



We invite all suitably qualified candidates to apply for the post of **Manager, Administration & Office Services (GMG/SEG 1) (\$3,501,526 - \$4,709,163 per annum)**.

Job Purpose

For Authority staff, to provide a high-quality physical work environment supported by the provision of services that meet Authority standards.

Strategic Focus

- To provide workplace office accommodation and facilities, that are provisioned to meet the needs of internal customers, and that meet OSHA standards in a cost-effective manner.
- To provide Office Services to Authority Branches and Units to support staff in the effective and efficient discharge of their core functions.
- To institutionalise a culture of workplace safety for occupants of the Authority's buildings and facilities.
- To support the development of a strong and capable organization.
- Support in the establishment of the processes and the acceptance of products and services of the Authority to ensure its alignment with the Quality Management Systems Policy.

Qualifications & Experience

- Undergraduate degree or equivalent qualification in Business Administration, Management Studies, Logistics or equivalent qualification
- A minimum of five (5) years of experience in administration, facilities management, or a related field
- Sound experience in contract administration and managing capital projects.
- Experience in dealing with matters of a confidential nature.
- Previous experience of working as a Team Leader.
- Experience of managing people, resources and activities to deliver strong outcomes.

Specific Knowledge & Skills

- Excellent knowledge of Government's Procurement Guidelines and Contracts Administration.
- Proficiency in the use of computer applications including Microsoft Office;
- Excellent oral and written communication skills;

- Sound knowledge of the government's asset management policies;
- Working knowledge of Finance Administration and Audit Act (FAA Act);
- Sound knowledge of office/stores/inventory management;

Job duties and Responsibilities

To provide workplace office accommodation and facilities, that are provisioned to meet the needs of internal customers, and that meet OSHA standards in a cost-effective manner;

- Provide critical input to the development of the Authority's policies relating to risk management for its Plant Property & Equipment (PP&E).
- With Authority Senior Management establish Authority policies for workplace provisioning as it relates to workplace layout and services provided based on the job functions to be performed by staff.
- Collaborates with the HR Recruitment & Employee Services Unit to develop or modify office and facility seating plans that meet the Authority plans for headcount movements.
- Coordinate with HR Employee Services for the smooth on-boarding of new staff;
- Conducts reviews (scheduled and unscheduled) to identify gaps in service provision relating to office facilities and office services, and determines follow up actions as deemed necessary;
- Monitors and reports on the achievement of scheduled maintenance and upgrading/replacement PP&E.
- Ensures the Authority's Asset Management System accurately reflects the PP&E managed by this Unit.
- Liaises with the Authority's Finance Unit on the renewal of property and casualty insurance coverage for PP&E in line with the Authority's risk management policies.
- Maintains relationships with the utility companies as necessary to ensure that supplies of public utilities are sustained.
- Champions energy conservation initiatives within the Authority, to contain consumption and realize cost savings.
- Liaises with NWC and other stakeholders to conduct an annual leak detection test on the underground waters supply system and take corrective action promptly.
- In conformance with Authority guidelines, is accountable for developing Capital Expenditure (CAPEX) proposals for the acquisition, refurbishment or abandonment of Authority PP&E.
- Develops and participates in evaluating tender documents;
- Manages the refurbishing and repairs of buildings and reinstatement projects for the Authority island-wide to include:
 - Supervising and authorizing all repairs to infrastructure and facilities for the Authority island-wide.
 - Inspecting and validating work done to construct, renovate and maintain infrastructure.
 - Reviewing and certifying repairs to Civil works, Electrical, Sewage and Plumbing systems and perimeter fencing.
 - Validates contractor completion reports.

To provide Office Services to Authority Branches and Units so support staff in the effective and efficient discharge of their core functions

- Ensures that logging system to monitor the daily maintenance of offices and other staff facilities and maintains effective communication with janitorial service providers on routine and emergency maintenance service issues.
- Ensure that there is an ICT based system for booking meeting and associated services within the Authority and ensures that customer expectations are met with respect to arrangements for meetings/functions conducted by the Authority.

- Ensures that there is a system for estimating the demand for stationery/printing/cleaning supplies, first aid and toiletries etc. and ensuring that adequate supplies are available at Authority facilities. Establishes re-order points and vendor managed inventory wherever possible.
- Ensures the proper control of the use of the photocopy machines.
- Ensures that goods from suppliers are promptly checked against purchase orders in the Authority's accounting/inventory control system, goods received notes produced and items delivered to internal customers or taken into storage. All discrepancies are promptly advised to the Procurement team.
- Ensures there is a best practice process to support the Finance team in taking the physical inventory services items held in inventory, as specified by the Finance and Compliance Units.
- Coordinates with the Accounts Payables and Cash flow management team in Finance to monitor the status of outstanding Vendor invoices and prioritise as needed.
- Ensures the disposal of office waste, obsolete, defective and contaminated items in storage in accordance with government guidelines. Develops and implements measures for adequate pest management and control bearing in mind crucial environmental considerations.
- Manage and oversee the Authority's fleet operations to ensure the efficient utilization, maintenance, servicing, licensing and regulatory compliance of all official vehicles.

To institutionalise a culture of workplace safety for occupants of the Authority's buildings and facilities.

- Develops and implements a Safety, Emergency and Disaster Management Plan for the Authority.
- Establishes communication links with external agencies such as the Office of Disaster Preparedness and Emergency Management (ODPEM), the Red Cross, the Jamaica Constabulary Force and the Jamaica Defence Force to formulate strategies to be employed in case of emergency.
- Sensitizes members of staff to react to situations in case of emergency through drills, lectures, information pamphlets and updates on the intranet.
- Nominates and trains Block representatives in the skill of emergency management to enable quick and efficient responses during an emergency.
- Ensures that all Block and Floor Representatives are conversant with administering first aid treatment and operations of the Ministry's two-way radio communication system, which is an integral feature of emergency management.
- Ensures that adequate facilities and medicinal supplies are available for emergencies, provisions are made for safety equipment and for special needs/disabilities of staff as required.
- Monitors the execution of the Safety Plan including drills to evaluate preparedness to manage identified risks.
- Ensures that there is adequate reporting of safety-related incidents and accidents, and document and publicize "Lessons to be Learnt" via the Authority's intranet.
- Implements a system of unsafe act auditing and reporting on unsafe acts and unsafe conditions.

To support the development of a strong and capable organisation

- Participates in the development of the Unit's budget, corporate and operational plans and monitors the achievement of the Unit.
- Establishes performance and development goals for the Unit and manages the performance of the Unit and staff including transferring skills, motivating staff, setting performance targets, monitoring performance and providing feedback.
- Ensures that recommended remedial action is taken for all business controls risks identified and agreed to in General Controls Review reports.

To Facilitate Customer Communication

- Providing information relating to products and services to Executive Management in line with ISO Standards.
- Handling enquires, contracts or orders, including changes.
- Establishing specific requirements for contingency actions, when relevant.

- Communicate requirements specified by the Organization to contractors or suppliers.

Demonstrate Leadership and Commitment to the Quality Management Systems Policy

- Committing to continual improvement and updating of the Quality Management Systems Policy
- Communicates the Quality Management Systems Policy and ensuring it is maintained as documented information, understood and applied within the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate.
- Ensuring the promotion of customer focus throughout the organization aligned with the Authority's Quality Management Systems Policy.

Applications accompanied by résumés should be submitted no later than June 02, 2026:

Director, Human Resource Management & Administration

Special Economic Zone Authority

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Kingston 5

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Please note that only shortlisted applicants will be contacted.