

Office of the Services Commissions

(Central Government)
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CIRCULAR No. 116 **OSC Ref. C. 6222¹³**

9th June, 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 **Branch Manager 2 (PTO/PMA 4)** in the **Bridgeport Post Office, Post and Telecommunications Department**, salary: \$3,501,526 per annum.

1. Branch Manager 2 (PTO/PMA 4)

Job Purpose

Reporting to the Regional Manager, the Branch Manager 2 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) mail and parcels, and undertakes the custody and accounting for cash and stock of postage stamps and other items of value.

Key Responsibilities

Management/Administration

- Participates in the development of the Corporate and Operational, Plan, and Unit, as well as accompanying capital and recurrent Budget for the Division;
- Develops the Post Office's Operational Plan, Unit Plan and Budget in collaboration with the Regional Manager;
- Prepares Individual Work Plan, in collaboration with Supervisor;
- Assists with the development, implementation and review of the Post Office's Standard Operational 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 of 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 Central Sorting Office, by monitoring Mail Drivers and Motor Bike rider arrivals; dispatches and signs 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 of 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;
- 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 that there is no misappropriation of funds;
- Ensures that results of audits/checks are properly recorded and that staff signs and dates same;
- Collects revenues 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 sign 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 payment and reconciles statements;
- Monitors and reviews information entered on the automated track and trace 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/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 promotion 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 Department's goals;
- Fosters an atmosphere of trust and high ethical and confidentiality standards;
- Administers, in conjunction with the Human Resource Management and Development Branch, 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 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 Staff is effectively utilized and productivity optimized;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent problem solving and decision making skills
- Excellent Planning & Organizing skills;

Technical

- Knowledge of UPU Standards
- Knowledge of Post Office Act (1941)
- Knowledge of the Postal Industry and its operations
- Knowledge of the Government/Department's policies and procedures
- Knowledge of the FAA Act
- Knowledge of the Staff Orders and the Public Service Regulations
- Knowledge of Accounting principles and practices
- Knowledge of Records Management.

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or related field, from an accredited Tertiary Institution;
- Three (3) 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 large sums of money;
- Exposure to criminal activities with local, regional and international reach.

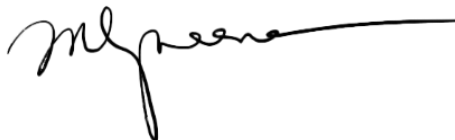
Applications accompanied by résumés should be submitted **no later than Monday, 22nd June, 2026 to:**

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

Email: hrunit@jamaicapost.gov.jm

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)**