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**CIRCULAR No. 156**  
**OSC Ref. C. 6222<sup>9</sup>**

14<sup>th</sup> April, 2022

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 the following **vacant** posts in the **Corporate Services Division-Facilities and Property Management Branch, Post and Telecommunications Department:**

**Assistant Technician (SOG/ST 5) - Public Service Accounts Unit**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the general direction of the Facilities/Property Maintenance Manager, the Assistant Technician SOG/ST 5 will provide support for planning, designing and coordinate all major, minor construction and refurbishment 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 and Administrative:***

- Participates in the development of the Branch's Budget, Operational and Corporate Plan;
- 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 prepares draft for 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 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;
- Prepares draft of 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 executed 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 OHS 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;
- Keeps proactively up-to-date with all legislation ensuring compliance to 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.

***Other:***

- Serves on the Disaster Preparedness Committee;
- Performs other related duties that may be assigned.

**Required Knowledge, Skills and Competencies**

- Sound planning and organizing skills
- Good interpersonal skills
- Sound problem-solving and decision-making skills
- Good oral and written communication skills
- Good Project Management skill
- Occupational Health and Safety policy, procedure and practices
- Good negotiation and contract management skills
- Ability to prepare and manage a maintenance Budget
- Able to setting out of building works
- Ability to conduct building envelope investigation
- 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; StatsGraphic, Drafting Software (AutoCad, Revit, etc)
- Disaster preparedness methods, principles and requirements.
- Knowledge of the GoJ Financial Administration and Audit Act
- Knowledge of GoJ Building Regulations
- Knowledge of Building Engineering; Design and Construction; Facilities Maintenance
- Knowledge of Construction process.
- Knowledge of preparation of bidding documentation for procurement.

### **Minimum Required Qualification and Experience**

- First Degree in Architecture/Quantity Surveying/Civil/Construction/Structural Engineering/ Estate/Property or Construction Management with 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.

### **Special Conditions Associated with the Job**

- Required to travel island wide;
- Possession of a valid Driver's License and a reliable motor vehicle.

Applications accompanied by résumés should be submitted **no later than Friday, 29<sup>th</sup> April, 2022 to:**

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

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