

Office of the Services Commissions  
(Central Government)  
Ministry of Finance and the Public Service Building  
30 National Heroes Circle, Kingston  
Jamaica, West Indies  
Tel: 876 -922 -8600  
Fax: 876 -924 -9764  
Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

4

**CIRCULAR No. 142**  
**OSC Ref. C.6222<sup>10</sup>**

**21<sup>st</sup> July, 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 **Post and Telecommunications Department**:

1. **Branch Manager 1 (PTO/PMA 5) (2 posts) (Ocho Rios and Constant Spring Post Offices)**, salary: \$3,501,526 per annum.
2. **Inventory Officer (GMG/AM 2)**, salary: \$1,711,060 per annum.
3. **Postal Accounts Administrator (GMG/AM 2)**, salary range \$1,711,060 per annum.

1. **Branch Manager 1 (PTO/PMA 5)**

**Job Purpose**

Under the direct supervision of the Regional Manager, the Branch Manager 1 (PTO/PMA 5) 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) such as mail and parcels and undertakes the custody and accounting for cash and stock of postage stamps and other items of value.

**Key Responsibilities**

***Management and Administrative:***

- Participates in the development of the Corporate, Operational and Unit Plan as well as 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 direct reports;
- Assists with the development, implementation and review of the Post Office's Standard Operation 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 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 with trends and best practices in Postal Management and Operations;
- Represents the Department at forums, 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 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 securing 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;
- 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 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 receipts 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 the Miscellaneous Revenue Account in the Finance and Accounts Branch and makes 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 have and 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;
- Assist with the continuous review of postmen districts.

**Human Resource Management:**

- Participates in recruitment, transfers and promotions 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 the Department's goals;
- Fosters an atmosphere of trust, high ethics and confidentiality standards;
- Administers, in conjunction with the Human Resource Management Section, 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 its 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 they are 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 skill;
- Excellent problem solving and decision making skills;

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

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

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

- BSc. Degree in Public Administration/Management Studies, Business Administration or equivalent from an accredited Institution; plus
- Four (4) years work experience, one (1) of which should be at the management level;
- Certificate in Customer Service (1 year course) would be an asset;
- Certificate in Supervisory Management (1 year course) would be an asset.

## **2. Inventory Officer (GMG/AM 2)**

### **Job Purpose**

Under the direction of the Director, Administration the Inventory Officer is responsible for the accurate maintenance of the Department's Inventory Management System, ensuring that all items procured are recorded and accounted for in all its locations islandwide. The Officer is required to execute inventory control measures to minimize stock holding and maximize stock efficiency and paperwork accuracy at all offices of the Department and postal locations/points islandwide.

### **Key Responsibilities**

#### ***Technical/ Professional***

- Develops the Department's inventory management strategy with the aim of controlling costs within budgetary limits, generating savings and rationalizing;
- Maintains the Department's inventory system;
- Manages and controls perpetual inventory stock counting/inventory accuracy checks at Central Sorting Office (CSO) and all outstations to ensure government assets are tagged and accounted for;
- Keeps records of all government assets received, issued and outstanding balance in all locations islandwide by recording quantity ordered, unit cost, total cost of quantity ordered along with the invoice and delivery number issued;
- Supervises the inspection, verification and re-verification of all fixed assets in all offices and postal locations/points islandwide;
- Prepares Board of Survey Reports (BOS) for the Ministry of Finance and the Public Service;
- Ensures that BOS items are removed from offices within Department and postal locations/points to the BOS location and that assets marked for disposal are disposed of according to the National Environmental Planning Agency (NEPA) guidelines.
- Assists in coordinating the removal of obsolete items (furniture, equipment, etc.) in all offices and postal locations/points islandwide to be BOS;
- Assists in coordinating the relocation of various furniture, equipment etc.. islandwide
- Updates record of items returned from divisions/out stations and ensure they are well organised and controlled to sufficiently support the goals of the Department;
- Issues and updates annual inventory record of CSO and all out stations to ensure the department's assets are accounted for;
- Keeps record of inventory transferred to other divisions and outstations;

- Undertakes stock-taking/ stock confirmation in conjunction with designated staff on a regular basis for CSO and all outstations;
- Coordinates and manages procedures for the handling (offloading, packaging and unpacking) and movement of items of furniture/equipment in and out of the bulk warehouses;

### ***Human Resource***

- Monitors and evaluates the performance of staff supervised and recommends corrective actions where necessary;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Department's and Branches goals;
- Fosters an atmosphere of trust, high ethical and confidential standard;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Division and the Branch;
- Recommend leave for staff supervised in keeping with established Human Resource policies and procedures;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc meetings with staff supervised.
- Performs any other related duties assigned.

