



Jamaica Defence Force (Civilian)

CAREER OPPORTUNITY

We invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following civilian posts in the **Jamaica Combined Cadet Force (JCCF)**:

1. **Research and Development Officer (GMG/SEG 1), (1 Position Vacant)** – Salary Range Presently \$3,094,839 - \$4,162,214: **Salary Range Effective April 1, 2024** \$3,501,526 - \$4,709,163 per annum and any allowance(s) attached to the post.
2. **Public Procurement Administrator (GMG/AM 2), (Vacant)** – Salary Range Presently \$1,550,136 - \$2,084,761: **Salary Range Effective April 1, 2024** \$1,711,060 - \$2,301,186 per annum and any allowance(s) attached to the post.
3. **Training Officer (GMG/AM 4) 4 positions (Vacant)** – Salary Range Presently \$2,478,125 - \$3,332,803: **Salary Range Effective April 1, 2024** \$2,803,771 - \$3,770,761 per annum and any allowance(s) attached to the post.
4. **Technical Support Assistant (MIS/IT 3), (Vacant)** – Salary Range Presently \$1,984,305 - \$2,668,670: **Salary Range Effective April 1, 2024** \$2,190,302 - \$2,945,712 per annum and any allowance(s) attached to the post.
5. **Secretary 2 (OPS/SS 2), (Vacant) 1 position** – Salary Range Presently \$1,272,269 - \$1,711,060: **Salary Range Effective April 1, 2024** \$1,439,455 - \$1,935,907 per annum and any allowance(s) attached to the post.
6. **Logistics and Stores Manager (GMG/SEG 1), (Vacant)** – Salary Range Presently \$3,094,839 - \$4,162,214: **Salary Range Effective April 1, 2024** \$3,501,526 - \$4,709,163 per annum and any allowance(s) attached to the post.

1. Research and Development Officer (GMG/SEG 1)

Under the supervision of the Manager, Training and Development, the Research and Development Officer is responsible for research, planning and development of new programmes and initiatives.

KEY OUTPUTS

- Nature of research to be carried out identified.
- Research and development objectives defined and refined.
- Questionnaires and other data gathering instruments developed.
- Appropriate strategies/methodologies to design and manage research and development projects developed.
- Research techniques applied.
- Information/data gathered.
- Data analyzed, evaluated and interpreted.
- Research –based briefings and advice given

KEY RESPONSIBILITIES

- Research projects to ensure their feasibility and sustainability.
- Reviews and analyses data to inform decision making.
- Supports and collaborates with Manager Programmes and Initiatives in environmental scanning, promoting and targeting funding opportunities.
- Uses appropriate and creative methods to design and manage research projects.
- Applies a variety of research techniques to gather relevant information, including document analysis, surveys, case studies and interviews.
- Develops test theories.
- Prepares reports, identifies and provides advice about possible strategies.
- Assists in the daily operations that support and implement current programme objectives.
- Assists in the identification of risks associated with the various programmes and initiatives.
- Analyses programme results and presents findings to management.

Other Responsibilities

- Perform other related duties that may from time to time be assigned.

PERFORMANCE STANDARDS

- Key deliverables are produced within agreed timeframes and to required standards
- Reliable and timely provision of evidence-based data
- Established deadlines, targets and quality standards are consistently met
- Confidentiality and integrity exercised
- Reports are accurate and timely

AUTHORITY

- Provide recommendations/advice based on evidence-based data

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Administration, Management Studies, Public Administration, or equivalent qualifications
- Three (3) years related experience
- Experience in a military/paramilitary organization would be a distinct asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to occasionally work outside of normal working hours
- May be required to travel island wide

2. Public Procurement Administrator (GMG/AM 2)

The Public Procurement Administrator, under the general supervision of the Logistic and Stores Manager, is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the organisation. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

KEY OUTPUTS

- Tender documents prepared and posted
- Bids evaluated
- Requisitions/Purchase orders authorized
- Goods and services procured
- Reports produced
- Inventory levels maintained
- Plans and budgets prepared

KEY RESPONSIBILITIES

- Prepares tender notices and advertisements.
- Prepares RFQ for goods, general services and minor works.
- Obtains quotations/tenders from appropriately qualified suppliers.
- Represents the Logistics, Stores and Assets Unit at Tender opening and closing exercises as Tender Officer.
- Maintains procurement records in good order to facilitate audit and other reviews.
- Prepares Quarterly Contracts Award report to be submitted to The Contractor General's office (QCA Report).
- Maintains a data base of all bonds and insurances.
- Has responsibility for the safe keeping and return of all relevant documents.

