



Jamaica Defence Force

VACANCY NOTICE

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following posts in the Jamaica Defence Force (JDF):

1. Assistant Inspector of Machinery (SOG/ST 3) (**Vacant**) – **Military Workshop**
Salary Range \$955,740.00 - \$1,136,075.00 per annum and any allowance(s) attached to the post.
2. Dental Assistant (HTAC/DA 1) (2 posts) (**1 Vacant, 1 Not Vacant**) – **Health Services Corps**
Salary Range \$828,240.00 - \$984,517.00 per annum and any allowance(s) attached to the post.
3. Records Clerk (PIDG/RIM 1) (**Not Vacant**) – **Military Workshop (Utilized at Air Wing)** Salary Range \$655,604 - \$779,307 per annum and any allowance(s) attached to the post.

Assistant Inspector of Machinery (SOG/ST 3) – Vacant

The incumbent is responsible for effectively inspecting motor vehicles for repairs and to ensure optimal functioning in keeping with the Standards Operating Procedures (SOP) of the Workshop.

KEY RESPONSIBILITIES

To conduct a detailed inspection of motor vehicles in accordance with SOP and other applicable guidelines;

- Conducts site visits to examine accidents between military vehicles and civilian vehicles;
- Conducts assessment of damages to vehicles in accidents;
- Prepares preliminary accident reports on damages;
- Digitally records accident sites from various angles;
- Conducts road worthy test to examine the extent of damage of accidents;
- Prepares estimate of repairs for vehicles in accidents;
- Examines repairs done to military and civilian vehicles;
- Conducts random checks on service vehicles
- Liaise with suppliers to secure parts needed for repairs;
- Prepares post-assessment report;
- Authorizes the release of vehicles after post-assessment conducted;
- Examines repairs done to military and civilian vehicles;
- Conducts random checks on service vehicles
- Liaise with suppliers to secure parts needed for repairs;
- Prepares post-assessment report;
- Authorizes the release of vehicles after post-assessment conducted
- Prepares weekly work schedule for mechanics;
- Supervises, coaches, provides continuous feedback and on the job training to new and existing members of staff;
- Prepares and submits Work Plans and Performance Evaluation Reports for direct reports;
- Recommends staff performance enhancing strategies in achieving the Unit's objectives (e.g. job rotation);
- Recommends disciplinary action;

OTHER RESPONSIBILITIES:

- Performs other related functions assigned.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- High level of integrity;
- Good time management skills;
- Ability to work well under pressure of time constraints;
- Ability to work well within a team;
- Excellent report writing skills;
- Knowledgeable in auto-mechanics;
- Excellent knowledge of the Road Traffic Act
- Expert knowledge of motor vehicle technology and relevant equipment
- Excellent knowledge of relevant operational policies and procedures
- Working knowledge of relevant computer applications
- Possesses knowledge of the mechanics of motor vehicles necessary to conduct inspections.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Diploma in Automotive or Mechanical Engineering or a related discipline
- At least two (2) years' experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Typical working environment;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Office located some distance from the main entrance;
- Maybe subjected to search based on JDF's rule.

Dental Assistant (HTAC/DA 1) –1 Vacant, 1 Not Vacant

To ensure that service given to patients conforms with the dental regulation and guidelines of the Health and Dental Act;

KEY RESPONSIBILITIES

- Records treatments, information on patients in their docket;
- Administer appropriate first aid technique to patients in need;
- Take and record patient's medical and dental history and vital signs (blood pressure, temperature and pulse);
- Maintain and service autoclave and equipment;
- Prepare patient, sterilize and disinfect instruments;
- Set up instruments and trays for dental surgeon;
- Prepare materials for specific procedures;
- Assist dentist during dental procedures;
- Assist dentist in management of medical and dental emergencies;
- Prepare surgeries for daily procedure;
- Chairside assisting of Oral Health instructions;
- Chairside assisting of specialists – implant orthodontic;
- Post-operative and oral instructions are given to patients;

OTHER RESPONSIBILITIES:

- Performs other related functions assigned.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- Good time management;
- Pay attention to detail;
- Knowledge of relevant computer applications

MINIMUM QUALIFICATION AND EXPERIENCE:

- Diploma in Dental Administration;
- Certification in Dentistry from the Dental Auxiliary School.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Normal working environment;
- Required to be rotated within similar capacity for short/long term;
- May be required to work beyond the normal working hours;
- Office located some distance from the main entrance;
- Subjected to search based on JDF's rule

Records Clerk (PIDG/RIM 1) – Not Vacant

The incumbent is responsible for providing effective records keeping practices and supervision to civilian staff ensuring the smooth operations of the Unit.

KEY RESPONSIBILITIES**1. To provide human resource function to ensure that the welfare of staff within the Unit is maintained:**

- Liaises with Officers in relation to matters affecting civilian staff assigned to the Unit;
- Maintains records of attendance and absenteeism;
- Processes applications for leave of absence and vacation leave;
- Submits a Monthly Leave Schedule to the Director Human Resource & Administration;
- Actions the Monthly Leave Schedule;
- Completes and submits applications for payment of Subsistence and Overtime Allowances in respect of civilian staff to HRM&A;

2. To provide administrative support to ensure the smooth operations of the Unit:

- Prepares memos letters for the signature of the Commanding Officer;
- Maintains and updates files stored in the Unit;
- Retrieves and distributes files as per requests;
- Maintains filing cabinets in accordance with RIM policies and procedures,
- Collects and stamps correspondences;
- Affix correspondences on appropriate files;
- Researches and provides information from files on request
- Encloses correspondence and updates Minute Sheets on respective files;
- Assigns file numbers and creates new files;

- Prepares and submits reports

3. To manage direct reports and ensure they are provided with the basic resources to achieve the objectives:

- Coordinates the work flow of the Section;
- Provides copies of Procedural Manual and other Financial and Administrative Guidelines or Circulars issued from time to time;
- Supervises, coaches, provides continuous feedback and on the job training to new and existing members of staff;
- Prepares and submits Work Plans and Performance Evaluation Reports for direct reports;
- Recommends staff performance enhancing strategies in achieving the Unit's objectives (e.g. job rotation).
- Recommends disciplinary action.

OTHER RESPONSIBILITIES:

- Performs other related functions assigned.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- Working knowledge of Staff Orders for the Public Service and the Public Service Regulations, 1961;
- Good knowledge of records management policies and practices;
- Ability to multitask and prioritize work assignments;
- High level Confidentiality and Integrity;
- Ability to pay attention to details;
- Basic computer skills

MINIMUM QUALIFICATION AND EXPERIENCE:

- Four (4) CXC subjects including English Language and a numeric subject;
- One (1) year experience in related field.

Interested persons should forward their applications and résumés via email to joboppsjdfciv@gmail.com **NO LATER THAN Friday, May 20, 2022 to:**

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

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