



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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31th May, 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 **Jamaica National Agency for Accreditation, Ministry of Industry, Investment and Commerce**:

1. **Infrastructure & Information Specialist (MIS/IT 6) – (Not Vacant)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Enforcement Officer (GMG/SEG 2) – (Vacant)**, salary range \$3,770,761 - \$5,071,254 per annum.
3. **Director 1, Public Procurement (GMG/SEG 1) – (Vacant)**, salary range \$3,094,839 - \$4,163,214 per annum.
4. **Administrative Assistant (GMG/AM 2) – (Vacant)**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Infrastructure & Information Specialist (MIS/IT 6)

Job Purpose

Reporting to the Director, Information Technology, the Infrastructure & Information Specialist is responsible for the effective operations of the Management Information System of the Authority. The Infrastructure & Information Specialist must maintain an effective, secure, healthy, and up-to-date system by reviewing the technological environment, giving advice, and making appropriate recommendations for the proper maintenance of the equipment and further development of the system.

Key Responsibilities

Management/Administrative:

- Collaborates with hardware/software suppliers;
- Attends meetings and events;
- Assists in the implementation of ICT related projects;
- Co-ordinates technical arrangements in support of all ICT functions carried out by the Unit;
- Manages the allocation of resources to effectively satisfy the information processing requirements of the Authority;
- Assists with the training and development of staff;
- Researches, evaluates and provides feedback on problems relating to the network infrastructure;
- Resolves hardware/software interface and interoperability problems;
- Maintains systems configuration;
- Designs and implements SAN (Storage Area Network) infrastructure and consolidating;
- Plans and directs the implementation of network infrastructure projects;
- Maintains record of requests for action;
- Evaluates the Authority's Network Systems against established Industry Benchmarks for performance, security, stability etc.;
- Re-assigns equipment as necessary;
- Arranges for maintenance and repairs to networking equipment;
- Keeps meticulous records of all network upgrades, maintenance, and inventory;
- Performs related work as assigned.

Database:

- Analyzes and defines data requirements and specifications;
- Designs, creates and manages databases, spreadsheets, forms etc. for Divisions within the Authority;

- Provides technical support to database users.

Internet/ Networking:

- Resolves email and internet problems internally and with service providers;
- Diagnoses and resolves problems in response to reported incidents;
- Ensures the smooth and continuous operations of the Authority's network;
- Manages accounts, network rights and access to systems and equipment;
- Ensures that users are aware of standard network practices and computer etiquette.

Required Knowledge, Skills, and Competencies

- Knowledge of network infrastructure and operating systems
- Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCP/IP, DHCP and IIS support functions.
- Ability to install, configure and troubleshoot Windows 2008/2012/2016 Servers and active directory
- Knowledge and expertise to formulate, develop implement and document network security, backup procedures, Disaster Recovery Plans and conduct systems analysis
- Knowledge of in-house platforms such as Windows 2008/2012/2016 Server,
- Exchange 2010/2013/2016 Server, Microsoft Forefront Threat Management
- Gateway (Forefront TMG) and McAfee Antivirus Corporate Edition
- Expertise with network monitoring and analysis tools
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Knowledge of current technological development tools especially in the areas of Database Management
- Good interpersonal relationship building skills
- Excellent analytical skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Information Systems or equivalent;
- At least five (5) years working experience in an IT development environment;
- Professional certification (MCSA, CCNA) is highly desirable.

2. Enforcement Officer (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Enforcement Officer, Supervisor, the Enforcement Officer conducts routine supervision of Licensee activities as well as audits to ensure compliance with regulations, established security requirements, Industry standards and best practices. The Enforcement Officer conducts surveillance activities to gather information which assists with mitigating compromise of the Industry. The incumbent will also help to enforce established mechanisms to prevent crosspollination of Ganja and Hemp thereby contributing to the preservation of crop integrity and will engage in other activities that are aimed at preserving the integrity of the Medical Cannabis Industry.

Key Responsibilities

Field Based

- Supervises the storage and packaging of ganja and ganja products;
- Oversees the loading of ganja for transportation and escorts cargo to destination according to established protocols;
- Oversees hemp cultivations and enforces established mechanisms to minimize or prevent cross-pollination;
- Ensures adequate security mechanisms are in place for the handling and storage of ganja relative to all license types, permits and authorisations in keeping with established security protocols;
- Enforces the Closed Loop System by tracking the validity of Tripartite Agreements;
- Proactively conducts Compliance Audits and Enforcement Visits to verify that Terms and conditions of licenses are being maintained;
- Conducts random/ad hoc post licensing inspections and pre-licensing inspections, where necessary;
- Issues Directives and execute enforcement actions where breaches and offences occur;
- Prepares reports based on site visits, surveillance, compliance activities and special

