintains and provides documentation and reports on maintenance activities;
- Maintains the readiness of the standby generator, by conducting regular test runs and monitoring fuel levels.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;
- Assists with the preparation and delivery of property management presentations.

Human Resource:

- 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 attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch, and recommends, promotion and leave, in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports, through effective planning, delegation, communication, training, mentoring and coaching;
- Participates in the preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Contributes to and maintains a harmonious working environment.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and cooperation
- Sound integrity
- Compliance
- Good interpersonal skills
- Change Management

Technical:

- Good problem solving skills
- Ability to troubleshoot problems related to electrical circuits and equipment
- Knowledge of all HVAC equipment: water and cooled chillers, AHUs, clean room AC maintenance
- Knowledge of HVAC Building Management System
- Knowledge of the implementation of energy saving initiatives

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Electrical/Mechanical/Civil Engineering or related field;
- Two years (2) years' experience working in an Engineering environment.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- The incumbent will be significantly exposed to the following:
 - ✓ Heights to do installations, change light bulbs and ceiling work
 - ✓ Exposure to noise in the Mechanical Room and Generator Room
 - ✓ Exposure to rain in the Cooling Tower and Penthouse
 - ✓ High voltage areas in the Mechanical Room/Generator Room.

2. Administrative Assistant (GMG/AM 4)

Job Purpose

Reporting to the Chief Technical Director, Corporate Services, the Administrative Assistant will support the planning and execution of the programmes and activities for the office of the Chief Technical Director, Corporate Services and provide administrative assistance to aid the fulfilment of the office's role in providing direction and in translating operationally the Corporate objectives of the Ministry.

Key Responsibilities

Management/Administrative:

- Handles the daily administrative functions of the Office of the Chief Technical Director and manages the timelines for all upcoming projects, issues, reports and commitments;
- Re-routes correspondences to relevant Officers/Departments;
- Schedules appointments and maintains records of activities for the Chief Technical Director, Corporate Services;
- Records and transcribes notes of meetings and reproduces Minutes, along with list of action items following the meeting;
- Drafts correspondence as directed by the Chief Technical Director, Corporate Services;
- Organizes and maintains an effective and efficient filing system to facilitate quick and easy storage and retrieval of documents and files;
- Reproduces correspondence and deals with physical and electronic mails, as directed;
- Monitors incoming calls;
- Liaises with Departments and Agencies on matters relevant to the Ministry, as directed;
- Follows up on the directives given and requests made by the Chief Technical Director;
- Monitors the logs of all mails/files that comes to the Office of the Chief Technical Director;
- Records all deadlines and important matters, bringing them to the attention of the Chief Technical Director and interfacing with Officers and Divisions/Branches concerned, to ensure that deadlines and important matters are actioned;
- Provides accurate word-processing support by composing and/or editing a variety of documents; this includes highly confidential correspondence, memoranda, contracts and proposals;
- Maintains inventory of stationery/equipment for the Office of the Chief Technical Director;
- Develops Individual Work Plan for review by Chief Technical Director.

Technical/Professional:

- Creates, transcribes and/or formats a variety of documents, presentations and charts through the effective use of the Microsoft Office Suite;
- Assists in the preparation of the Division's Corporate, Operational and Annual Budget, by using Microsoft Excel or any other related software;
- Manages the office details by relieving the Chief Technical Director of routine requests and matters;
- Addresses minor problems relating to the routine operations of the office, by interfacing with the appropriate Ministry staff and other Government entities;
- Keeps abreast of the progress of activities within the Ministry, providing background information, as well as preparing the Chief Technical Director for participation in meetings;
- Prepares pre-conference papers and organizes meeting documents for the Chief Technical Director;
- Ensures that the Chief Technical Director receives reports from the direct reports, in relation to operations of the various Branches;
- Tracks the implementation of the Divisions operational activities by collecting reports from Unit Heads and compiling them for the Chief Technical Director's attention;
- Monitors issues that have been referred to the Chief Technical Director for action, ensuring that they are pursued to finality, and provides feedback;
- Plans and ensures that appropriate arrangements are in place for the Chief Technical Director's local and overseas trips - prepares itineraries;
- Conducts research, prepares reports and drafts responses to certain correspondences for vetting by the Chief Technical Director;
- Screens and hosts all visitors to the Chief Technical Director and makes referrals to appropriate staff;
- Prepares reports for the Corporate Services Division.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and cooperation
- Good interpersonal skills
- Compliance
- Quality of output
- Sound integrity

