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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:**

Director, Facilities and Property Management (GMG/SEG 4), salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.

Job Purpose

The Director, Facilities and Property Management (GMG/SEG 4), is responsible for planning, co-ordinating, overseeing, managing and directing the operations and activities of all facilities engineering, layout, design, construction, utilities operations, building and equipment maintenance, facility/property protection and security, associated administrative and supervisory functions for the properties of Post and Telecommunications Department (PTD).

The Director, Facilities and Property Management is also accountable for contracting with and overseeing the activities of various contractors and consultants for the fulfilment of facilities/properties engineering design, installation, operation, maintenance, modification, construction, modernization and protection of physical facilities and equipment, or any other activity for the effective and efficient operation of the PTD and its tenants.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Department's Corporate Plan by establishing medium term and annual objectives and targets for the Branch;
- Provides technical advices to the Postmaster General and the Senior Directors;
- Prepares the Branch's Annual Operational and Unit Work Plans and Budget;
- Monitors expenditure against Budget and recommends funds transfer and new allocations;
- Updates annually, the PTD five (5) years Strategic Plan for building maintenance for submission to Ministry of Science, Energy and Technology (MSET);
- Directs the process of contracts selection and management, ensuring that the appropriate procedures are adhered to;
- Represents the Department at meetings, conferences and other functions as directed;
- Provides guidance/advice to Postmaster General, Deputy Postmaster General, Project Managers, Technical Co-ordinators, Regional Director and Managers.

Technical/Professional:

Construction Management

- Directs staff in designing buildings, providing supervision and guidance on technical and financial matters and ensuring timely completion of building projects;
- Directs the preparation of preliminary and final drawings for renovated or new buildings;
- Monitors the management of large construction projects to ensure that time and cost parameters are maintained by resolving a range of emergency problems and keeping the Postmaster General/CEO informed on results of key issues;
- Ensures that consultants comply with construction/building/office designs and specifications stipulated in the contract/project document; discusses and decides with the Architect any variations during constructions;

- Directs the acquisition of sites for postal or commercial services in accordance with medium and short term Development Plans.
- Supervises the development of construction costs for major and minor projects as well as standard costs for maintenance, for inclusion in the Ministry's Capital Budget;
- Ensures that requests regarding new constructions are processed and appropriate actions taken;
- Ensures that communication is maintained with the Electrical Engineers, Contractors, Architects (Private and NWA) Quantity Surveyors, and Civil Engineers during the construction process.

Property Maintenance Programme:

- Develops, in consultation with the Senior Director, Corporate Services, objectives and procedures for the efficient operation of the Building Repairs and Maintenance Programme;
- Directs the development and implementation of schedules for the maintenance and upgrade of buildings, grounds, furniture, utilities, elevators, machinery, equipment and signage for the Offices;
- Conducts frequent sites visits to observe the standard of work being undertaken;
- Monitors targets dates and expenditure in relation to work completed to inform reports and site meetings;
- Conducts site visits to Post Office following instances of burglaries/break-ins and makes necessary recommendations for precautions and actions to ensure that the building is secured and repairs effected.

Contract Management:

- Ensures the monitoring, tracking and compliance of all PTD maintenance and construction contracts;
- Reviews recommendations for approval of all Bids and Submissions for plant/facilities contract work;
- Undertakes the solicitation, preparation, and administration of appropriate contracts for all works to be undertaken on the PTD facilities and properties;
- Co-ordinates with Legal Officer, on all major contracts for engineering work, technical specifications, Tenancy Agreements and Contracts;
- Manages systems and procedures to ensure compliance with the terms and conditions of the PTD Tenancy Agreements;
- Co-ordinates with project teams and contracting staff to resolve contractual arrangements and ensure timely invoicing;
- Arranges work for the Janitorial, Landscaping and associated teams employed/contracted to the PTD in collaboration with the Director, Administration;
- Manages the processing of work requests, preparation of project cost estimates, planning and scheduling of work, provision and management of required parts, materials and equipment and maintenance of all related labour and equipment records;

Financial and Budget Management:

- Ensures the preparation of the Annual Capital and Recurrent Budgets including costs for acquisition of property, new construction, embedment of safes and minor building repairs;
- Prepares Bidding documentation for procurement of construction and engineering services;
- Oversees the preparation of Bills of Quantities for renovation of Post Offices to facilitate advertisement and subsequent tender process;
- Liaises with the Principal Finance Officer, MSET to ensure that required funds are available for payment to contractors when new construction is in progress;
- Liaises with the National Works Agency regarding Financial Statement and Final Progress Reports on the satisfactory completion of the construction; facilitates the clearance of advance to projects.

Property Management:

- Oversees the management of Department's large Portfolio of assets;
- Reviews and prepares Business Plans for each property in the Portfolio ensuring it includes clear strategies to maximize value and performance and provides comprehensive feedback;
- Reviews prepared reports on Property Performance relative to forecasts, asset strategies, and investment targets;
- Ensures that vacant properties are occupied with qualified tenants;
- Negotiates on leasing, signing and turnover of all property under the purview of the Department;
- Supports due diligence and underwriting activities for prospective investment decisions.

Human Resource Management:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to direct reports through effective objective setting, delegation, and communication processes;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of direct reports for the Branch;
- Recommends Vacation Leave for direct report in keeping with established Human Resource policies;
- Recommends/administers disciplinary action in keeping with established Human Resource policies.

Other:

- Sits on Committees
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Expert knowledge of Building Engineering; Design and Construction; Facilities Maintenance
- Expert knowledge of Occupational Health and Safety policy, procedure and practices
- Expert knowledge of construction process
- Excellent Project Management skill
- Excellent negotiation and contract management skills
- Excellent knowledge of preparation of Bidding documentation for procurement
- Ability to collect and analyze equipment running data for maintenance purposes
- Advanced computer skills and competent user of Microsoft office suite; Microsoft project; Primavera; PH Stats; StatsGraphic
- Excellent knowledge of disaster preparedness methods, principles and requirements
- Excellent knowledge of GoJ laws governing building contracts and contracting
- Excellent knowledge of Strategic Plan and its responsibilities with respect to achieving its targets
- Excellent knowledge of the budgetary systems and procedures, with the ability to monitor and control the maintenance budget effectively
- Excellent knowledge of the Public Procurement planning processes and procedures, with the ability to prepare Tender and Bidding
- Sound planning and organizing skills
- Good interpersonal skills
- Sound problem-solving and decision- making skills
- Excellent leadership skill

Minimum Required Qualification and Experience

- Master of Science Degree in Engineering and Management or other equivalent qualification;
- Eight (8) years related work experience, and at least five (5) years of which should be at a Senior level in a large construction Organization;
- Five (5) years Project Management experience in related field;
- Professional certify in Occupational Health and Safety.

OR

- Bachelor of Science Degree in Estate/Property or Construction Management Electrical/Mechanical Engineering or related field any of the above disciplines;
- Ten (10) years related work experience, and at least five (5) years of which must be at a Senior level in a large construction enterprise;
- Five (5) years Project Management experience in related field;
- Professional certify in Occupational Health and Safety.

Special Conditions Associated with the Job

- Work with equipment and specialized software;
- Fast paced environment;
- High degrees of pressure, on occasions to meet tight deadlines;
- Exposure to dirt, dust, hot and humid conditions on project sites;
- Frequent intra island travel and extended working hours is required;
- May be required to travel internationally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Friday, 29th 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

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.