

**POST AND TELECOMMUNICATIONS DEPARTMENT
CAREER OPPORTUNITY**

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 coordinate all major, minor construction and refurbishments projects to ensure that they are accomplished within prescribed codes, time frames and budgets. This includes supporting the allocation of resources to all related project for the Post and Telecommunication Department.

Key Responsibilities

- Reviews and administers tender and technical documents, prepares tender reports and final project reports;
- Requests and monitors the preparation of project documents for the acquisition of equipment and delivery of projects;
- Prepares draft construction designs that meet the requirements for technical and specialist formulations for various Post Office;
- Inspects buildings, structures to determine the need for repairs or renovations and makes recommendations to address needs identified.
- Monitors Building Manage, Fire Alarm detection and suppression systems and fire risk assessments; ensuring action is taken to mitigate risks and all corrective and preventive action of issues arising

Required Knowledge /Competencies

- Good problem solving and decision making;
- Sound knowledge of GOJ Building Regulations and the building and construction industry;
- Good written and oral communication skills;

Qualification, Experience and Training

- First Degree in Architecture/Quantity Surveying/Civil/Construction/Structural/Engineering/Estate/Property or Construction Management;
- Training in Project Management Energy Management ;
- Possess at least 7 years' experience in security field/related work experience, 3 of which should be at a supervisory level in a construction organization.

Applications should be submitted no later than Friday December 4, 2020 to:

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

Email: hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.