



**Ministry of Industry
Investment & Commerce**

Jamaica's **Business** Ministry

ADVERTISEMENT

OFFICE MANAGEMENT AND GENERAL SERVICES BRANCH

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the position of **Director, Office Management and General Services (GMG/SEG 2/Pay Band 8)** in the Office Management and General Services Branch (**not vacant**).

Salary: **\$4,266,270 per annum**

JOB PURPOSE

Under the supervision of the Principal Director, Corporate Services (GMG/SEG 6), the Director, Office Management and General Services (GMG/SEG 2), plans, directs and manages staff engaged in office management support activities by analyzing, improving, and implementing administrative systems.

STRATEGIC OBJECTIVE

The Director, Office Management and Office Services has overall responsibility to provide support services in the areas of procurement, building and facilities management, and transportation management and the national priority project of the Ministry.

KEY OUTPUTS

Technical Reports prepared and submitted

Assets insured

Annual Budget, Operational, Corporate and Procurement Plans prepared

Bids prepared and Contracts negotiated

Security services procured

Updated inventory

Performance Appraisal Reports prepared and submitted

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Manages and directs staff activities to provide timely administrative services to other departments in the Ministry

- Coordinates and monitors subordinate programs and projects to attain the goals and objectives of the Unit.
- Serves on committees and task forces to provide input and exchange information
- Attends meetings or conferences to obtain or disseminate information regarding issues and programs relating to the Unit's work
- Represents the Unit at government hosted functions to present evidence or information.
- Participates in the corporate and operational planning process of the ministry
- Develops policies and procedures to outline the responsibilities of the Unit's staff
- Tracks time-sensitive events to meet deadlines
- Directs procurement, office management, fleet and transport management, building maintenance, asset management and security tasks and functions.
- Prepares monthly, quarterly, and annual reports as required internally and externally

Technical /Professional Responsibilities

Office Management and Transport

- Ensures the development and implementation of a fleet management policy

Property and Facilities

- Ensures the monitoring of technical teams engaged in the upgrading of existing building and the construction of new office facilities, the servicing and maintenance of equipment ensuring satisfactory completion of projects;
- Ensures the development and the periodical review the Ministry's programme for physical facilities and procurement of goods and services

Procurement

- Analyzes documents tendered by companies for the supply of goods and/or services in consultation with technical experts and prepare recommendation
- Ensures the preparation of Bid Documents for agreed procurement and request quotations according to GOJ guidelines;
- Reviews and oversees contracts, agreements, and/or leases to ensure service is in compliance with the contract and government regulations.

- Monitors and approves the expenditure of funds, both appropriated and non-appropriated, to ensure compliance with proper financial procedures.
- Makes presentation to the Procurement Committee and prepares submission to the Financial Secretary, Government's Contract Committee and the Cabinet.
- Negotiates the terms and condition of proposed service contracts to guarantee value for money.
- Examines and approve payments generated for goods and/or services to ensure that payments fall within the limits of the budgetary allocation.
- Liaises with contractors/suppliers in resolving discrepancies on a timely basis.

Human Resource Responsibilities

- Manages the welfare and development of staff in the section through the implementation of the performance management system;
- Directs/supervises the work of staff and ensures that duties are performed efficiently and effectively.
- Provides leadership to staff through effective object setting delegation and communication;
- Identifies training and development needs of employees and ensures that they are adequately addressed;
- Participates in the recruitment and selection of staff for the department
- Ensures that staff are aware of and adheres to the policies , procedures and guidelines governing the operations of the Ministry and the public service;
- Recommends/administers disciplinary actions in keeping with established human resource policies and guidelines;
- Establishes and maintains systems to foster a culture of service and team work within the department;

- Trains staff in Tender and Contract Management process and other pertinent aspects of the job.

PERFORMANCE STANDARDS

- Reports are prepared according to prescribed standards and within the agreed timeframe;
- Administrative and other related services are provided to Ministry staff within 48 hours of request as per agreed standard.
- 90% participation in external meetings, seminars, conferences and workshops.
- Updated inventory records
- Repaired building, fixtures, furniture and equipment
- Policies and procedures to govern the Unit's work are developed on an ongoing basis in keeping with government guidelines.
- Bid documents are prepared as per government guidelines in a manner that is clear fluent and concise.
- Contracts, leases and agreements are reviewed and monitored to prevent breach in contractual obligations and terms
- Recommendation for staff training is communicated to the HR Unit two (2) weeks prior to commencement of programme.
- Approval for payments, overtime, and specific leave are communicated 24 hours prior to agreed deadline.
- Physical and other resources are provided to Ministry staff in accordance with predetermined standards.
- Professional interaction with members of the Ministry, its agencies and other government agencies in order to build effective relationships.
- Confidentiality is maintained in the execution of duties.

REQUIRED COMPETENCIES

Core	Level	Technical/Functional	Level
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Written communication	3	Planning and organizing	3
Oral communication	3	Financial business acumen	3
Teamwork and cooperation	4	Strategic vision	3
Integrity	4	Analytical thinking	3
Compliance	3	People management	3
Adaptability	3	Managing external relationships	3
Social skills	4		
Initiative	4		
Technical Skills	3		
Interpersonal Skills	4		

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- B.Sc. in Management Studies/Public Administration or equivalent from a recognized tertiary institution;
- Five years' experience in a related field including preparation of Bid/Contract Documents

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

No adverse working conditions, typical work environment

AUTHORITY

Approves leave

Recommends disciplinary action

Negotiate and signs contracts

**Applications accompanied by resume should be submitted no later than
July 7, 2026 to:**

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

**Please note that we thank all for responding, but only short-listed applicants will be
contacted**