Functional:

- Ability to use initiative
- Good use of technology (relevant computer applications)
- Methodical
- Strategic vision
- Good problem solving and decision-making skills
- Analytical thinking
- Good planning and organizing skills
- Change management
- Good research skills and attention to detail
- Knowledge of the principles and practices of office management and organization
- Records maintenance skills; ability to record and transcribe Minutes of meetings
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- First Degree in Social Sciences or related discipline;
 - Three (3) years related working experience;
- OR**
- Associate Degree or Diploma in Administrative or Office Management;
 - Four (4) years related working experience;
 - Graduate of an accredited school of secretarial studies or equivalent training/CPS Designation certification would be an asset.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Will spend long hours sitting and using office equipment, computers and attending Sessions.

3. Assistant Transport Officer (GMG/AM 3)

Job Purpose

The Assistant Transport Officer is responsible for assisting the Transportation Manager in the oversight and maintenance of the fleet of vehicles for the Ministry.

The Assistant Transport Officer will work closely with the Transport Manager, to ensure safe, effective, efficient and responsive service delivery within the Ministry

Key Responsibilities

Technical /Professional:

- Recommends route maps to ensure efficiency in the mail delivery process;
- Assists in the maintenance of Daily Assignment Log Book and Defects Log Book;
- Assists in the maintenance of vehicle records, including Registration Certificates, Certificates of Fitness, Insurance Policies, Inspection Schedules/Service Schedule ;
- Keeps track of Maintenance Schedules for vehicles and initiates procedures to have the vehicles serviced in a timely manner;
- Assists the Transport Manager with ongoing orientation, training and evaluation of Drivers, and reports any concerns to the Manager, for necessary action;
- Provides input to the development and implementation of transport policies and strategies to improve operations;
- Assists in the management of reporting and investigation of vehicles involved in accidents;

- Advises the Transport Manager of malfunctioning vehicles;
- Assists in fuel management;

Management/Administrative:

- Manages the operations of the Unit during the absence of the Transport Manager;
- Assists in the preparation of quarterly Motor Vehicle Operational Efficiency Reports (fuel and mileage);
- Participates in the formulation/development of the Strategic/Corporate Plans and Budget for the Unit;
- Assists in the preparation of Operational and Work Plans for the Unit;
- Participates in monthly, quarterly, annual performance review and reporting meetings for the Unit/Division;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry, Division and the Unit;
- Assists in the preparation Highway Toll reports and assists in the preparation of payment for Toll Accounts.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organizing skills
- Teamwork
- Sound integrity
- Ability to use initiative
- Customer and quality focus
- Ability to remain calm and courteous in all conditions

Technical:

- Be aware of the Government of Jamaica Transport legislation and procedures to ensure compliance
- Mechanical knowledge
- Operational knowledge of policies and procedures in relation to the transportation function
- Knowledge of the Unit's/Division's administrative policies and procedures
- Computer skills with knowledge of Microsoft Office Suite
- Sound knowledge of data and record keeping

Minimum Required Qualification and Experience

- Associate Degree in Business/Public Administration or equivalent from an accredited Institution;
- Three (3) years' experience in a similar position in the Public or Private Sector.

Special Conditions Associated with the Job

- Will be required to work beyond normal working hours, whenever the need arises;
- May be required to work on weekends;
- Must have a valid Driver's Licence.

