Branch Manager 1 (PTO/PMA 5) –Montego Bay (Vacant)
Salary range $1,451,542.00 - $1,725,428.00 p.a.

Job Summary

The Branch Manager is required to manage the operations of the Post Office effectively and efficiently. The incumbent is responsible for the management of products and services offered by the Post Office and undertake the custody and accounting for cash, stock and all other items of value.

Key Responsibilities

- Advises and makes recommendations to the Regional Manager on the development of the Post Office
- Initiates 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.
- Acts as custodian for all Main Stock, Cash, Stamps and valuables assign to the Post Office and securing item in the vault on behalf of the Postmaster General in accordance with the FAA Act regulations.
- Manages the stock level and imprest in staffs' possession ensuring that there is adequate imprest and stock at all time.
- Ensures that shortages are rectified to reflect the correct balance of monies received with immediate effect;

Required Competencies

- Knowledge of Post Industry and its Operations
- Knowledge of the Government/Department's policies and procedure
- Sound knowledge of accounting principles and practices
- Sound knowledge of Records Management
- Excellent oral and written communications skills
- Customer Service and interpersonal skills
- Leadership Skills

MINIMUM REQUIRED QUALIFICTION AND EXPERIENCE

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

Please forward application with resume, no later than Friday, July 22, 2022 to:

Director of HRMD
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston

NB: Only short-listed candidates will be contacted.