Procurement Process Management

- Prepares and reviews technical specifications in collaboration with stakeholders, refining terms of reference (TOR);
Assists with negotiations with suppliers/contractors to obtain best prices and value.
- Prepares request for proposals (REP) and bidding documents.
- Reviews and evaluates proposals and bids received and assisting with the process of engaging consultants and suppliers.
- Prepares and reviews TORs and bidding documents for all required procurement activities.
- Liaises with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget.
- Manages the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures.
- Maintains procurement filing system in a systematic manner.
- Receives, compiles and processes purchase requisition forms for all departments for the procurement of goods.

Vendor Management

- Maintains list of vendors and contractors supplying various items and services.
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed.
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery time etc.) and communicate results internally and externally as necessary.
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examines the condition of materials and recommends invoices for payment.
- Maintains procurement records such as items or services purchased costs, delivery, product quality or performance inventories, compiling data on these for internal monthly reports.

Procurement Reporting

- Monitors and reports the procurement implementation status and progress as required.
- Follows up with relevant government agencies to obtain the approval of proposed contracts awards.
- Prepares reports of and for procurement meetings.
- Advises on the reliability and performance of suppliers.

OTHER RESPONSIBILITIES

- Perform other related duties that may from time to time be assigned.

PERFORMANCE STANDARDS

- Goods and services procured in accordance with quality requirements and financial guidelines/regulations
- Procurement of goods and services carried out in accordance with Government Procurement Guidelines
- Procurement of goods and services conducted in a timely manner for all camps to be executed smoothly
- Stock levels of goods are maintained in accordance with established procedures
- Approval of proposed contracts awarded in a timely manner
- Data base is current at all times
- Accurate record keeping
- Accurate reports are generated and submitted within agreed timeframe
- Bid documents prepared in accordance with specifications
- Tendering opening conducted in accordance with established standards

AUTHORITY

- Supervises the Records Officer

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's Degree from a recognized university in Management Studies/Public Administration, Business Administration, Public Sector Management, Economics or in a closely related field.
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 at MIND
- Three (3) years' experience in related field **OR**

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 at MIND
- Three (3) years' experience in related field

OR

- Diploma in Business Administration, Accounting or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 at MIND
- Five (5) years' experience in related field

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to occasionally work outside of normal working hours to include the weekend
- Visit suppliers to determine the quality of goods to be procured

3. Training Officer (GMG/AM 4) – (4 Positions) Vacant

The Training Officer is responsible for participating in the planning, developing and implementation of training courses for the JCCF.

KEY RESPONSIBILITIES

To participate in the planning, development and implementation of training courses for the JCCF:

- Selects subject material and course outlines and confers JCCF Officers on the details of training programmes;
- Analyses objectives of the Cadet Units to determine and address existing situations that might cause changes in training requirements;
- Writes reports detailing training methods and techniques to be used in courses for the perusal of the Adjutant Training Officer;
- Develops and circulates training schedules;
- Assists with the planning and coordination of local training events and conferences
- Conducts training courses and conferences at Cadet Units;
- Prepares training manuals, test papers and conducts testing for Officers/Cadets Island wide;

To build and maintain effective working relationships with Schools and Public Organizations island wide by providing and disseminating information in keeping with the mandate of the Cadet Force:

- Explains the meaning and application of the rules and regulations of the JCCF through interviews or other means such as lectures and circular letters;
- Visits Cadet Units to conduct Inspections and to address concerns of performance, attitude and discipline;
- Reviews training objectives and strategies made by the Officers of various Units and determines their feasibility;
- Prepares letters, issues circulars and directives, and provides face to face and telephone discussions;
- Interviews and counsels Cadets;
- Establishes and maintains effective working relationships with Schools, Colleges, Private and Public Organizations Island wide;
- Initiates and arranges meetings with Principals, Teachers and Officers to obtain their co-operation and assistance;
- Addresses meetings and explains the activities of the JCCF;

- Represents the JCCF at Meetings, Seminars and Conferences local and overseas;
- Represents the JCCF at Special Olympics, Disaster Preparedness and any other civic committee

