



## Office of the Services Commissions

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**CIRCULAR No. 87**  
**OSC Ref. C.6272<sup>19</sup>**

**4<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 **Senior Director, Corporate Services (GMG/SEG 5)** in the **Office of Disaster Preparedness and Emergency Management (ODPEM)**, salary: \$7,716,512 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, Administrative/Records Management, Information Systems, Public Procurement, Business Development and Corporate Communications Public Relations and Public Education.

### **Key Responsibilities**

- Directs and coordinates the development of the Organisation's Corporate/Strategic Plans;
- Oversees the Corporate Communications, Public Relations and Public Education functions;
- 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 Public Procurement function of the Organisation.

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

#### **Core:**

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent leadership skills
- Excellent problem solving and decision-making skills
- Strategic vision
- Customer and quality focus
- Teamwork and cooperation
- Goal/Result oriented
- Managing external relationships
- Ability to use initiative

#### **Technical/Functional:**

- Excellent knowledge of Government Administration Systems, Corporate Planning, Labour Laws and Industrial Relations Practices, Staff Orders, Public Service Regulations, Access to Information, Procurement Guidelines and other policies that govern HRM and Administration
- Strong consultative competencies in guiding communication approaches in support of executive leaders and business strategy
- Excellent human resource management skills
- Ability to analyze and interpret financial and other Corporate information for decision making
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Ability to prioritize amongst conflicting demands and make rational decisions based on a sound understanding of the facts in a limited time

- Excellent knowledge and understanding of Corporate functions and their potential strategic contribution
- Ability to manage limited resources to achieve challenging output targets
- Ability to effectively lead, manage and motivate staff and influence others
- Demonstrate a high level of integrity and confidentiality
- Ability to demonstrate good persuasive, negotiating and conflict resolution skills
- Comprehensive knowledge of the Government of Jamaica Planning and Policy Formulation
- Comprehensive knowledge of Strategic Planning processes
- Practical knowledge of Information Technology and productivity solutions
- Thorough knowledge of Human Resource Management, Office Management, Financial Management and Information Systems, as well as in-depth knowledge of Corporate Planning and Corporate Governance

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

- Master's Degree in Business Administration, Management Studies or related field;
- Certification in Strategic/Corporate Planning;
- Eight (8) years' experience in Corporate/Strategic Management, four (4) of which should be at a senior management level;
- Training and/or experience in Business Continuity would be an asset;
- Change Management training.

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

- Will be required to work 24 hours during an emergency;
- Will be required to travel occasionally to seminars, conferences, training sessions, etc.;
- Exposure to undesirable conditions during a disaster.

Applications, accompanied by Résumés, should be submitted **no later than Friday, 15<sup>th</sup> May, 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](mailto: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)**