



CAREER OPPORTUNITY

The Post and Telecommunications Department is seeking to recruit suitably qualified person to fill the position **REGIONAL MANAGER (PTO/PMA 6) –CORPORATE AREA (VACANT)**

Salary Range: \$1,725,427 – \$2,050,991 p.a.
Travelling Allowance: \$894,924 p.a.

JOB PURPOSE

Under the direct supervision of the Eastern Regional Coordinator, the Regional Manager manages the operations of the Post Offices and Postal agencies within that Region, ensuring that the policies, standards, financial control are maintained and enforced in keeping with establishment Acts, Regulations and Instructions. The incumbent is to ensure that operations of the Region are in alignment with the overall objectives of the Department.

The incumbent also processes mail contractors and monitors the transportation of mail within the Region.

KEY RESPONSIBILITIES

Management/Administrative Responsibilities

- Advises and makes recommendations to the Regional Coordinator on postal operation;
- Participates in the strategic planning and operational plans for the Department;
- Assists with the development of the operational plan for the Region;
- Collaborates with direct reports in developing individual work plans;
- Liaises with Members of Parliament in relation to Post Office and Agencies in their constituency;
- Visits Post Offices within the region to provide managerial support and to streamline activities;
- Monitors the performance of Post Offices in the Region to ensure compliance to regulations and to determine the quality of the service being offered;
- Attends Departmental meetings and reports on Regional activities and provide feedback to Branch Managers;
- Convene meetings with Senior Officers in the Region to ensure effective and efficient management in Post Offices;
- Certifies travel claims for officers under supervision;
- Keeps abreast with trends and best practices in Postal Management and Operations;

Technical/Professional Responsibilities

- Provides leadership and direction within the Region to ensure organizational standards and policies are maintained and followed;
- Develops Regional programmes aimed at promoting postal services, client and community integration and development;
- Assist with the development, implementation and review of the Post Office Standard Operation Procedural Manual and ensure compliance with stipulated guidelines;
- Provides guidance to the Region in the implementation of all postal and commercial service

operations;

- Conducts surprise and routine assessments(Audits) of Post Offices and Postal Agencies, which include the review/examination and/or reconciliation of:
 - Cash and Stock
 - Records and Bank Lodgments
 - Daily Sales Records
 - Postage and National Insurance Scheme (NIS) Stamp Stock and Postal Orders
 - Value and General Receipt Books
 - Deposit, Revenue and Commercial Cash Books
 - Import Duty, GCT Customs Clearance Fee, Environmental Levy, Customs User, Administrative and Storage Fees
 - Registered Letters and Parcels
 - Inventory of Records
- Implements systems of control for revenue collected, cash disbursed and security of cash, staff and facilities;
- Monitors the request for Imprest cash;
- Remits excess cash and sends to Miscellaneous Revenue Account;
- Ensures that shortages are made good immediately;
- Ensures that all vaults are embedded as instructed by the Financial Administration and Audit Act (Act);
- Conducts periodic checks of mail van to ensure compliance with Road Traffic Act;
- Recommends and implements rationalization of the Post Office Network to ensure efficiency and effectiveness in mail delivery;
- Assists with the continuous review of postmen districts
- Assists with the implementation of strategies to monitor local mail delivery;
- Receives, process, investigates and responds to correspondence on postal activities falling under purview;
- Participates in preparation of World Post Day activities;
- Provides support to training development on operational areas;
- Provides support in the monitoring and assessment of customer satisfaction;
- Assesses the collection of revenue for Private Letter Boxes and operations;
- Collect, collate and safeguard information, data, evidence, in all its various forms and disseminate to those authorized on a need to have, know basis
- Proactively, reactively initiate investigations solely and or cooperatively into breaches of, but not limited to, the State's, Government's and the Department's various rules and regulations, FAA Act, illegal activities and misuse within the nation's postal system

Human Resource Management

- Participates in recruitment, transfers, and promotions of staff for the Region;
- Ensures the developmental and welfare needs of the staff are identified and addressed within the Region;
- Reviews, monitors and evaluates the performance of staff in the Region and recommends corrective actions where necessary;
- Recommends the assignment /reassignment of staff across post offices ensuring staff is effectively utilized and productivity optimized;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Regional and Department's goals;
- Foster an atmosphere of trust, high ethical and confidentiality standards;
- Engage in local Succession Planning with a view to support Human Resource strategic objectives.

Other Responsibilities

- Performs any other related duties assigned

Knowledge /Competencies

- Knowledge of Universal Postal Union Standards
- Knowledge of Post Office Act (1941)
- Knowledge of the Postal Industry and its Operations
- Knowledge of the Government/Department's policies and procedure
- Knowledge of the Financial Administration and Audit Act (FAA Act)
- Knowledge of the Staff Orders and the Public Service Regulations
- Good Records Management skills
- Highest level of integrity is exercise and maintained
- Excellent leadership skills
- Good oral and written communication skills
- Good analytical and critical thinking skills
- Good planning and organizational skills
- Good problem solving & decision making skills
- Good use of initiative
- Good interpersonal skills
- Adaptability
- Teamwork and Cooperation
- Managing External Relationships
- Customer and quality focus

SPECIAL CONDITION ASSOCIATED WITH THE JOB

- Extensive traveling
- High Risk Environment

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- BSc. Degree in Public Administration/Management Studies, Business Administration or equivalent
- Three (3) years' work experience, one (1) of which should be at the management level

Applications should be submitted no later than Friday, September 3, 2021 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.