



POST AND TELECOMMUNICATIONS DEPARTMENT

Applications are invited from suitably qualified persons to fill the following position within the Department:

REGIONAL INSPECTOR (PTO/PMA 5) PORT MARIA REGION

Job Summary

Under the supervision of the Regional Coordinator, the incumbent is responsible to ensure that the policies and objectives of the Region are consistent with and contribute to the overall objectives of the Department. The incumbent is also responsible for postal operations in the Region.

Duties and Responsibilities

- Conducts spot and scheduled inspections and audits of Post offices and Postal Agencies. The audits include the examination and/or reconciling of:
 - All cash and stock
 - Records and bank lodgements
 - Daily sales records
 - Stock books for postage stamps, National Insurance Scheme (NIS) stamps and Jamaica Postal Orders
 - Value and General Receipt books
 - Deposit, revenue and commercial cash books
 - Import Duty, GCT customs clearance fee, environment levy, customs user fee, customs administrative fee and storage fee
 - General receipt book
 - Registered letters and parcels
 - Inventory records
 - Attendance register
 - E1 Cards
- Monitors the performance of Post Offices in the Region to ensure compliance with regulations and to determine the quality of the service being offered
- Provides guidance to the Region in the implementation of all Postal and Commercial Services
- Conducts periodic checks on mail van and drivers to ensure compliance with Road Traffic Act.
- Conducts comprehensive audit and handing over exercises when Postmaster proceeds on vacation leave and retirement
- Implements systems of control for revenue collected, cash disbursed and security of cash, staff facilities.
- Monitors the request for imprest cash on a weekly basis
- Ensures that all vaults are embedded as instructed by the Financial Administration and Audit (FAA) Act
- Ensures that direct reports are informed of company policies, procedures and standards
- Generates and circulates reminders, operating procedures updates, and matters arising from Regional Managers' meetings to post offices and agencies
- Participates in the recruitment, transfers, promotions, leave and evaluation processes of staff
- Ensures that the developmental and welfare needs of staff in the Region are identified and addressed
- Conducts on site assessment in the event of a burglary and make report to the relevant authorities and postal staff
- Reviews, monitors and evaluates the performance of staff in the Region and recommends corrective action where necessary
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
- Conducts regular staff meetings with Postmasters and staff, reinforcing standards and procedures, updating and informing on new measures, procedures and requirements as well as address disputes and/or other matters of a disciplinary nature that can be settled at the Regional Inspector's level
- Performs any other duties that may be assigned from time to time

Required Competence

- Excellent interpersonal, organizational, written and oral communication skills
- Strong leadership and management skills
- Excellent problem solving skills
- Exceptional Creativity
- Possesses high level of integrity and confidentiality
- Superior Customer Service Skills
- Possesses Records Management and report writing skills
- Must be computer literate
- Ability to conduct audit
- Ability to conduct training sessions is required
- Working knowledge of the FAA Act
- Working knowledge of the Staff Order for the Public Service 2004 and Public Service Regulations 1961
- Knowledge of the Universal Postal Union (UPU) Standards and Regulation
- Knowledge of the Post Office Act 1941
- Knowledge of Government/Department policies and procedures

Qualification, Experience and Training

- B.Sc. Degree in Public Administration/Management Studies, Business Administration or equivalent
- Three (3) years' experience, one (1) of which should be at the management level
- Training/experience in postal management is desirable

N.B.

- Extensive travelling
- The position is based in Pt. Maria, St. Mary
- The incumbent must possess a valid drivers' license and own a reliable motor vehicle.

Please forward application along with resume no later than **Friday, August 18, 2017** to:

**Director of Personnel
Human Resource Management Unit
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

OR

hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.