

INSTITUTE OF JAMAICA

(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following position in Central Administration of the Institute of Jamaica (IOJ):

OFFICE MANAGER (GMG/AM 3)

JOB SUMMARY

To manage the existing centralized office services, including overseeing the operations of the Institute of Jamaica's canteen on a day-to-day basis, ensuring the smooth functioning of these areas.

KEY RESPONSIBILITIES

- Develops unit work plan/operational plan.
- Reviews and implements office services procedures and practices.
- Manages the centralized storing and distribution office furniture, office machines and equipment, chemical and printing supplies, domestic supplies and over-the counter pharmaceuticals.
- Assigns office equipment, furniture and manages décor of new and existing offices
- Ensures proper consummation of purchases and contracts.
- Maintains current log of office furniture, equipment and machines.
- Coordinates and plans for office services such as accommodation, relocation, equipment, office supplies.
- Develops and implements inventory and supplies management practices in keeping with IOJ standards.
- Controls and evaluates daily operations of canteen.
- Provides advice to Departmental Managers in sourcing equipment.
- Solicits, receives and analyzes proposal quotation and tender submission and recommends selection.
- Establishes work priorities and delegates work to office support staff.
- Sets work schedules and monitors staff performance.
- Recommends leave for direct reports and ensures appropriate records are maintained.
- Submits recommendation regarding appointment of new and existing staff.
- Follows detailed procedures consistent with Government of Jamaica Procurement guidelines
- Work plan of direct reports prepared and submitted each quarter
- Interim Evaluations and Final Performance Review submitted according to schedule
- Log of office furniture, equipment and machinery is submitted twice per year to Deputy Director
- Vacation leave roster for direct reports is prepared and submitted
- Housekeeping practices and procedures are in keeping with IOJ standard
- Reports, correspondence and budget are prepared and submitted
- Administers policies and procedures related to office services in keeping with IOJ standard

MINIMUM QUALIFICATION/ EXPERIENCE

- B.A. or B.SC in Management Studies, Business Administration or Public Administration
- Professional qualification in purchasing and inventory management would be an asset
- Two (2) years' experience in purchasing and negotiating contracts for goods and service in the Government service

Applications should be submitted no later than **Friday, October 29, 2021** to:

**Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street
Kingston
Fax: 922-1147**

Email: personnel@instituteofjamaica.org.jm