



## **CAREER OPPORTUNITY**

### **REGIONAL MANAGER (PTO/PMA 6) – CORPORATE AREA (VACANT)**

**Salary Range: \$1,794,444 - \$2,133,030 p.a.  
Travelling Allowance: \$894,924 p.a.**

#### **JOB PURPOSE**

The Regional Manager is required to manage the operations of the Post Offices and Postal Agencies within that Region. The incumbent is to ensure that the operations of the Region are in alignment with the overall objectives of the Department.

#### **KEY RESPONSIBILITIES**

- Visits Post Offices within the Region to provide managerial support and to streamline activities;
- Provides guidance to the Region in the implementation of all postal and commercial service operations;
- Develops Regional programmes aimed at promoting postal services, client and community integration and development;
- Implements systems of control for revenue collected, cash disbursed and security of cash.

#### **REQUIRED COMPETENCIES**

- Knowledge of the Postal Industry and its Operations
- Ability to apply records management principles and practices
- Excellent leadership skills
- Good oral and written communication skills.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- BSc Degree in Public Administration/Management Studies, Business Administration or equivalent; plus
- Five (5) years related work experience, two (2) of which should be at a management level.

Applications should be submitted no later than  
**Friday, June 3, 2022** to the:

**Director,  
Human Resource Management and Development  
Post and Telecommunications Department  
6-10 South Camp Road, Kingston  
Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.gov.jm)**

**Please see the Department's website for the full  
details of the post.**

**NB: Only shortlisted candidates will be contacted.**