



# Ministry of National Security

## CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

### **PROPERTY OFFICER (SOG/ST 7) – NOT VACANT SECURITY TECHNICAL SERVICES & PROJECT MANAGEMENT BRANCH**

**SALARY SCALE: \$2,109,885.00 – \$2,507,990.00**

**TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;  
\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE:**

#### **JOB PURPOSE:**

The incumbent is responsible for managing the property management services and renovation/repairs projects being undertaken by the Facilities Management and Building Projects Branch for properties owned, rented and leased by the Ministry, the Jamaica Constabulary Force and other assigned portfolio entities.

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

#### **KEY RESPONSIBILITIES:**

- Assesses properties owned, rented and leased by the Ministry, the Jamaica Constabulary Force as well as other assigned portfolio entities Island wide;
- Prepares and submits Assessment Reports detailing condition of properties;
- Prepares Maintenance Schedule for routine maintenance of properties in collaboration with the Director, Facilities Management and Building Projects Branch;
- Responds to complaints concerning facilities and follows through on ensuring complaints are addressed;
- Prepares and submits Scope of Work and Estimates of projects to be undertaken by the Ministry;
- Prepares cash flow projections for renovation or repairs to be undertaken by the Ministry;
- Assists with the preparation of Bill of Quantities and Preliminary Drawings;
- Monitors and evaluates projects ensuring value for money and satisfactory completion within budget and the agreed timeframe;
- Follows through on ensuring electrical, plumbing and pipe fittings, sewer, and other critical installations are adequately provisioned for during renovation;
- Maintains project documentation of each project assigned;
- Prepares Project Management Plans including Scope Plans, Risk Plan, Quality Assurance Plan etc.;
- Ensures site reconnaissance is carried out with the stakeholders to develop the scope and concept of the project;
- Ensures the prerequisites for the commencement of works are in place and the required standards are met;
- Recommends changes to projects to ensure best practices and manages the quality of service to customers' expectations;
- Assists with overseeing contract award and execution processes;
- Manages the deployment of resources on projects;
- Monitors the works of Contractors and technical teams and provides technical guidance on works being carried out;
- Recommends energy conservation initiatives to contain consumption and realize cost savings;
- Assists in determining satisfactory completion of projects based on scope of work to be delivered;
- Reviews invoices for accuracy and completeness against scope of work and deliverables and submits for payments to be made;
- Researches new properties being acquired and ensures there are no adverse pre-existing conditions especially relating to National Environmental Planning Agency (NEPA) and the National Building Codes;
- Prepares and submits progress reports of projects and deliverables;
- Investigates and reports breaches identified.
- Negotiates lease agreement ensuring value for money and the Ministry's best interest is maintained at all times;
- Reviews proposed Lease Agreements and submits to the Senior Legal Officer for comments;

- Submits proposed Lease Agreements with legal comments to the National Land Agency for approval;
- Follows through to ensure the finalization of Lease Agreements;
- Assists in developing relocation plans and budget on behalf of the Ministry;
- Monitors assigned relocation activities and follows through to finalization.
- Monitors the payment of utility bills, lease, rental, service fees and any other payments due to landlords of properties rented/leased by the Ministry;
- Reviews and submits bills for payment;
- Reports service interruption, damages or repairs to be undertaken by landlords and utility service providers;
- Maintains contact with utility service providers and landlords as necessary.

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Bachelor of Science Degree in Civil Engineering, Construction, Quantity Surveying, Architectural Engineering & Construction Management or related field;
- Three (3) years related experience property management, construction project management with at least one (1) year in the construction/built environment.

#### **SPECIFIC KNOWLEDGE & SKILLS:**

- Sound knowledge of National Building Codes, National Environmental Planning Laws, the Procurement Guidelines and other applicable guidelines and standards;
- Sound knowledge of the construction industry standards;
- Good Technical Report writing skills;
- Ability to undertake minor repairs (e.g. repairs/changing of door locks);
- Ability to prioritize, plan and organize workloads and to manage;
- Ability to interpret architectural drawings and designs;
- Ability to manage projects from initiation through to completion;
- Negotiating skills

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Exposure to obnoxious surroundings;
- Working in stressful and hazardous environment;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel island wide.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, October 28, 2022** to the: -

Director, Human Resource Management & Administration  
 Human Resource Management & Administration  
 Ministry of National Security  
 4<sup>th</sup> Floor NCB North Tower  
 2 Oxford Road  
 Kingston 5  
 Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Property Officer (SOG/ST 7)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted**