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(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 282
OSC Ref. C.6222¹¹

27th June, 2023

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/ be assigned to the following posts in the **Post and Telecommunications Department**:

Assistant Technician (SOG/ST 5) (Vacant) - (2) posts, Eastern and Western Region salary range \$3,094,839 - \$4,162,214 per annum.

Job Purpose

Under the general direction of the Facilities and Property Maintenance Manager, the Assistant Technician (SOG/ST 5) will provide support for planning, designing, and co-ordinating all major and 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 initiate, plan, execute, monitor, and close all related project for the Post and Telecommunication Department.

Key Responsibilities

Management/Administrative

- Participates in the development of the Branch's Budget, Operational and Corporate Plans;
- Prepares Work Plan in consultation with Supervisor;
- Contributes to the Unit's Monthly and Annual Reports;
- Prepares project reports;
- Certifies Payments for workers and contractors and prepare draft final accounts;
- Executes tasks assigned in the development and continual performance improvement of the Branch.

Technical/Professional

- Prepares tender and technical documents for the procurement of goods, works and services;
- Prepares draft construction designs that meet the requirements for technical and specialist formulations for various post offices;
- Requests and monitors the preparation of project documents for the acquisition of equipment and delivery of projects;
- Prepares and submits human and physical resources for the execution of projects;
- Identifies and prepares preliminary and final drawings for the refurbishing of buildings and offices;
- Monitors the progress of all construction projects to ensures that time and cost parameters are maintained by resolving a range of emergency problems and keeping the Manager informed of the results of key issues;
- Prepares draft technical specifications for minor projects and renovations;
- Executes solutions to complaints/reports concerning engineering problems and ensures that they are resolved;
- Collects and monitors Energy and Water Bills for analysis for presentation;
- Reviews utilities consumption and recommends strategies to minimize costs through Energy Audits;
- Reviews the work of the Senior Maintenance Officers, General Maintenance Officers and external contractors to ensure that the terms and conditions of contracts are adhered to and to ensure that resources are effectively utilized;
- Liaises with the Regional Managers, Heads of Division, Project Managers and contract workers to ensure projects are executes within time-lines and budget;
- Inspects buildings' structures to determine the need for repairs or renovations and makes recommendations to address needs identified.

Occupational Health and Safety (OHS)

- Ensures compliance to OH&S policy, procedures, and risk assessments, ensuring actions are adhered to mitigate risks and all corrective and preventative action of issues arising;
- Monitors Building Management, Fire Alarm detection and suppression systems and fire risk assessments; ensuring action is taken to mitigate risks and all corrective and preventative

action of issues arising;

- Proactively keep up-to-date with all legislation ensuring compliance with all standards and laws;
- Provides draft Disaster Evacuation Plans aligned with fire and building codes.

Financial

- Monitors expenditure on projects;
- Participates in the preparation of the capital budget.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent planning and organizing skills
- Excellent problem-solving and decision making skills
- Integrity
- Ability to use own initiative
- The ability to identify and build effective planning teams which work well across functional boundaries within the Department and with external stakeholders
- Excellent knowledge of Government procurement policies, Act and Regulations
- Excellent working knowledge of the GOJ budgeting process
- Proficiency in the use of relevant computer applications;
- Excellent knowledge of the principles of Policy Development, Analysis, and Evaluation.
- Knowledge of Risk Management principles
- Excellent knowledge of the principles of effective Human Resource Management
- Knowledge of the Staff Orders, Public Service Regulations, and other relevant Government Regulations
- Knowledge of the Financial Administration and Audit Act

Minimum Required Qualification and Experience

- Good knowledge of Building Engineering; Design and Construction; Facilities Maintenance.
- Good Project Management skill.
- Good knowledge of Occupational Health & Safety policy, procedure, and practices.
- Sound knowledge of preparation of bidding documentation for procurement.
- Good negotiation and contract management skills.
- Working knowledge of construction process.
- Able to draft and interpret blue prints
- Ability to collect and analyze equipment running data for maintenance purposes.
- Good computer skills and competent user of Microsoft office suite; Microsoft project; Primavera; PH Stats; Stats Graphic, Drafting Software (AutoCad, Revit, etc)
- Good knowledge of disaster preparedness methods, principles, and requirements.
- Sound knowledge and understanding of the GoJ Financial Administration and Audit Act; Public Procurement Act, regulations and procedures
- Sound knowledge GoJ Building Regulations.

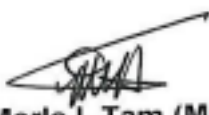
Applications accompanied by résumés should be submitted **no later than Monday, 10th July, 2023 to:**

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

Email: ceooffice@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.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**