To undertake ongoing research of the training needs of the JCCF to enhance performance and ensure inclusion of latest developments:

- Undertakes research of training needs of the JCCF and keeps abreast of the latest developments in training;
- Liaises with Cadet Force Officers with a view to determine their training needs;
- Modifies existing courses for improving course delivery and content;
- Examines innovations and techniques in training and assesses their relevance for improving existing course content;
- Confers with JDF Officers and stakeholders from the Private and Public Sectors on technical aspects of Band, Air, Sea and Infantry training;
- Gleans training data and information;
- Examines publications, periodicals and bulletin;
- Attends and participates in camps, courses locally and overseas;
- Prepares reports and briefs outlining training needs of the various Units and submits to the Adjutant Training Officer.

To manage the Commissioning of Potential Officers of the Jamaica Combined Cadet Force in accordance with the JCCF's standards:

- Prepares list of applicants for commission;
- Organizes Commission Boards on the directive of the Adjutant Training Officer
- Ensures Potential Officers are vetted before being commissioned;
- Prepares list and Autobiography in respect of successful applicants to the Ministry of National Security;
- Prepares Parchment for successful applicants for commission in the JCCF and submits to Adjutant Training Officer for the signature of the Governor General.

To coordinate the Award Programme in respect of the Duke of Edinburgh Officer:

- Advises the Adjutant Training Officer on all matters relating to the Award;
- Ensures new leaders are trained and existing leaders kept up to date with change in the conditions;
- Arranges for the supply of badges and certificates and promotional material;
- Keeps records of participants;
- Vets completed Record Book prior to signature of the completion certificate;
- Arranges for the completion certificate in the Record Book to be signed at the appropriate level;
- Arranges suitable events for the presentation of awards;
- Provides advice and assistance to Battalion Commanders on the day-to-day running of the award;

OTHER RESPONSIBILITIES:

- Performs other related functions assigned.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- Telephone techniques skills
- Thorough and accuracy in undertaking tasks.
- Confidentiality
- Microsoft Office Suite
- Training/Instructor Skills
- Able to work with little or no supervision
- Planning and organizing skills
- Able to adapt to a military/para-military culture

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Social Sciences or equivalent qualification from a recognized tertiary institution;
- A minimum of three (3) years working experience in a similar capacity;
- Experience in a military/paramilitary organization would be a distinct asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Normal working environment;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Required to travel island wide;
- Office located some distance from the main entrance;
- Maybe subjected to search based on JDF's rule;
- Work in fields occasionally or working in thick vegetation occasionally.
- may be required to be away from home for extended periods
- Required to work closely with the JDF, JCF, JFB and DCS

4. Technical Support Assistant (MIS/IT 3)

Under the supervision of the Logistics and Stores Manager, the Technical Support Assistant is responsible to provide the technical computer support that will allow users within the JCCF to carry out their functions more efficiently.

KEY OUTPUTS

- Optimized workstations
- Software applications installed
- Security on the workstations established
- Defective hardware components replaced
- Virus attacks reduced
- Up to Date Quarterly Inventory Listing
- Technical problems resolved.

KEY RESPONSIBILITIES

1. To provide technical support for all areas of end user computing
2. Optimize workstation performance by:
 - Monitoring workstations and modifying configurations geared to improving machine performance.
 - Diagnosing, analyzing and resolving problems.

- Analyzing help desk logs and making recommendation to improve the performance of workstations (e.g., replacing hard disks, adding memory, etc)
- Assist in machine connectivity and communication between computers
- Ensure that all computers have access to the intranet and email and are functioning properly. Ensure that authorized users have access to the internet and that the connection is not being abused
- Ensure that all machines are on the network and that the connection is working properly. If it is not, resolves the problem.
- Assist in ensuring that users can effectively access required network data
- Ensure that users can access network resource available on local Servers
- Assist in providing training for users by:
 - Reviewing problems encountered by users in using PCs, printers or applications.
 - Defining user-training requirements.
 - Determining course participants.
 - Preparing course material and handouts.
 - Conducting or facilitating the delivery of user training.

To continue to upgrade and expand existing hardware/software to accommodate the growing data processing and information needs of the ministry.

