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**CIRCULAR No. 86**  
**OSC Ref. C. 6222<sup>10</sup>**

**23<sup>rd</sup> February, 2023**

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/be assigned to the following posts in the **Post and Telecommunications Department:**

**Property Officer (GMG/AM 4) (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.

**Job Purpose**

Under the direct supervision of the Property Manager GMG/SEG 3, the Property Officer (GMG/AM 4), will ensure that all property services related to licences, leases, rental, and updated Property Registry are in accordance to Industry regulations and the Department's established policies and procedures. Additionally, the incumbent ensures that all properties vested with the Postmaster General being transferred have registered titles to generate for ease of Business. The officer also manages pest control, waste management and other critical building and property support services.

**Key Responsibilities**

***Management/Administrative:***

- Collaborates with Supervisor to prepare, sign and submit Individual Work Plans;
- Prepares and submits to Property Manager Status Report on activities of the Branch in keeping with Operational Plan and Work Plan;
- Assists with the development and implementation of the Corporate/Operational Plan for the Branch;
- Assists with the review of systems and procedures for the effective operation of the Branch;
- Collates and produces comprehensive reports on the performance of the section;
- Assists with the implementation of Safety and Environment Management Plans;
- Assists in developing and maintaining records for the building and maintenance management of facilities and properties under the purview of the Department;
- Contributes to the formulation of the Department's Disaster Recovery Plan in regard to furniture, equipment and other paraphernalia.

***Technical/Professional:***

- Liaises with the National Land Agency and parent Ministry on the valuation and rental/leases of properties in the possession or care of the Post and Telecommunications Department (PTD);
- Follows-up on valuation reports from private realtors/valuators;
- Establishes and maintains an accurate and updated Property Register of all Government owned properties in the possession or care of PTD and all privately owned properties rented to PTD;
- Establishes and maintains an accurate and updated landlord, tenant and licensee register of all persons with whom the Department has entered into an agreement as landlord or tenant or whom licences have been granted;
- Creates and maintains an updated, accurate and organized Records/Filing System in respect of each landlord, tenant and licensee including as applicable, a completed and signed application form;
- Prepares and dispatches accurate monthly invoices to each tenant/licensee in respect of rent, utilities and or other fees;
- Monitors and maintains an accurate, current record of the payment of rent, license fees and utilities and all other fees in respect of each property;
- Monitors compliance with the terms and dates of expiration of each lease/license in accordance with the Property Administration and Management Policy of the Department;

- Prepares and submits a quarterly listing of all tenants and licensees who are in default of their obligation to pay rent, licence fees and or other obligations;
- Prepares and updates periodically in collaboration with the Superintendent and Senior Property Repairs and Maintenance Officers a comprehensive list of all properties in need of repairs and upgrades to inform the Work Plan of the Branch; prepares and submits Bi-annual reports of the state of the properties;
- Receives concerns and inquiries from occupants of the Department owned, rented or leased and submits to the Facilities/Property Maintenance Manager for appropriate action;
- Obtains and compiles requests from Regional Managers, Branch Managers and Senior Property Repairs and Maintenance Officers for minor plumbing, electrical, carpentry and grill repairs to the facilities, properties and Post Offices island wide;
- Communicates to managers approval granted for work to be undertaken by contractors and submits bills with accompanying documentation to the Finance and Accounts Division for payment;
- Maintains contact with the Jamaica Public Service Company (JPS), National Water Commissions (NWC), and Flow Jamaica Ltd. for provision of new services, maintenance and improvement of existing services for the Corporate Offices and Post Offices island wide;
- Liaises with the Rent Assessment Board and Legal Officer PTD, for interpretations and application of the provision of legislation, policies and guidelines on property rental and lease agreement;
- Performs any other related duties that may be assigned by Supervisor from time to time.

### **Required Knowledge, Skills and Competencies**

- Knowledge of Property maintenance and administration
  - Knowledge of Real Estate Act and Procurement Guidelines
  - Knowledge of Rental Accounting
  - Knowledge of The Laws of Real Property
  - Knowledge of Facilities planning, processes and practices
  - Knowledge of the preparation of bidding documentation for procurement
  - Knowledge of Collecting and analyzing data for maintenance purposes
  - Knowledge of Contract negotiations and drafting
  - Knowledge of Current property management practices
  - Microsoft Office Suite or relevant computer applications
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- Good planning, organizing and co-ordinating skills
  - Good customer service and interpersonal skills
  - Good oral and written communication skills
  - Ability to work on own initiative and with a team

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

- Associate Degree in Management Studies or Business Administration or the equivalent from an accredited institution;
  - Training in Estate or Property Management is an asset;
  - Plus two (2) years working experience in a related field.
- OR**
- Any other equivalent combination of qualification and experience.

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

- May be required to work beyond and outside of normal working hours in emergencies or to meet project deadlines;
- Certificate in Accounting, Management Studies, Business Administration, Public Administration or Government Accounting or equivalent.

Applications accompanied by résumés should be submitted **no later than Wednesday, 8<sup>th</sup> March, 2023 to:**

**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 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.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**

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