



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 SALES AND AUCTIONS (GMG/SEG 3) – VACANT

Job Purpose

Under the general leadership and direction of the Director, Asset Management and Disposal Services, the Manager, Asset Sales & Auctions, will lead the design and transformation of the asset sales function in the GOJ. The post holder will be an integral strategic team leader who will identify and implement innovative sales and marketing strategies to aid the disposal of obsolescence state assets to align with the GOJ goals and objectives.

Key Responsibility Areas

Technical/Professional:

- Participates in the development of a comprehensive operational Asset Disposal Management Strategy for the entire GOJ to ensure compliance with legislative, statutory and industry requirements;
- Participates in the design/review and implementation of strategies and pricing thresholds to facilitate asset sales to public sector workers and the public by way of retail/fixed price sales, internet and live auctions, bids, et.al;
- Provides systematic Asset Sales and Auction advice, guidance, and business support to all MDAs;
- Creates, implements and monitors effective asset sales strategies and programmes towards the achievement of GOJ asset disposal goals and objectives;
- Identifies new and existing business opportunities to increase the growth of the GOJ asset disposal sales function by promoting strong customer/stakeholder engagement, retention and attraction strategies;
- 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;
- Establishes and directs a structured multi-channel sales framework and service level agreements across MDAs in the GOJ with a focus on building a high-performance sales culture;
- Directs the planning and execution of the quarterly auction for high value assets approved for disposal by the Asset Monitoring Section and in accordance with the Sale Framework and SLAs;
- Designs and implements mechanisms to manage the organisation exhibitions and opportunities to showcase the stock pool of GOJ assets to be disposed by virtual (online shop/auctions) and physical means;
- Formulates, implements and revise systems to collect, maintain, analyze and make available data, metrics and statistics on Asset Sales and Auctions in the GOJ to support planning and performance measurement;
- Directs the collection, reconciliation and remittance of all funds received via regular retail sales and auctions to the Consolidated Fund or designated fund;
- Reviews and approves Monthly Financial Reports from internal asset sales transactions, as well as transactions administered under the sales framework and SLAs by MDAs;
- Generates overall financial management reporting and sales forecasting statistics and metrics for the GOJ asset disposal function;
- Acts as the point of escalation for emerging queries and issues that arise in MDAs regarding the asset sales business processes and systems;
- Works in partnership with the Managers of Asset Monitoring and Asset Custody & Warehousing to enable organisational objectives are achieved in an efficient manner;
- Directs the monitoring and formulation of recommendations for MDAs compliance with the Asset Sales accountabilities to ensure all relevant legal and statutory requirements are met;

- Develops business relationships and partnerships with customers and key stakeholder using knowledge of the sector and trends in the market;
- Develops and implements competencies and processes required to create an effective and efficient asset sales culture and practice in the GOJ;
- Devises approaches that ensures asset sales & auction officers and MDA functionaries receive adequate training and induction to perform their sales roles in accordance with sales framework and SLAs;
- Assists Asset Sales & Auction Officers and MDAs functionaries with organisational skills, account strategies, and administrative responsibilities to ensure a high level of customer satisfaction is maintained;
- Collaborates with the Director and Corporate Communications & PR Branch – MoFPS in devising marketing and promotional strategies to support the asset sales function;
- Provides leadership through effective communication of vision, active coaching and development whilst matching sales results to goals and taking appropriate action to address this when necessary;
- Keeps up to date with trends and activities in the sector, being aware of market forces to remain ahead of the curve.
- 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:

- Sound knowledge sales and marketing principles and practices;
- Strong commitment to delivering a high level of customer service;
- Sound knowledge of 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 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 Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Five (5) years' experience in a Private, NGO or Public Sector Management environment, working within Sales and Marketing 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.