- operations;
- Reconciles inventory documents of all categories of licensees and produce reports making sound recommendations where necessary;
 - Investigates reports of breaches of the terms and conditions of a license and of irregular activities;
 - Inspects production areas and products to ensure compliance with Good Manufacturing Practices (GMP) and Good Agricultural Practices (GAP);
 - Inspects retail facilities to ensure controlled access to ganja and ganja products in accordance with Regulations, Good Manufacturing Practices (GMP), Good Distribution Practices (GDP) and Good Security Practices (GSP);
 - Oversees the disposal of Cannabis Plants and products to include ganja and ganja products, hemp, unhealthy or unwanted Cannabis Plants and dead plants routinely, or where otherwise appropriate;
 - Oversees the transportation of ganja and ganja products within the Closed Loop System and to/from ports of entry for export/import;
 - Completes and submits Pre-licensing and Post-licensing Inspection Reports and highlight irregularities in the activities of licensees;
 - Monitors the handling of ganja at the ports of entry;
 - Conducts background checks on applicants and licensees to ensure 'fit and proper' status is established and maintained;
 - Investigates complaints made against licensees and applicants and prepares reports;
 - Develops incident reports/notes all on meetings with licensees;
 - Executes special operations and undercover operations in keeping with the directives of the Director, Enforcement and Monitoring;
 - Conducts surveillance in support of compliance activities to be executed at licensed sites, including licensees with expired, suspended and revoked licenses and prepares reports;
 - Participates in joint operations with Government Security Forces with permission from the Director, Enforcement and Monitoring and the CEO;
 - Seizes and/or detains ganja in approved storage facilities in accordance with established protocols;
 - Schedules and conducts field inspections for violations, takes photographs for evidence, prepare appropriate follow-up procedures and maintain accurate investigative records;
 - Assists in the preparation of materials for case files to support the prosecution of cases in the Court and before the Appeals Tribunal;
 - Attends meetings, sensitization and awareness events and conferences regarding;
 - enforcement issues as needed, maintaining awareness of the Dangerous Drugs Act and relevant Regulations;
 - Participates in the Execution of Compliance Workshops;
 - Supports programmes of parent Ministry.

Administrative

- Reviews reports submitted by licensees and highlight any inconsistencies to the Director, Enforcement and Monitoring;
- Prepares report on report tracking and compliance levels;
- Oversees the surveillance of off-site feeds of licensed sites and/or motor vehicles and report an incidents and exceptions;
- Collect surveillance information as part of Post-licensing Inspections;
- Alerts Enforcement Supervisor of any breaches or offences identified on Licensed Sites;
- Makes arrangements for the destruction/disposal of raw material or waste product on the licensed site or other approved disposal facility;
- Makes recommendations to the Enforcement, Supervisor for scheduling of organisational activities;
- Makes recommendations to improve operational efficiencies;
- Adheres to established, relevant policies and procedures of the Authority;
- Contributes to the Divisional planning and reporting;
- Performs any other related duties as assigned by the Director, Enforcement and Monitoring;
- Testify in court proceedings if call upon to do so;

Required Knowledge, Skills, and Competencies

- Excellent knowledge of marketing, public relations and communications strategies, approaches, tools, and methodologies
- Sound knowledge of Government's communication policies and protocols
- Knowledge of the local media landscape

- Demonstrated skills in and knowledge of the design and execution of marketing, communications, and public relations activities
- Strong, creative, strategic, analytical, and personal sales skills
- Basic understanding of developing and managing budgets
- Demonstrated success in writing press releases, making presentations and negotiating with media
- Ability to oversee the design and production of print materials and publications
- Knowledge of basic graphics and page layout
- Ability to manage multiple projects at a time
- Excellent oral and written communication skills
- Excellent customer service and quality focus skills
- Excellent team building and co-operation skills
- Excellent planning, networking, and organizing skills
- Excellent interpersonal and people management skills.

Minimum Required Qualification and Experience

- Bachelor of Arts degree in Mass Communications, Journalism, Marketing, or equivalent qualifications.
- Four (4) years' experience in a comparable working environment.

3. Director 1, Public Procurement (GMG/SEG 1)

Job Purpose

Under the general supervision of the Director Human Resource Management and Administration, the Director 1, Public Procurement has the responsibility to ensure that goods and services required by the Authority are procured and delivered as requested in accordance with the Government of Jamaica's (GOJ's) Public Procurement Act, 2015 and Regulations..

