

POST AND TELECOMMUNICATIONS DEPARTMENT

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

ASSISTANT BUILDING TECHNICIAN (SOG/ST 5)

Salary range \$1,271,811.00 - \$1,511,784.00 (p.a.) and allowances attached to the post

Job Summary

The Assistant Building Technician is required to provide support for planning, designing and coordinating all major, minor construction and refurbishing projects to ensure that they are accomplished within prescribed codes, time frames and budgets.

Key Responsibilities

- Prepares draft construction designs that meet the requirements for technical and specialist formulations for various post offices;
- Identifies and prepares preliminary and final drawings for the refurbishing of buildings and offices;
- Prepares draft technical specifications for minor projects and renovations;
- Monitors the management of all construction projects to ensure that time and cost parameters are maintained by resolving a range of emergency problems and keeping the Manager informed on results of key issues;
- Reviews utilities consumption and recommends strategies to minimize costs through energy audits;
- Inspects buildings' structures to determine the need for repairs or renovations and makes recommendations to address needs identified.

Required Competencies

- Excellent interpersonal skills;
- Good oral and written communication skills;
- Good planning and organizing skills;
- Ability to work with others in the pursuit of team goals;
- Sound knowledge of GoJ Public Procurement Policies and Procedures and the Financial Administration and Audit Act Financial Instructions; and
- Sound knowledge GoJ Building Regulations and the building and construction industry.

Required Qualification and Experience

- Bachelor's Degree in Architecture, Quantity Surveying, Civil Construction, Structural Engineering, Estate or Property Management, Construction Management or related field from an accredited tertiary institution; plus
- At least three (3) years related work experience, one (1) of which should be at a supervisory level in a construction organization;
- Training in Project Management;
- Training in Energy Management would be an asset.

For additional information, visit our website www.jamaicapost.gov.jm

Please forward application with resume, no later than **Friday, October 16, 2020** to:-

Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO
Email: hrunit@jamaicapost.gov.jm

Only short-listed candidates will be contacted