



MANAGER, OFFICE SERVICES

The Planning Institute of Jamaica is seeking to identify a suitably qualified person to fill the position of Manager, Office Services.

Pay Band 8; Salary starting at \$4,266,270 p.a.

Job Summary

Organise and coordinate office management services to enhance and facilitate the smooth operations of the PIOJ.

Main Responsibilities:

- Prepare and maintain an annual Procurement Plan for the Unit for the acquisition of goods and services
- Manage the Fixed Asset portfolio to include acquisition, disposal and protection
- Coordinate international and domestic travel logistics for staff
- Facilitate the planning and convening of functions and events
- Manage the inventory and control systems for the Institute's physical assets
- Support the Procurement Unit in execution of procurement processes
- Monitor and evaluate the transportation fleet to ensure performance standards are met
- Organise and allocate office resources to enhance efficiency and work flow in keeping with occupational health and safety standards
- Manage printing operations and production flow and processes

Qualification/ Experience/ Attributes/Skills

- At minimum Bachelor degree in Management Studies, Logistics & Supply Chain Management or other related field
- Five years' specific related experience in the field
- Extensive knowledge of GOJ's procurement guidelines and practices
- Training and certification in Supervisory Management
- Holder of a valid Driver's License
- Knowledge of fixed asset and inventory management systems
- Strong leadership skills
- Knowledge of motor vehicle maintenance and repairs
- Highly customer centric, with exceptional interpersonal skills
- Ability to exercise sound judgement
- Time management
- Attention to detail
- Excellent written and oral communication skills

Applications should be submitted, no later than **April 30, 2024** addressed to:

Director, Human Resources
Planning Institute of Jamaica
16 Oxford Road
Kingston 5
Fax: 906-4615
Email: vacancies@pioj.gov.jm
Website: www.pioj.gov.jm

We thank you for your expressions of interest, however, only short listed applicants will be contacted.