

INTEGRITY COMMISSION

INTERNAL CAREER OPPORTUNITY

Manager, Office Services

Job Summary

Under the supervision of the Director of Corporate Services, the Manager, Office Services is accountable for the achievement of an enabling physical working environment for Staff and Visitors alike as well as transportation and movement of individuals, goods and correspondence in order that the organization achieves its Mission, Vision and Major Targets in a sustainable manner.

Major Responsibilities

1. Participates in the Strategic Planning process for the Human Resource and Administration Division; resulting in the annual Division's Strategic Plan and Budget aligned to the Commission's Strategic Plan.
2. Develops, in conjunction with the Director of Corporate Services, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
3. Constantly reviews the competency and performance of Direct Reports, providing continuous coaching and implementation of their respective individual development plans.
4. Participates in the timely review and improvement of the Office Management Plan, monitor performance and recommend changes where necessary to achieve agreed objectives.
5. Develops and implements maintenance plans for motor vehicles, physical facilities and equipment in keeping with the entity's profile and establish safety and environmental requirements in compliance with the Occupational Safety and Health (OSH) Guidelines.
6. Directs the layout and furnishing of the physical facilities including installation of lighting, partitioning, air conditioning, telephone, safety and emergency response systems and other relevant amenities in keeping with established requirements.
7. Designs, implements and monitors energy conservation initiatives throughout the organization.
8. Negotiates and manages contracts with outside suppliers for security, janitorial, construction and maintenance services for the organization to ensure optimal service delivery in keeping with contractual agreements.
9. Liaises with the Procurement Officers as it relates to the procuring of office equipment and supplies, as per the Government of Jamaica Procurement Guidelines.
10. Ensures the most economical arrangements for the procurement, distribution and custody of office furniture, equipment, machines and supplies;
11. Ensures that all bills for goods and services are paid promptly;

12. Ensures that stationery, printing supplies and toilet articles are always in adequate supply and are properly secured;
13. Ensures that up-to-date records are prepared and maintained for the receipt and distribution of stock or supplies;
14. Establishes and maintains an inventory for all furniture and equipment; ensuring replacement as necessary.
15. Directs the negotiation of property and personal insurance; then direct the preparation and submission of claims arising from accidents, property loss or damage, engaging insurers regarding settlement.
16. Undertakes the disposal of obsolete assets in conjunction with the Finance & Accounting Division, ensuring adherence to correct procedures.
17. Directs the process for the delivery and retrieval of company's mail.
18. Directs the process for the serving of legal documents.
19. Assists with the development and implementation of Disaster Preparedness and Recovery Management Plan for the organization, to include establishing emergency response teams and conduct periodic disaster response drills for the organization in conjunction with Heads of Division and other relevant external emergency response Agencies.
20. Provides advice on Office Services, Health, Safety and Disaster Preparedness activities, as requested.
21. Exercises the highest level of confidentiality and integrity.
22. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Corporate Service Director.
23. Contributes to the preparation of the Divisional monthly performance report. Participate in the monthly Divisional Team Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Business Administration, Public Administration, Facilities Management or related discipline.

At least three (3) years related experience in a Supervisory Management capacity.

Other Desirable Qualifications & Experience that would be an asset

- Training/Experience in Facilities Management.

- Training in Inventory Management.

Desired Skills & Competencies

- Readily anticipates and solves problems and takes advantage of opportunities.
- Shares the Commission's values, mission and vision.
- Ability to inspire the confidence of others, command respect of others and respect the dignity of others.
- Ability to manage meetings, make presentations and prepare reports.
- In depth and practical knowledge of administrative processes and procedures.
- Knowledge of safety and security management.
- Excellent motivation, leadership and people management skills.
- Highly confidential, self-driven and motivated.
- Ability to establish and meet deadlines.
- Experience in developing and managing strategic plans and budgets.
- Well-developed oral and written communication skills.
- Proven negotiation and problem-solving skills.
- Manages business continuity, change and transition effectively, and knows how to influence and enable others to adapt to the changed environment and culture.
- Competence in the use of Microsoft Office Suite and Electronic Management Information Systems.
- Good judgment, analytical, interpersonal, people management and social skills.

Specific Knowledge

- Working knowledge of the Occupational, Safety and Health Guidelines.
- Knowledge of the Integrity Commission Act.

Working Conditions

- Irregular hours from time to time.
- Limited exposure to dust and unfavorable environment.

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Basic Salary: \$4,266,270.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATION OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than

Friday, September 25, 2026 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted. Please be advised that the successful candidate will be subjected to background checks.