



Ministry of National Security

Applications are invited from suitably qualified candidates to fill the post of:

**ADMINISTRATIVE MANAGER (GMG/SEG 1)
INSTITUTE OF FORENSIC SCIENCE & LEGAL MEDICINE**

**SALARY SCALE: \$1,444,929.00– \$1,716,809.00 PER ANNUM
AND ANY ALLOWANCE(S) ATTACHED TO THE POST.**

JOB PURPOSE:

Under the supervision of the Director, Human Resource Management and Administration the Administrative Manager is responsible for developing and implementing appropriate mechanisms to ensure effective office systems and equipment, efficient procurement and supply of office services and materials and the maintenance of ergonomically sound and safe work settings in accordance with established standards and regulation and in support of the Institute's goals and objectives.

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

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibility Areas

- Plans, directs and manages the procurement functions and activities within the Institute;
- Prepare Cabinet Submissions for contracts over \$30 million and submit to the Executive Director for review;
- Prepares, interprets and evaluate Contract documents;
- Directs and manages the processing of Tenders which involves advertising Tenders, Bid Evaluation and Recommendation;
- Interprets and implements Purchasing Policy and advises on problems encountered;
- Interprets contract provisions and reviews contracts for accuracy and changes prior to bid and renewal;
- Provides technical advice to the Executive Director and other stakeholders on Procurement matters.

Managerial/Administrative Responsibility Areas

- Formulates overarching policies and procedures regarding office management, transport, security management, property management and procurement based on Government principles and regulations;
- Oversees the development of the Procurement Plan for the Institute;
- Oversees the procurement of goods, supplies and equipment in accordance with government policies and procedures in order to meet organization needs through the most cost effective means;
- Reviews purchase order claims and contracts for conformance to government guidelines and policies;
- Oversees the provision of adequate stores of office material and supplies and monitors to ensure maintenance of efficient systems for the request and supply materials and adherence to internal control measures;
- Develops a Disaster Recovery Plan for equipment and furniture for the Institute;
- Coordinates and ensures proper inspection of properties within the Institute;
- Ensures the proper functioning of office systems and equipment. Ensures scheduled servicing and repairs of vehicles and other assets;
- Coordinates the procurement of office services and supplies. Generates appropriate paperwork, ensures orders are consistent with specifications, that deliveries are on time and invoices are honoured promptly;

- Manages the facilities management, transport systems, security and property management of the Institute;
- Liaises with services providers, Ministry of Finance and other stakeholders for the provision of goods and relevant reports respectively;
- Develops/facilitates the development of guidelines, policies and standards for the transportation, security, procurement, property management and asset management portfolio of the Institute;
- Manages the inventory of stocks and assets within the Institute;
- Prepares Quarterly Contracts Awards (QCA) Reports and submits to the Office of the Contractor General;
- Maintains liaison with suppliers of goods and services;
- Reviews submissions for Procurement Committee;
- Prepares and submits Contract Reports to National Contracts Commissions;
- Ensures the arrangement Procurement Committee meetings;
- Represent the Institute on Procurement related matters that falls within the purview of the Unit;
- Chairs the Energy Conservation Committee;
- Sensitizes Staff on Energy Saving measures;

Human Resource Responsibility Areas

- Provides supervision to staff in the Unit
- Recommends the grant of vacation, sick and other types of leave
- Recommends disciplinary action for staff
- Reviews and submits PMAS documentation (Work Plans and Performance Reviews) for direct reports

Financial Responsibility Areas

- Prepares and manages the Annual budget for the Unit
- Purchases Capital Goods for the Institute as directed

OTHER

Performs other related duties as assigned

PERFORMANCE STANDARDS

- Policies and Procedures adhered to in accordance with Government of Jamaica Procurement standards
- Expeditious delivery of goods and services
- Accurate Technical Advice is timely and is in keeping with Policies and Guidelines
- Budget and Reports prepared and submitted on a timely basis and in prescribed formats
- Cabinet Submissions prepared as directed and submitted to the Executive Director in a timely manner
- Supervision of staff adequately done
- Inventory of stocks and assets managed and updated on a timely basis
- Staff sensitization is effective and timely
- Completed PMAS Documents (Work Plans and Performance Reviews) submitted in a timely manner and in accordance with established formats

REQUIRED COMPETENCIES

- Working knowledge of computer applications
- Excellent communication skills
- Good report writing skills
- Knowledge of FAA Act, Staff Orders, Government Procurement Procedures
Knowledge of Office Management, principles and Procedures

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be exposure to hazardous chemical and/or situation
- Position entails working long hours and weekends occasionally and routine physical inspection of assets
- Some travelling required

SPECIALIZED TRAINING

- Training in Budget Preparation and Supervisory Management

MINIMUM QUALIFICATION AND EXPERIENCE

- Bachelor of Science in Management Studies/Public or Business Administration/Social Sciences
- Two (2) years working experience in Office Services, Procurement and Transportation Management

Interested persons should forward their application and résumé **NO LATER THAN Friday, December 14, 2018** to the:-

**Director Human Resource Management & Administration
Institute of Forensic Science & Legal Medicine
2½ Hope Boulevard
Kingston 6
Email: vacanciesfslab@gmail.com**

Please note that we thank all for responding but only shortlisted applicants will be contacted.