- Perform and supervise the installation of computers and peripherals by:
- Monitoring all activities concerning the deploying of computer equipment (PCs, printers, scanners, etc.) to Divisions/Units.
- Performing device installation and testing activities.
- Participate in the maintenance of computer environment by:
- Performing routine preventative maintenance on computer equipment, for e.g., PCs, printers, scanners, etc.
- Trouble shooting complex faults.
- Effecting certain device repairs.
- Testing returned equipment to ensure that repairs were properly done.
- Assist in providing a secured and reliable computer environment by:
- Resolving complex hardware (workstations, printers, scanners), software and application malfunctions.
- Installing software on workstations.
- Answering queries related to hardware and system security.
- Performing anti-virus protection activities.

To provide sufficient operational capability to achieve acceptable response time especially during peak period and minimize downtime to an acceptable level

- Assist in the monitoring and logging of the movement of computer hardware by:
 - Maintaining an inventory by room of equipment on assigned block(s).
 - Conducting quarterly inventory audit and updating log if required.
- Keep abreast of trends and developments in information technology.

OTHER RESPONSIBILITIES

- Perform other related duties that may from time to time be assigned.

PERFORMANCE STANDARDS

- Percentage reduction in user complaints,
- Percentage increase in the number of requests processed,
- Percentage effective resolution of hardware/software related problems
- Level of satisfaction of users.

AUTHORITY

- Make recommendation regarding security and upgrading of workstations, or acquiring new ones
- Make recommendations regarding the training of junior staff members
- Make recommendations regarding the training of end-users

MINIMUM EDUCATION AND EXPERIENCE:

- Diploma in Computer Science or its equivalent from a recognized tertiary institution
 - Two (2) to three (3) years' experience in computer networks and systems maintenance
- OR**
- Secondary Level education with a minimum four (4) CXC or GCE O' Level subjects including Mathematics and English
 - Three (3) to four (4) years' experience in related field
 - Proven ability to communicate effectively in written and oral form
 - A+, Linux+ or Cisco Certified Network Associate accreditation will be an asset

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to occasionally work outside of normal working hours
- Required to travel island wide

5. **Secretary 2 (OPS/SS 2)**

Under the direct supervision of the Director, Jamaica Combined Cadet Force, the incumbent is to provide support the operations of the Division by providing efficient and effective secretarial and administrative support services to the Head of Division and customers.

KEY OUTPUTS

- Polite and knowledgeable customer service provided
- Documents produced and records and filing system maintained
- Diary maintained and meetings and appointments arranged
- Office equipment and supplies managed and maintained for the office of the Director

KEY RESPONSIBILITIES

- Maintains basic knowledge of the operations of the Director's Office.
- Advises callers with whom to communicate in the regarding specific issues.
- Advises callers of the Director's availability and take messages in his absence or unavailability.
- Replies to routine queries arriving at the Director's Office and directing other queries to the relevant official.
- Interviews visitors and callers to determine the nature of their enquiry and refers persons to the proper authority.
- Deals with complaints and requests.
- Issues routine information regarding technical, administrative and/or departmental matters.
- Disseminates information to internal and external parties.
- Composes letters and memoranda from general instructions.
- Answers routine correspondence.
- Establishes and maintains a system for the control and safe keeping of classified, secret and confidential documents and reports.
- Types all necessary correspondence for dispatch.
- Compose letters and memos based on general instructions.
- Record all mail/ files received and dispatched.
- Arrange for the printing, photocopying, binding, dispatch etc of documents produced.

- Design and maintain an effective general filing system.
- Reviews, proofreads, and edits documents prepared.
- Maintain the diary of the Director.
- Schedules appointments and briefs the Director on the matter before confirming meeting.
- Arrange meetings and ensures that recordings of the proceedings are done.
- Take minutes at meetings where directed to do so and circulating them as required.
- Collates and coordinates the bi-weekly work schedules for Unit Head's meeting Makes local and international travel arrangements, prepares itineraries and maintains all travel records.
- Office equipment and supplies managed and maintained.
- Manage the Offices physical resources, such as printers, computers, phones etc. and arrange for the prompt repair or replacement of faulty equipment.
- Order and secure stationery and other supplies for the Director's Office.

OTHER RESPONSIBILITIES

- Perform other related duties that may from time to time be assigned.

