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**CIRCULAR No.190**  
**OSC Ref. C.6222<sup>10</sup>**

**2<sup>nd</sup> 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 **Post and Telecommunications Department**:

**Director, Facilities and Property Management (GMG/SEG 4) (Vacant) Pay Band 10 salary range \$5,597,715 - \$7,528,305 per annum.**

**Job Purpose**

The Director, Facilities & Property Management (GMG/SEG 4), is responsible for planning, co-ordinating, overseeing, managing, and directing the operations and activities of all facilities engineering, layout, design, construction, utilities operations, building and equipment maintenance, facility/property protection and security, and associated administrative and supervisory functions for the properties of the Post and Telecommunications Department (PTD). The Director, Facilities & Property Management is also accountable for contracting with and overseeing the activities of various contractors and consultants for the fulfilment of facilities/properties engineering design, installation, operation, maintenance, modification, construction, modernization and protection of physical facilities and equipment, or any other activity for the effective and efficient operation of the PTD and its tenants.

**Key Responsibilities**

***Management and Administrative:***

- Contributes to the development of the Department's Corporate Plan by establishing medium term and annual objectives and targets for the Branch;
- Provides technical advice to the Postmaster General and the Senior Directors.
- Prepares the Branch's Annual Operational, Unit Work Plan and Budget;
- Monitors expenditure against budget and recommends funds transfer and new allocations;
- Updates annually, the PTD's Five (5) Year Strategic Plan for building maintenance for submission to the Ministry of Science, Energy and Technology (MSET);
- Directs the process of contract selection and management, ensuring that the appropriate procedures are adhered to;
- Represents the Department at meetings, conferences and other functions as directed;
- Provides guidance/advice to the Postmaster General, Deputy Postmaster General, Project Managers, Technical Co-ordinators, Regional Director, and Managers.

***Technical/Professional:***

- Directs staff in designing buildings, providing supervision and guidance on technical and financial matters, and ensuring timely completion of building projects;
- Directs the preparation of preliminary and final drawings for renovated or new buildings;
- Monitors the management of large construction projects to ensure that time and cost parameters are maintained by resolving a range of emergency problems; keeping the Postmaster General/CEO informed on the results of key issues;
- Ensures that consultants comply with construction/building/office designs and specifications stipulated in the contract/project document and discusses and decides with the Architect any variations during construction;
- Directs the acquisition of sites for postal or commercial services in accordance with medium and short term development plans;
- Supervises the development of construction costs for major and minor projects as well as standard costs for maintenance, for inclusion in the Ministry's Capital Budget;
- Ensures that requests regarding new constructions are processed and appropriate actions taken;
- Ensures that communication is maintained with the Electrical Engineers, Contractors, Architects (Private and NWA) Quantity Surveyors and Civil Engineers during the construction process;
- Develops, in consultation with the Senior Director, Corporate Services, objectives and procedures for the efficient operation of the Building Repairs and Maintenance Programme;
- Directs the development and implementation of schedules for the maintenance and upgrade of buildings, grounds, furniture, utilities, elevators, machinery, equipment and signage for the Offices;

