

 **CAREER OPPORTUNITIES**

**The Jamaica Anti-Doping Commission (JADCO)** an agency of the Ministry of Culture, Gender, Entertainment and Sport (MCGES) invite applications from suitably qualified persons to fill the position of **Office Manager (GMG/SEG 1)**, in the Human Resource Management and Administration Division.

**Job Purpose**

Under the general direction of the Director, Human Resource Management & Administration, the incumbent is responsible for ensuring the efficient operations of the administrative support functions of the Agency formulating and implementing effective overarching policies and procedures regarding Office Services and Management, Transport, Property and fleet Management based on Government principles, regulations and internal standard operating procedures.

**KEY RESPONSIBILITIES:**

***Management / Administrative***

* Analyzes internal processes with a view to ensure efficiency and compliance with GoJ/Agency policy guidelines including Financial Administration and Audit (FAA) Act Occupation/Health and Safety guidelines, distribution and disposal of assets, as well as Traffic and Statutory Laws as it relates to fleet operations.
* Monitors the implementation of systems, policies and procedures for the maintenance of physical facilities, vehicles and equipment across the Agency’s operations.
* Controls expenditure within budget on contracts of service for equipment, building maintenance and construction, electrical and mechanical systems.
* Directs the implementation of systems for preventative maintenance of vehicles, equipment and machinery.
* Provides direct project management oversight for construction/renovation projects.
* Keep staff abreast of adjustments and new developments in respect of policies procedures, strategies, service standard requirements and other pertinent matters impacting their contribution towards the Agency’s goals, productivity and personal/staff and customer satisfaction.
* Provides advice to the Executive Director, other Directors and Managers on Procurement Policies and Procedures.
* Participates in the Operational Plan and work programmes.
* Advises the Management of supplier’s reliability/suitability and performance.
* Attends meetings of Procurement Committee.
* Represents the Commission at Conferences, Workshops and Seminars.
* Monitors and ensures that effective and up to date procurement records are maintained.
* Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines.
* Monitors and maintains an inventory listing of all equipment brought within the Commission.
* Acts as Purchasing Agent on behalf of the Commission.
* Prepares/reviews policies and procedures for the Commission.
* Evaluates the performances of the procurement process along with Head of the Division and Committee members.

***Office Management***

* Manages the operations of the office and facilities.
* Liaises with Heads of Divisions to ensure that appropriate administrative support systems are in place and that physical office facilities are adequate for the needs of staff.
* Liaises with Directors to assist with all logistic arrangements for events.
* Assists with the planning and organizing of all events.
* Manages the Commission’s catering needs.
* Ensures that the offices are opened and closed at the requisite times.
* Ensures the daily cleaning and routine maintenance of office facilities.
* Monitors and maintains minimum stock level of stores with stationery, office and other supplies required by the Divisions in accordance with best practices.
* Ensures that an up-to-date schedule of asset is maintained and inventory records are kept current for relevant divisions.
* Maintains an effective inventory management and control system for furniture, office supplies and equipment.
* Maintain the fixed assets inventory of the Commission.
* Prepares submission to the Board of Survey Department regarding the treatment of outdated /unserviceable motor vehicle, furniture and equipment.
* Prepares travel and hotel arrangements for staff and or invited guests.
* Support and implements energy conservation initiatives.

***Property Management***

* Selects and monitors service providers for repairs to facilities and ensures that minor facility repairs (Plumbing, air, conditioning, electrical etc.,) are conducted efficiently and effectively.
* Monitors Building/Access control system and effect changes in collaboration with the Director, HRMA.
* Communicates regularly with the property owners of the building on matters relating to the maintenance of the building and grounds.
* Coordinates the Commission’s disaster preparedness Programme to ensure that the physical facilities, furniture, equipment and official document are safeguarded and protected from damage in the event of a disaster.

***Security***

* Manages the Commission’s security program. Prepares security updates/manual to guide staff on the security procedures of the Commission.
* Liaises with Security Company on matters regarding the security of the building and fleet.
* Produces periodic and ad-hoc reports of high quality for every incident, security threat and vulnerability reported or identified.
* Provides technical advice in support of the Agency’s security policy, strategy, guidelines, standards and best practices.
* Develops and implements Standard Operating Procedure (SOPs) for handling future types of security incidents that could threaten the Agency’s operations.
* Ensures that access control and CCTV Systems are installed and monitored as well as an identification cards system is acquired and managed.
* Ensures that the relevant safety and security reports are prepared.
* Coordinates the security/risk assessments and ensures that exercises are conducted to test the resilience of the infrastructure/ office and operations to compromise.
* Ensures the development of training modules and technical documentation relating to security.
* Ensures the design and execution of threat and vulnerability assessments, through security audits, investigations and surveys and the preparation of reports on mitigating strategies.