PERFORMANCE STANDARDS

- Level of customer satisfaction with service provided (internal and external)
- Timeliness of production of documents
- Number of instances of documents filed inaccurately
- Percentage (%) of the time that files are produced upon request
- Number of instances of stock-outs of office supplies

AUTHORITY

- To provide information to customers and callers
- To recommend repairs/replacement of machinery and equipment
- To order stationery and supplies

MINIMUM EDUCATION AND EXPERIENCE

- CXC/GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute and shorthand at 8 -100 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND).

OR

- Graduate of an accredited Secretarial School with proficiency in typewriting at speed of 40-45 words per minute and shorthand at a speed of 80- 100 word per minute, training in word processing applications and English Language at CXC or GCE O' Level.

6. Logistics and Stores Manager (GMG/SEG 1)

Under the supervision of the Director, Finance and Administration, the Logistics and Stores Manager is responsible for organizing and maintaining all JCCF operations and stores. The Manager is also responsible for the day to day operations of the inventory team and ensuring the workflow and supervision of the team is effective and obstacles to the process are cleared.

KEY OUTPUTS

- Stores records are maintained
- Stores request forms created and implemented
- Logistics of all activities with the JCCF developed and executed
- Transportation needs for the JCCF planned and executed
- Training policies and guidelines developed
- Annual training needs analysis conducted, and training plan produced
- Training and development programmes formulated delivered, and monitored
- Training modules produced and implemented
- Post training impact evaluations conducted for all training programmes
- Section and staff managed and ongoing monitoring provided

KEY RESPONSIBILITIES

- Plans and manages logistics, stores and transportation activities.
- Directs, optimizes and coordinates full order cycle.
- Liaises and negotiates with suppliers, manufacturers, retailers, and customers.
- Keeps track of quality, quantity, stock levels and delivery times, transport costs and efficiency.
- Plan vehicle routes.
- Processes requests.
- Supply all JCCF camps/training with the necessary supplies as requested/needed.
- Arranges and plans out stores, catalogue goods and process deliveries.
- Resolves complaints or problems that arises.
- Maintains metrics and analyses data to assess performance and implement improvements.
- Complies with laws, regulations and Occupational Health and Safety Act
- Implements health and safety procedures.
- Recommends continuous improvement to operations.
- Collaborates with various departments to realize efficiencies and manage expectations.
- Prepares and manages budget.
- Prepares monthly, quarterly and annual reports.

HUMAN RESOURCES RESPONSIBILITIES

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes
- Provides leadership to staff through effective setting, delegation and communication
- Provides guidance to staff through coaching, mentoring, training and providing assistance and support as needed
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the division
- Completes performance evaluation
- Prepares individual work-plan
- Aids direct reports in preparing work-plans

OTHER RESPONSIBILITIES

- Perform other related duties that may from time to time be assigned.

PERFORMANCE STANDARDS

- Movement, distribution and storage of goods done in keeping with established guidelines and procedures
- Order cycle developed and implemented in keeping with established guidelines

- Procurement procedures are adhered to in keeping with Government procurement guidelines
- All JCCF assets accounted for and proper documentation maintained
- Requests are processed in keeping with established time frames
- Budget prepared in keeping with established guidelines
- Reports prepared and submitted in keeping with established time frames
- Health and Safety procedures implemented in keeping with the OSHA

AUTHORITY

- Accountable for the security of the goods in the store
- Approves the procurement of goods and services
- Provide recommendations on Human Resource and policy matters relating to the Section.
- Recommends budgetary requirement for the Section
- Recommends the expenditure from the approved budgetary allocation of the Section

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Administration, Supply Chain Management, Logistics Public Administration, or equivalent qualifications
- Training in GOJ Public Procurement Guidelines would be an asset
- Three (3) years related experience, two (2) of which should be in a supervisory capacity.
- Experience in a military/paramilitary organization would be a distinct asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to occasionally work outside of normal working hours to include weekends
- May be required to travel island wide

Interested persons should forward their applications and résumés via email **ONLY** to jobopps.jdfciv@mns.gov.jm **NO LATER THAN Tuesday, April 23, 2024 to:**

**Director, Human Resource Management & Administration
Human Resource Management & Administration (Civilian) Section
Jamaica Defence Force
Up Park Camp
Kingston 5**

We appreciate your interest in this advertisement; unfortunately, only shortlisted candidates will be contacted.