



MINISTRY OF FINANCE & THE PUBLIC SERVICE VACANCY NOTICE

Applications are being invited from suitably qualified candidates to fill the following post in the **Public Expenditure Policy Co-ordination Division** of the Ministry.

MANAGER, ASSET MONITORING (GMG/SEG 3) – VACANT

Job Purpose

Under the general leadership and direction of the Director, Asset Management and Disposal Services, the Manager, Asset Monitoring is responsible for developing and implementing criteria for categorizing GOJ assets, setting benchmarks for assessing asset worth, mechanisms for appraisal of GOJ assets and disposal recommendations. Additionally, the post holder stridently drives the monitoring and evaluation capabilities of the operational asset management and disposal functions in MDAs in accordance with Asset Management Frameworks, Delegation Framework, Service Level Agreements and other legislative and statutory requirements.

Key Responsibility Areas

Technical/Professional:

- Supports the Director in development of a comprehensive operational Asset Disposal Management Strategy for the entire GOJ to ensure compliance with legislative, statutory and industry requirements;
- Researches, develops, modifies, and implements operational standards/benchmarks for assessing the worth/value and usefulness of GOJ assets by employing depreciation formulas and other scientific approaches;
- Researches, develops, and implements strategies and systems that describes and classifies/ranks all categories of GOJ assets;
- Devises mechanisms and protocols to guide the appraisal of GOJ assets;
- Directs the formulation of recommendation options for disposal actions in accordance with SLAs, SOPs and guidelines;
- Develops, implements, and monitors operational guidelines/procedures/toolkits for MDAs on the disposal of asset in keeping with SLAs;
- Designs and implements approaches to guide the redistribution or transfer of assets inter – MDAs;
- Participates in the design, implementation and review of business processes, systems, and procedures to manage the disposal of GOJ motor vehicles;
- Participates in the design/review and implementation of business processes, systems and procedures to guide the disposal of high value equipment and machinery in the GOJ, specifically related to the Ministries of Health, Transport & Works, National Security, Agriculture & Fisheries and Education;
- Participates in the design/review and implementation of business processes, systems and procedures for the disposal of Electronic Devices, in close collaboration with the ICT Authority/E-Gov to ensure ICT security protocols are adhered to;
- Participates in the design/review and implementation of business processes, systems and procedures for the disposal of specialized commodities/assets concerning the Foreign Services, weaponries, books, et.al;
- Participates in the design, implementation and review of delegation of function frameworks and guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Serves as the point of escalation for emerging queries and issues that arise in MDAs regarding the assessment of GOJ asset stock;
- Provides systematic operational Asset Management and Disposal advice, guidance, and business support to all MDAs;
- Develops and implements monitoring and evaluation systems to aid and improve effective performance management of asset management and disposal functions in the MDAs;

- Designs data collection procedures to facilitate the validation of quantitative and qualitative monitoring tools to support the operational asset management and disposal functions;
- Leads and conducts analysis of quantitative data as well as qualitative data on all operational asset management and disposal programme inputs, outputs and outcomes in MDAs;
- Directs efforts in reviewing existing data collection and information management systems to identify and initiate Monitoring & Evaluation technology innovations;
- Directs application of monitoring tools to track asset management and disposal performance in MDAs in accordance with delegation frameworks and monitoring and evaluation plans;
- Reviews and publishes quantitative and qualitative monitoring results for operational asset management and disposal functions in visually-attractive Monitoring Reports for internal and external audiences;
- Reviews and approves Asset Disposal Schedules and Orders based on assessments conducted in accordance with SLAs and delegation frameworks;
- Supports effective use of an asset management system, utilising comprehensive stock condition data across all assets, which can then be readily analysed to inform strategy;
- Encourages the coaching and change processes by directing and motivating staff to deliver programmes and objectives through the change process and to prepare them for transition to new structures and operations;
- Ensures full compliance with health and safety legal requirements and procedures in respect of general asset management and disposals;
- Liaises with senior executives in MDAs on plans and strategies for operational Asset Management and Disposal issues to guide policy/programme development and evaluation;
- Maintains liaison and linkages with MDAs, Statutory Bodies, Private Sector and Non-Governmental Organizations on operational Asset Management and Disposal matters to ensure that the stakeholders' interests are addressed in the design of policies and programmes;
- Remains aware of relevant Asset Management and Disposal innovation and industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Sales and Auctions presentations related to asset management as needed.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards;
- Performs all other duties and functions as may be required from time to time.

Required Competencies

Core:

- Excellent interpersonal and team management skills

- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- In-depth knowledge of Asset & Inventory Management principles and practices;
- In-depth knowledge of Asset Depreciation Techniques and Disposal principles and practices used in large and complex organisations;
- In-depth knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation;
- In-depth knowledge of policy and programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy/programme development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software.

Minimum Required Education and Experience

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Six (6) years' experience in a Private, NGO or Public Sector Management environment, working with Asset Management principles and practices.

Special Conditions associated with the job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

Remuneration

- Basic Salary: \$2,551,250 - \$3,032,634 per annum
- Travelling Allowance: \$894,924 per annum (with a motor vehicle)
\$362,472 per annum (without a motor vehicle)

Suitably qualified persons are invited to forward a cover letter and résumé no later than Tuesday, March 1, 2022 to the:

*Senior Director, Human Resource Management & Development
Human Resource Management & Development Branch
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston 4
hrapplications@mof.gov.jm*

Please identify the job title of interest as the subject.

We thank all applicants for the interest expressed; however, only shortlisted candidates will be contacted.