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

#### ***Core***

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent problem solving and decision making skills;

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

- Knowledge of Government/Department's Policies and Procedures;
- Knowledge of Government of Jamaica Asset Management Policy
- Knowledge of Records Management;
- Good Knowledge of UPU Standards
- Good Knowledge of Post Office Act (1941)

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

- Associate/Diploma in Public Administration/Management Studies or equivalent;
  - Minimum of two (2) years' experience in Stores Management.
- OR**
- Training in Supplies Management;
  - Minimum of three (3) years' experience in Store Management;
  - Any other equivalent combination of qualification and experience

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

- Extensive traveling island wide;
- Exposure to dust;
- Exposure to hazardous fumes;
- Exposure to harmful chemicals

### **3. Postal Accounts Administrator (GMG/AM 2)**

#### **Job Purpose**

Under the direct supervision of The Manager, Local and International Mail Transport, the Airlines Officer is responsible for verifying and requesting payments for Airlines; updating flight schedules and monitoring airline performance in order to ensure that outbound mail meets or exceeds established delivery standards.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Collaborates with direct supervisor in the preparation, signing and submission of the Individual Work Plan;
- Maintains an accurate physical and electronic filing system;
- Remind airlines to submit their invoices in a timely manner;
- Verifies airlines' invoices and submits all to Manager
- Prepares memoranda to Senior Director of Finance requesting payments to airlines for verified invoices and notifies respective airlines when payment has been made/transferred
- Records all payments in Analysis Book
- Prepares and ensures hardcopy and electronic dissemination of consolidated flight schedules for the conveyance of mail, for all destinations and make the schedules available to the relevant stakeholders for the conveyance of mail.
- Assist in determining most economic and efficient route to transport mail by reviewing airline feasibility costs
- Maintains and monitors airlines handover times data against delivery standards and contractual agreements;
- Updates database with most recent International Mail Processing Centre (IMPC) list from UPU;
- Liaises with the relevant airlines and operational areas when necessary;
- Investigates mail discrepancies highlighted by Postal Administrations
- Advises Manager on matters impacting the Unit;
- Reply electronically to queries from airlines in regards to invoices
- Inform airlines of irregularities on invoices received;
- Prepares and submits quarterly comparative analytical reports to Manager
- Provides Postage Rate Sheets to Post Offices(Postal Branches), Postal Agencies and Customers;
- Participates and attends meetings and Civil Aviation Authority Expo;
- Keeps abreast of circulars, standards, guidelines, policies, procedures, legislation and the industry for factors that may impact deliverables;
- Assists in research and compilation of data and reports
- Perform any other related duties which may be assigned from time to time

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

##### ***Core:***

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent problem solving and decision making skills;
- Excellent planning and organizing skills;

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

- Knowledge of the Government/Department's policies and procedure;
- Knowledge of the FAA Act;
- Knowledge of the Staff Orders;
- Knowledge of the Public Service Regulations;
- Records Management Skills;
- Knowledge of general accounting principles;
- General knowledge of world geography.

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

- Certificate in Accounting, Management Studies, Business Administration, Public Administration or Government Accounting or equivalent
- Four (4) CXC/GCE Subjects including English Language, Mathematics/Accounts and Geography
- One (1) year working experience preferably in Administration, Accounting or Finance

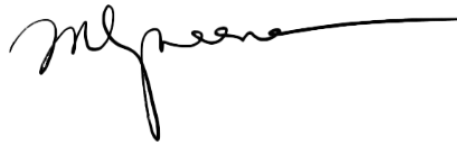
Applications accompanied by résumés should be submitted **no later than Monday, 3<sup>rd</sup> August, 2026 to:**

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.**

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

M. Greene (Mrs.)  
for Chief Personnel Officer (acting)