



Ministry of  
Education & Youth

## CAREER OPPORTUNITIES

**JOB TITLE :** OFFICER MANAGER ( GMG/AM 2) - (NOT-VACANT)  
OLD HARBOUR REGIONAL OFFICE, REGION 6

### JOB PURPOSE:

To provide support services in the areas of office management, secretarial and general services to enhance the Regions' capability to carry out its various functions effectively and efficiently.

### REQUIRED EDUCATION AND EXPERIENCE:

- BSc. In Public Administration or Management Studies.
  - Three (3) years related working experience.
- OR
- Any equivalent combination of education and experience.

### REMUNERATION PACKAGE:

\$1,711,060.00 - \$2,301,186.00 per annum: GMG/AM 2 Salary Scale/ Pay Band 4





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Interested persons are invited to submit applications with résumés no later than Tuesday, October 8, 2024 to the address presented below.

Director – Human Resource Management  
Ministry of Education & Youth  
2 National Heroes Circle,  
Kingston 4

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.

**[CLICK HERE TO APPLY](#)**

The job descriptions are attached to this email.

**MINISTRY OF EDUCATION & YOUTH**  
**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Office Manager
<b>JOB GRADE:</b>	GMG/AM2
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Regional Office (Office Management)
<b>REPORTS TO:</b>	Regional Director
<b>MANAGES:</b>	Registrar (PIDG/RIM 3) Typing Pool Supervisor (OPS/SS 3 ) Office Attendants (LMO/TS 1) Driver (LMO/DR 1)

**Job Purpose**

To provide support services in the areas of office management, secretarial and general services to enhance the Regions' capability to carry out its various functions effectively and efficiently.

**Key Outputs**

- Budget prepared and managed.
- Office is suitably maintained.
- Records Management Programme implemented and maintained.
- Inventory of office furniture, equipment and supplies maintained.
- Emergency procedures developed to secure the office, furniture, equipment and records in the event of natural disasters.
- Reports prepared and submitted.

## **Key Responsibility Areas**

### **Management/Administrative Responsibilities**

- Contributes to the preparation of the Corporate Plan for the Region.
- Prepares and manages the budget for the Office Management Section, ensuring that expenditure is kept within approved limits.
- Advises the Regional Director on matters relating to the operations of the Regional Office.
- Prepares and submits performance and other reports to the Regional Director.

### **Technical/Professional Responsibilities**

- Provides and coordinates the office services function for the Regional Office, including records management, secretarial, transportation and janitorial services. Develops and implements mechanisms to monitor delivery of these services.
- Provides and maintains suitable office accommodation for all staff members.
- Monitors the use of the Region's vehicles and ensures that they satisfactorily maintained and in safe custody when not in use.
- Liaises with Unit Heads re the purchase of new office furniture and equipment or to arrange for repairs to be effected.
- Certifies bills for office supplies, utilities and other services and submits for payment.
- Develops a system to safeguard the office, equipment, furniture and records in the event of natural disasters.
- Arranges for the disposal of unserviceable furniture and equipment in accordance with Government's policy.
- Responds to audit queries relating to Office Management.
- Oversees the establishment and maintenance of an inventory system for all office furniture, equipment and supplies.
- Ensures that adequate supplies of stationery, cleaning and other supplies are always available.

### **HR Responsibilities**

- Develops and manages the performance of the Section and its staff, through coaching, mentoring training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance.
- Ensures that staff assignments are clearly defined and communicated to staff.
- Participates in the recruitment and selection of staff and recommends movement, where appropriate.
- Recommends vacation leave and approves sick and departmental leave for staff in the Section and participates in the administration of staff benefits in keeping with established human resource policies.
- Recommends/ administers disciplinary action in keeping with established human resource policies.
- Ensures that staff adheres to the policies and procedures of the Ministry and the Region.
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently.
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations.
- Conducts performance appraisals of staff supervised for required purpose and at required intervals.

#### **Other**

- Performs other related duties as assigned.

#### **Performance Standards**

- The budget is prepared within agreed timeframe and managed effectively.
- Office accommodation is provided in accordance with established standards.
- Office furniture, equipment and supplies are acquired in accordance with Government's Procurement Guidelines.

- A system is developed to secure the office, equipment, furniture and records in the event of natural disasters.
- An effective Records Management that allows for easy retrieval of information is implemented.
- Inventory records are updated, as scheduled.
- Reports are accurate and completed on a timely basis.

**Internal And External Contacts (specify purpose of significant contacts)**

**Within the Ministry of Education**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
All members of staff	Liaison re request for furniture/ equipment.

**Contacts external to the organisation required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Suppliers	To place orders/follow-up on orders for supplies and equipment.
Public Utility Companies	Request for repairs, additional service, etc.
Motor vehicle service providers	To arrange vehicle maintenance.

**Required Competencies**

**Core**

- Ability to communicate effectively orally and in writing and at all levels.
- Good planning and organizing skills.
- Leadership skills.
- Customer relations skills.

**Technical**

- Knowledge of Government's Procurement Policy and Procedure.
- Knowledge of inventory management.
- Knowledge of records management systems.

**Minimum Required Education And Experience**

- BSc. In Public Administration or Management Studies.

- Three (3) years related working experience.

**OR**

- Any equivalent combination of education and experience.

**Authority**

- To certify bills for payment within established limits.

**Specific Conditions Associated With The Job**

- Normal office environment.