4. Artisan (LMO/TS 4)

Job Purpose

Under the general supervision of the Property Management Officer, the Artisan is responsible for planning and coordinating the application and maintenance of high-quality standards for property and infrastructure for properties owned, leased and rented by the Ministry. In addition, the incumbent will assist with the electrical, plumbing and lighting fixtures regarding building related issues.

Key Responsibilities

Technical/Professional:

- Identifies and reports need for minor repairs and maintenance work;
- Maintains the infrastructures including painting, plumbing, carpentry, electrical work and masonry;
- Conducts periodic inspections of properties to ensure that proper lighting fixtures are in place;
- Carries out basic construction/installations of internal partitions for office spaces and enclosures;
- Ensures that generators, weed wackers and other small machines have fuel;
- Assists in conducting investigation on matters and queries relating to the physical infrastructure and maintenance of facilities island-wide;
- Assists with the validation of small value work done to renovate and maintain infrastructure, in accordance with established standards;
- Replaces doors closures and door locks, as the need arises;
- Ensures all drainage systems are free from blockage and are in proper working order;
- Conducts repairs to broken/damaged furniture;
- Completes weekly and monthly checklists on building maintenance and maintains records of scheduled maintenance procedures;
- Verifies that A/C Units are serviced satisfactorily;
- Responds to emergency maintenance requests, as required;
- Prepares and submits Monthly Reports.

Required Knowledge, Skills and Competencies

- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in conducting minor repairs of electrical systems/lighting fixtures
- Ability to multi-task and manage demanding work schedules and deadlines
- Good interpersonal and customer relations skills
- Good oral and written communication skills
- Competence in the use of Microsoft Word and Excel
- Good problem solving skills

Minimum Required Qualification and Experience

- Certificate in Electrical/Plumbing or general maintenance from Heart Trust/NTA;
- One (1) year's related experience.

Special Conditions Associated with the Job

- May be exposed to dust, heat and height;
- May be required to work on weekends, holidays and on an unscheduled basis, or in the event of an emergency;
- Ability to stand, sit, bend and stoop as necessary, to supervise and perform maintenance and repairs.

5. Handyman (LMO/TS 1)

Job Purpose

Under the supervision of the Office Manager, the Handyman is responsible for the lifting, transporting and securing of equipment, goods, stationery and other physical assets of the Ministry and assisting with general errands relevant to the Ministry.

Key Responsibilities

- Assists in the washing of the Division's vehicles;
- Assists with the setting up of office spaces, by moving furniture and equipment;
- Ensures that all heavy equipment and boxes are placed in vehicle for delivery to external customers;
- Maintains proper record of daily assignments in Log Book;
- Carries out daily checks on Ministry's vehicle, to ensure they are washed and clean;
- Lifts heavy objects, such as boxes, equipment and furniture, and places them at appropriate sites/locations in Ministry;
- Responds to emergency calls when directed by employer or office staff;

- Undertakes the delivery of documents, articles, equipment and furniture to the different offices, as directed;
- Performs other assigned duties.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and cooperation
- Sound integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Good problem solving and decision-making skills
- Ability to use initiative
- Ability to read and write
- Ability to work with minimum supervision

Minimum Required Qualification and Experience

- School Leaving Certificate **or** completion of Secondary Education;
- One (1) year working experience as a Handyman or in a similar position.

Special Conditions Associated with the Job

- Will be required to lift objects;
- May be required to travel with Driver to perform other official duties;
- May be required to work outside normal working hours during the week.

Applications, accompanied by résumés (including the names and positions of two (2) senior persons who can provide character and work-related references), should be emailed to: hr@mtw.gov.jm, **no later than Wednesday, 20th May, 2026, to the attention of:**

**Permanent Secretary
Ministry of Energy, Transport and Telecommunications
PCJ Building
36 Trafalgar Road
Kingston 10**

Additional details may be viewed on the Ministry's Website: www.mset.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)**