

# OFFICE OF THE PRIME MINISTER

## Job Opportunity

The Office of the Prime Minister is inviting applications from suitably qualified persons to fill the post of **Facilities Manager (GMG/SEG 2) (Vacant)** in the Administration and Special Services Division. Salary range \$3,332,803 - \$4,482,249 per annum.

### **Job Summary**

Under the general direction of the Director, Administration and Special Services, the Facilities Manager is responsible for the maintenance and upkeep of the physical facilities and grounds of the Office of the Prime Minister and associated properties.

### **Key Responsibilities**

#### **The duties and responsibilities include, but are not limited to the following:**

- Provides technical advice/guidance to the Permanent Secretary, Directors, Managers and staff on matters relating to facilities and property management;
- Prepares the corporate/operational plans and budget for the Unit and monitors the implementation of these plans and budget;
- Develops/reviews and implements operational systems and procedures to guide the delivery of services by the Administration and Special Services Division and the Property Management Unit to manage emergency situations;
- Provides effective leadership to staff through objective setting, delegating and communicating and guidance through coaching, mentoring and training, providing assistance and support as needed;
- Assists with the preparation of tender documents and the selection of contractors for property management and related projects;
- Oversees all cases relating to insurance claims and follows through to settlement; prepares insurance and other claims in relation to damage building and/or equipment and follow-up with the appropriate organization for settlement;
- Oversees the inspection of all properties and maintenance of common areas as is necessary;
- Monitors, inspects and supervises daily activities related to the maintenance and upkeep of equipment and property under the care of the Facilities Management & Conservation Unit;
- Prepares scope of works and bill of quantities in relation to improvement, construction and maintenance projects/operations;
- Coordinates the execution of construction and refurbishing projects in keeping with Building Code and Master Builders of Jamaica standards/guidelines ensuring adherence and quality assurance;
- Implements and monitors energy conservation initiatives throughout the Ministry and other premises within the span of control;
- Oversees refurbishing exercises for the Office of the Prime Minister (OPM) and the Office of the Cabinet (OC);
- Oversees maintenance of the landscape, grounds and environment of the OPM/OC and Office of the Leader of the Opposition;
- Monitors the maintenance of water storage facilities;
- Provides logistic support in respect of hosting of functions for the Ministry and for the Prime Minister; coordinates the preparation of grounds for special functions;
- Provides support for disaster preparedness and response;

- Liaises with and monitors the work of service contractors in keeping with the terms and conditions of contracts;
- Develops and implements a maintenance/service schedule for office and other equipment (air conditioning unit, stand-by generators etc.) to minimize breakdowns and/or work interruptions;
- Oversees the maintenance of all electrical equipment, air conditioning systems, standby plant, plumbing system, fixtures and fittings and fire extinguishers;
- Responds to complaints/reports concerning maintenance and/or engineering problems and ensures that they are resolved;
- Prepares and implements a disaster management plan for the Ministry and other office locations;
- Manages the Ministry's programme for the security of personnel, property, equipment and buildings, ensuring that appropriate systems are in place and relevant information is communicated to staff;
- Liaises/collaborates with MDAS for the sharing of information and other activities for the effective execution of duties.

#### **Required Knowledge/Skills/Competencies**

- Strong leadership and management skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent time management skills;
- Excellent oral, written communication and presentation skills;
- Networking and relationship-building skills and ability to function as a team player;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Excellent integrity/ethics exercised in the performance of duties;
- Excellent analytical, decision-making and problem-solving skills;
- Ability to read and interpret building plans and bill of quantities;
- Ability to multi-task and prioritize among conflicting demands;
- Knowledge of the operations of Government including procurement guidelines;
- Knowledge of the Ministry's policies and procedures;
- Knowledge of budget preparation;
- Knowledge of Project Planning;
- Knowledge of landscape techniques;
- Sound knowledge of safety regulations and programmes;
- Sound knowledge of engineering works and surveying techniques;
- Sound knowledge of the National Building Code;
- Proficient in relevant software applications - AutoCAD and Microsoft Office Suite (Word, Excel, PowerPoint);
- Competence in designing, interpreting engineering drawings, briefs and diagrams;
- Ability to respond/handle emergency situations in a calm, rational and effective manner.

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

- Undergraduate Degree in Estate Management or Construction Management or Mechanical Engineering or related field from a recognized tertiary institution;
- At least three (3) years' experience in a similar position with at least two (2) years at the middle management level;
- Holder of a Valid General Driver's License;
- Training in GOJ Procurement Guidelines and Contracts would be an asset.

Applications accompanied by résumés should be submitted **no later than Friday, January 27, 2023** to:

Senior Director  
Human Resource Development & Management  
Office of the Prime Minister  
1 Devon Road  
Kingston 10.

Email: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Further details of the post may be obtained from the Office of the Prime Minister's website [www.opm.gov.jm](http://www.opm.gov.jm).

We thank you all for responding, however, only short-listed applicants will be contacted.