Key Responsibilities

Core

- Prepares the Annual Procurement Plan for the procurement of goods, works and services;
- Liaises with the Divisions and provides advice and support in the preparation of their Unit's Annual Procurement Plans;
- Acts as Procurement Co-ordinator and Lead Evaluator;
- Provides data in the compilation of the Annual Procurement Budget and Annual Work Plan;
- Manages the Annual Procurement Budget and alerts the Director as necessary, to avoid overruns or underutilization;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts organization Procurement Training Seminars/Work shops;
- Co-ordinates reports for submissions to the MOFPS, OCG, PPC and Cabinet;
- Ensures that tender documents are prepared in accordance to GoJ standards and disseminated timely and accurately;
- Monitors the Organization's Procurement activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the Tendering process;
- Provides advice on Public Procurement matters to officers;
- Represents the Unit at Procurement and Contract Award Committees Infrastructure at Committee Meetings;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to the preparation of cheques for payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of the Procurement Guidelines and procedures are complied with;
- Procures goods services on a competitive basis without compromising quality and ensures proper storage;
- Monitors the issuing of Purchase Orders and follows up for receipt/delivery of goods and/or services;
- Certifies all invoices, Payment Orders prior to submitting to the Finance and Accounts Unit;

- Acquires Clearance Letters from National Insurance Scheme (NIS), National Housing Trust (NHT) and Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ) for the organization to be exempted from these taxes;
- Ensures that all funds allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to the Procurement guideless of the FAA Act;
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes to ensure that orders for supplies are procured in the most efficient and economical manner;
- Informs the relevant offices of changes in the Government Procurement guidelines and procedures and ensures implementation is effected within the Department;
- Assists Senior Directors in developing guidelines for establishing priorities in the allocations of resources;
- Liaises with Customs Brokers to ensure that imported goods are cleared from Wharves and Airports in time and accordance with established GOJ regulations;
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste;

Human Resource

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends Transfer, Promotions, Terminations and Leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning delegation, communication, training, monitoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goal;
- Chairs Tender Opening exercises conducted at the Unit;
- Participates in the evaluation of tenders;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills, and Competencies

- Sound knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Sound knowledge of the Government Procurement Guidelines and the Financial Administration and Audit (FAA) Act
- Excellent Oral and Written Communication skills
- Tact and ability to get along with others
- Excellent Interpersonal skills
- Good Negotiating skills
- Excellent Time Management skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Business Administration, Public Administration, Public Sector Management Economics, Accounts or any related field;
 - Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND
 - Five (5) years' experience in a similar position;
- OR**
- ACCA Level 2;
 - Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND
 - Five (5) years' experience in a similar position;
- OR**
- Associate Degree /Diploma in Business /Office/Administrative Management;
 - Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND
 - At least seven (7) years' experience in a similar position;

4. Administrative Assistant (GMG/AM 2)

Job Purpose

To provide secretarial and administrative functions that supports the Director Human Resource Management and Development and that enhances the work processes and operations of the office.

Key Responsibilities

- Composes letters/memoranda from general instructions;
- Reads and analyses incoming correspondence, submissions, and reports in order to determine significance and distribution;
- Answers the telephone, screens callers, and takes and relays messages;
- Maintains schedules of routine, special appointments and advises the Director on matters requiring prompt attention;
- Responds to request and inquires as directed;
- Prepares reports, memos, letters and other documents, using word processing, spreadsheet, database, and /or presentation software as required;
- Assists in the organization of events and activities to include scheduling rooms and issuing information;
- Maintains and monitors a schedule of meeting and other events for the Unit;
- Makes travel and accommodation arrangements for Director as required;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Human Resource Management and Development and the other Sections/Units;
- Research and analyses data and prepared draft reports on administrative matters or other informational materials as required;
- Attends meetings in order to record Minutes as requested;
- Complies, transcribes, and distributes Minutes of meetings within established timelines;
- Any other related duties as assigned by the Human Resource Management and Development.

Required Knowledge, Skills, and Competencies

- Knowledge of basic maintenance tasks.
- Groundskeeping and landscaping knowledge
- Knowledge of equipment operation and maintenance
- Knowledge of safety procedures and regulations.
- Problem-solving skills
- Time management and organizational skills
- Good communication skills
- Willingness to adapt to changing priorities, tasks, and work environments.
- Good customer service skills to interact professionally and politely with residents or customers when addressing their maintenance requests or inquiries.

Minimum Required Qualification and Experience

- 5 CXC or GCE 'O' Level subjects including English Language and Mathematics or a numeric subject; successful completion of the prescribed Secretarial/Administrative Management Course of study at the Management Institute for National Development (MIND) or equivalent Course.
- Minimum 2 years' experience in a similar capacity in the secretariat skills
- Excellent organizational and time management skills

Applications accompanied by résumés should be submitted **no later than Tuesday, 13th June, 2023 to:**

**Manager, Human Resource Management and Development
Jamaica National Agency for Accreditation
6 Rekadom Avenue
Kingston 10**

Email recruitstaffagency@gmail.com

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**