



Postal Corporation of Jamaica Limited

6-10 South Camp Road, Kingston, Jamaica, West Indies
Tel (876)-922-9430-4; Fax (876) 922-9439

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following positions within the Corporation: -

1. Senior Director, Corporate Services (GMG/SEG 5) – Vacant -

Salary range: \$6,820,273.00- \$9,172,509.00 p.a.

- Master's in Business Administration or Public Administration or comparable qualifications in the Social Sciences, from an accredited tertiary institution;
- Eight (8) years related working experience in general management, five (5) of which should be at the management level preferably in the public sector, or in an organization of similar size and complexity

2. Corporate Secretary/Legal Officer (JLG/LO 3) – Vacant – Contractual

Salary range: \$5,597,715.00- \$7,528,305 p.a. and any allowances attached to the post.

- Bachelor of Laws Degree and Certificate in Legal Education;
- Three (3) years' experience, two (2) of which should be in the Public Service;
- Three (3) years' relevant experience or exposure to conveyance contracts, tort and company law;
- Practical experience and/or professional certification as a Corporate Secretary will be an asset;

3. Regional Manager (PTO/PMA 6) – Vacant –

Salary range: \$4,594,306.00- \$6,178,830.00 p.a.

- BSc. Degree in Public Administration, Management Studies, Business Administration or equivalent from an accredited tertiary institution;
- Five (5) years' related experience, two (2) of which should be at a managerial level.

4. Director, Employee Relations, Occupational Health and Safety (GMG/SEG 3) –

Vacant – Salary range: \$4,594,306.00- \$6,178,830.00 p.a.

- First Degree in Human Resource Management or Development, Industrial Relations, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- A minimum of three (3) years' experience in the administration of employee relations matters and the planning and delivery of welfare initiatives in an organization of similar size and complexity;

5. Branch Manager 1 (PTO/PMA 5) (8 Posts) -Vacant-

Salary range: \$3,094,839.00- \$4,162,214.00 p.a.

- BSc. Degree in Public Administration/Management Studies, Business Administration or equivalent from an accredited Institution;
- Four (4) years work experience, one (1) of which should be at the management level;
- Certificate in Customer Service (1 year course) would be an asset;
- Certificate in Supervisory Management (1 year course) would be an asset;



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6. General Accounting Supervisor (FMG/AT 3) - Vacant- Contractual

Salary range: \$1,984,305.00- \$2,668,670.00 p.a.

- Bachelor's Degree in Accounting/Management Studies with Accounting from an accredited University or;
- ACCA Level 2 or;
- NVQJ Level 5, Accounting; or
- ASc. Degree in Accounting, along with the Diploma in Government Accounting,
- At least six (6) years accounting experience , two (2) of which should be at a Senior Management Level or a combination of equivalent qualification;

7. Driver (LMO/DR 2) -Vacant- Contractual

Salary range: \$1,272,284.00- \$1,404,364.00 p.a.

- Secondary school education
- Valid General driver's licence and able to drive vehicle weighing 7000lbs with at least three (3) years driving experience

Please forward applications with resume, no later than **Friday, February 16, 2024**, to:

Director, Human Resource Management and Administration
Postal Corporation of Jamaica
6-10 South Camp Road, Kingston, CSO

Email: ceoffice@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.