



## Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

### CAREER OPPORTUNITY

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The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Office of the Supervisor of Insolvency is inviting suitably qualified persons to fill the position below.

### **Manager, Office Services**

**(GMG/AM 4 -Vacant)**

*Salary: \$2, 803,771 per annum*

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#### **JOB PURPOSE**

Under the supervision of the Director of Human Resource Management and Administration, the incumbent will be required to develop and implement appropriate mechanisms for ensuring an ergonomically sound and safe work environment, effective equipment and machinery, adequate furniture and materials, and the efficient procurement of goods and services in accordance with established standards and regulations.

#### **KEY OUTPUTS**

1. High quality products and services
2. Proper procurement documents
3. Complete and up-to-date Inventory system
4. Efficient and productive staff
5. Accurate and up-to-date Attendance register
6. Personnel register maintained

## **KEY RESPONSIBILITY AREAS**

### **MANAGEMENT/ADMINISTRATIVE RESPONSIBILITIES**

- Reviews and revises the Office's internal policies and procedures to ensure they are in accordance with procurement standards
- Assists in ensuring the Unit's plan is implemented and agreed targets are achieved

### **TECHNICAL / PROFESSIONAL RESPONSIBILITIES**

- Plans, directs and manages the procurement functions and activities within the Offices
- Assists in the processing of Tenders which involves advertising Tenders, Bid Evaluation and making recommendation
- Interprets and implements Purchasing Policy and advises on problems encountered during the procurement process
- Provides technical advice to the HRM & A Director and other stakeholders on Procurement matters
- Assist in developing a Disaster Recovery Plan for equipment and furniture for the Offices
- Ensures the proper functioning of office systems and equipment
- Ensures scheduled servicing and repairs of vehicles and other assets
- Ensures proper management of the offices' facilities, transport systems, security and property
- Prepares documents and make presentation to the Procurement Committee
- Represents the Offices on Procurement related matters within the purview of the Administrator
- Negotiates the terms and conditions of proposed service contracts in order to ensure the Offices receive value for money
- Reviews suppliers' invoices/quotations to ensure compliance with Government Procurement guidelines

- Prepares and certifies purchase orders
- Monitors general expenditure and disbursement of funds for goods and services purchased for budget control purposes
- Conducts monthly inventory audits
- Facilitates orientation programmes for new recruits
- Administers leave records in accordance with the Agency's leave policies and procedures
- Maintain the attendance register and prepare attendance and punctuality reports
- Ensures that officers are aware of and adhere to the policies, procedures and regulations of the Offices and the Staff Orders
- Post notices on notice board and ensure that all staff members are aware of notices

#### **HUMAN RESOURCES RESPONSIBILITIES**

- Monitors the welfare of staff, coordinates welfare activities and attends, as far as possible, to welfare needs
- Supervises the day to day functions of the Receptionist, Driver and Office Attendant
- Establishes and maintains a proper system of checks and balances with respect to the work of assigned staff
- Conducts and prepares performance appraisals for assigned staff
- Conducts training needs assessments and makes recommendation for required training and development programmes for assigned staff
- Provide leadership to assigned staff through effective objective setting, assignment of duties and communication

#### **OTHER RESPONSIBILITIES**

- Perform other related functions as are assigned from time to time by the Director of Human Resource Management and Administration.

## **PERFORMANCE STANDARDS**

- Key deliverables are produced within agreed timeframes and to required standards
- Documents produced are accurate and complete and comply with relevant policies and regulations
- Systems implemented are effective and efficient.
- Staff members are made aware of relevant policies and procedures in an effective and timely manner
- Assigned staff are properly managed and evaluations completed objectively
- Goods and services procured are adequate having regard to all reasonable considerations
- High level of accountability and integrity is demonstrated

## **REQUIRED COMPETENCIES**

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent organisational and time management skills
- Working knowledge of relevant computer systems and applications
- Sound judgment and ability to use initiative
- Ability to be resourceful and creative in approach to resolving issues
- Ability to multitask, prioritize and work under pressure

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- A Bachelor's Degree in Public Administration or equivalent from a recognized tertiary institution with one to three (1-3) years of experience in a similar position

**OR**

- A Diploma in Public Administration or equivalent from a recognized tertiary institution with four to five (4-5) years experience in a similar position
- Inventory Management would be an asset

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working environment; no adverse working conditions

**Applications accompanied by resume should be submitted no later than  
Friday, April 24, 2026  
to:**

**The Director, Human Resource Management and Development  
Ministry of Industry, Investment & Commerce  
4 St. Lucia Avenue, Kingston 5  
Email: [hrm@miic.gov.jm](mailto:hrm@miic.gov.jm)**

**We appreciate your responses; however only short-listed applicants will be contacted.**