***Fleet Management***

* Manages the Commission’s Fleet operations in accordance with the GoJ Motor vehicle policy.
* Ensures that all fleet vehicles are compliant with all legal, regulatory and contractual requirements and where necessary escalating any identified issues and recommends resolution.
* Develops and implements a proactive, planned and structured approach to the maintenance of fleet vehicles, keeping within the designated budget and ensuring all vehicles used are fit for purpose.
* Keeps up to date database for vehicle inventory and operational cost.
* Maintains records, which includes keeping updated records concerning maintenance, payment for servicing vehicle and expenditures of fuel acquisition.
* Coordinates the daily use and deployment of vehicles assigned to the Commission.
* Ensures Drivers log book are kept current and are signed daily and log sheet submitted weekly.
* Monitors the utilization of petrol and submits fortnightly reconciliation reports or when required.
* Prepares weekly vehicle itineraries and overtime schedules and submit to the Director, HRMA.
* Liaises with the dealers for the repairs and routine servicing of vehicles.
* Conducts orientation in the guidelines, laws and regulations for operation of assigned vehicles, ensures that designated driver signs and maintains the log of custody of vehicle and Fuel Advanced Card according to GOJ guidelines.
* Responds to requests and issues related to transport services in a timely manner.
* Ensures that approved vehicle operators receive regular refresher training in defensive driving and policies regulating use of the vehicle.
* Monitors, the Vehicle Tracking System, recommend adjustments as necessary to the reporting templates.
* Visits accident sites and collates accident reports and keeps records/history of drivers and accidents.
* Maintains duty rosters of drivers to support pick-up and drop-off.
* Provides support for the delivery of mail all mails and stationery leaving the organisation.
* Submits comprehensive monthly reports to the Director, HRMA.
* Perform any other duties delegated from time to time

***Human Resource Responsibilities***

* Monitors and evaluates the performances of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals.
* Participates in the recruitment of staff for the Divisional/Unit and recommends transfer, promotions, termination and leave in accordance with established Human Resource policies and procedures.
* Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, monitoring and coaching.
* Ensures the welfare and development needs of staff in the Division/Unit are clearly identified and addressed.
* Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division’s and organizations goals.

**special conditions associated with the job**

* Required to travel island wide.
* May be required to work after working hours and weekends to meet deadlines.
* Pressured working conditions with critical deadlines.
* May be required to do some amount of lifting, bending, stooping and walking.
* May be exposed to some amount of dust.

**Required knowledge, skills and competencies**

***Core***

* Sound command of the English Language and the ability to communicate effectively, both orally and in writing.
* Excellent leadership and interpersonal skills.
* Good customer relations skills.
* Well-developed problem solving and negotiation skills.
* High level of confidentiality.
* Excellent Time Management skills.
* Sound judgment and integrity.
* Team player with the ability to work on own initiative.
* Ability to manage multiple projects/tasks.
* Ability to plan, organize and coordinate the work of others.
* Ability to communicate effectively both orally and in writing.

***Technical***

* Sound knowledge of the Government’s Public Procurement Act and Regulations.
* Sound knowledge of the Financial Administration and Audit Act.
* Sound knowledge of Supplies Management.
* Sound knowledge of Inventory Management.
* Basic knowledge of Facility Management.
* Supervisory Management is an asset.
* Working knowledge of GOJ Transport Policy and Procedures.
* Proficiency in Microsoft Office software and other computer applications.
* Basic knowledge of motor vehicle mechanics, maintenance and fleet management.

**Minimum Required Qualifications and Experience**

* First Degree in Business Administration/Management Studies/Public Administration or Equivalent Degree from a recognized tertiary institution.
* Training in Supervisory Management.
* Training in Procurement Management would be an asset.
* Training in Supplies Management would be an asset.
* Three (3) years’ experience in related field, preferably at a management level.

Applications accompanied by resumes should be submitted **NO LATER THAN**

**March 7, 2025** addressed to:

**Executive Director**

**Jamaica Anti-Doping Commission**

**1 Ballater Avenue**

**Kingston 10**

**Email: execdirector****@jadco.gov.jm**

Further details of the post may be obtained from the HRMA Division and the Website of the Jamaica Anti-Doping Commission [**https://jadco.gov.jm/about-us/careers/**](https://jadco.gov.jm/about-us/careers/)).

We thank all for responding, however only shortlisted applicants will be contacted.