- Conducts frequent site visits to observe the standard of work being undertaken;
- Monitors target dates and expenditures in relation to work completed to inform reports and Site Meetings;
- Conducts site visits to Post Offices following instances of burglaries/break-ins and makes necessary recommendations for precautions and actions to ensure that the building is secured and repairs effected;
- Ensures the monitoring, tracking and compliance of all PTD Maintenance and Construction Contracts;
- Reviews recommendations for approval of all bids and submissions for plant/facilities contract work;
- Undertakes the solicitation, preparation, and administration of appropriate contracts for all works to be undertaken on the PTD's facilities and properties;
- Co-ordinates with the Legal Officer on all major contracts for engineering work, technical specifications, tenancy agreements and contracts;
- Manages systems and procedures to ensure compliance with the terms and conditions of the PTD's Tenancy Agreements;
- Co-ordinates with Project Teams and Contracting Staff to resolve contractual arrangements and ensures timely invoicing;
- Arranges work for the Janitorial, landscaping, and associated teams employed/contracted to the PTD in collaboration with the Director, Administration;
- Manages the processing of work requests; preparation of project cost estimates; planning and scheduling of work; provision and management of required parts, material, equipment and maintenance of all related labour and equipment records;
- Ensures the preparation of the annual capital and recurrent budgets including costs for the acquisition of property, new construction, embedment of safes and minor building repairs;
- Prepares bidding documentation for procurement of Construction and Engineering services;
- Oversees the preparation of bills of quantities for the renovation of Post Offices to facilitate advertisement and subsequent tender process;
- Liaises with the Principal Finance Officer, MSET to ensure that required funds are available for payment to contractors when new construction is in progress;
- Liaises with the National Works Agency regarding financial statements and final progress reports on the satisfactory completion of the construction; facilitates the clearance of advance to projects;
- Oversees the management of the Department's large portfolio of assets;
- Reviews and prepares Business Plans for each property in the portfolio ensuring it includes clear strategies to maximize value and performance and provides comprehensive feedback;
- Reviews prepared reports on property performance relative to forecasts, asset strategies and investment targets;
- Ensures that vacant properties are occupied with qualified tenants;
- Negotiates on leasing, signing and turnover of all property under the purview of the Department;
- Supports due diligence and underwriting activities for prospective investment decisions.

#### ***Human Resource Management:***

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendations of required training and development programmes;
- Provides leadership to direct reports through effective objective setting, delegation and communication processes;
- Provides guidance to direct reports through coaching, mentoring, and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of direct reports for the Branch;
- Recommends Vacation Leave for direct reports in keeping with established Human Resource policies;
- Recommends/administers disciplinary action in keeping with established Human Resource policies.

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

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision making skills;
- Integrity
- Initiative
- Building Engineering; Design and Construction; Facilities Maintenance.
- Occupational Health & Safety policy, procedure and practices.

- Construction process.
- Project Management skills.
- Negotiation and contract management skills.
- Preparation of bidding documentation for procurement.
- Collecting and analyzing equipment running data for maintenance purposes.
- Computer skills and competent use of Microsoft Office Suite; Microsoft Project; Primavera; PH Stats; Stats Graphic.
- Disaster preparedness methods and principles and requirements.
- GoJ laws governing building contracts and contracting.
- Strategic Plan and its responsibilities with respect to achieving its targets.
- Budgetary systems and procedures, with the ability to monitor and control the maintenance budget effectively.
- Public Procurement planning processes and procedures, with the ability to prepare tender and bidding documents.

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

- MSc in Engineering and Management or other equivalent qualification.
- At least eight (8) years related work experience, at least five (5) of which should be at a senior level in a large construction organization.
- At least five (5) years Project Management experience in related field.
- Professional certification in Occupational Health & Safety.

**OR**

- Bachelors of Science Degree in Estate/Property or Construction Management, Electrical/Mechanical Engineering or related field from any of the above disciplines.
- Ten (10) years related work experience at least five (5) of which must be at a senior level in a large construction enterprise.
- At least five (5) years Project Management experience in related field.
- Professional certification in Occupational Health & Safety.

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

- Work with equipment and specialized software.
- Fast paced environment.
- High degrees of pressure on occasions to meet tight deadlines.
- Exposure to dirt, dust, hot and humid conditions on project sites.
- Frequent intra island travel and extended working hours is required.
- May be required to travel internationally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Monday, 15<sup>th</sup> May, 2023 to:**

**Director, Human Resource Management and Development  
Post and Telecommunications Department  
6 – 10 South Camp Road  
Kingston**

Email: [ceooffice@jamaicapost.gov.jm](mailto:ceooffice@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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