



## POST AND TELECOMMUNICATIONS DEPARTMENT

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

### **Stamp Production and Philatelic Officer (GMG/SEG 2)**

**Salary Range: \$1,852,947 – \$2,202,571 p.a.**

**Allowance: \$707,448 p.a.**

### **Job Purpose**

Under the direct supervision of the Deputy Postmaster General, Business and Regional Operations, the Stamp Production and Philatelic Officer manages and controls the proper distribution of Stamps and Philatelic items to Post Offices in the Regions and customers.

### **Duties and Responsibilities**

- Provides strategic direction and advice to the Deputy Postmaster General on matters relating to Postage Stamps and Philatelic Stamps & memorabilia, policies and operations;
- Oversees, directs, controls and manages the output of all stamps along with the management of the procurement and distribution process island-wide;
- Participates in the strategic and operational planning processes for the Department;
- Keeps abreast of trends and changes in marketing strategies for Stamps and Philatelic memorabilia and recommends changes where necessary for achieving best marketing strategies;
- Represents the Department at forums, conferences, meetings and seminars, disseminate information/knowledge gained to Staff and Senior Managers and implement change where necessary;
- Consults with the Senior Director of Finance concerning budgetary allocations and input for areas of responsibility;
- Liaises with Public and Private Sector Organizations and individuals on matters relating to Stamp and postal activities;
- Oversees some aspects of the Department's Board of Survey Exercise;
- Monitors the implementation of initiatives to ensure conformance with international and government guidelines and internal policies;
- Provides technical advice to Executive Management and Heads of Division, Postal Branch Managers in relation to stamp procurement and distribution, informed by governing legislation, regulations, government policies and best practices;
- Undertakes initiatives to improve quality of work processes through consultations with stakeholders;
- Ensures that knowledge management systems are in place to facilitate the dissemination of accurate and timely information within the Department, to the wider public service and to the media and external stakeholders;
- Oversees the efficient communication of information to internal and external stakeholders.

### **Required Competencies & Skills**

- Capacity to think strategically, analytically & critically;
- Possess ability to manage external relations;
- Use initiative and is methodical and result oriented;
- Possess change and risk management skills;
- Strong problem solving & decision making skills;
- Strong planning, organizational and interpersonal skills;
- Possess oral and written communications and presentation skills;
- Has proficiency in relevant computer applications.

**Qualification, Experience and Training**

- Bachelor's in Public Administration/Management Studies, Business Administration, Marketing or equivalent
- Proficiency in Microsoft Office Suite
- Five (5) years related working experience, two (2) of which should be at the management level.

Please forward application with resume, no later than **Friday, July 20, 2018** to:

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

**OR**

**Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.gov.jm)**

***NB: Only short-listed candidates will be contacted.***