



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Property Officer
JOB GRADE:	GMG/AM (Proposed Upgrade)
POST NUMBER:	27373
DIVISION/BRANCH:	Corporate Services Division/Administration Branch
SECTION/UNIT:	Estate and Property Management Unit
REPORTS TO:	Manager, Estate/Property
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the general direction of the Manager, Estate/Property, the Property Officer monitors the functional operation and maintenance of all owned and rental properties falling under the purview of the Ministry of Health's head office.

The incumbent also acts as a liaison with tenants, contractors, service companies in receiving complaints of tenants and organising minor repairs and maintenance of the building and grounds.

2. KEY OUTPUTS (Results, Deliverables)

- Properties and assets monitored ;
- Maintenance Systems implemented;
- Work of contractors monitored;
- Equipment in good working conditions;
- Technical advice provided;
- Support for disaster preparedness and response provided;
- Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Assists in preparing work schedules/plan for the Unit;
- Participates in the development of operational systems and procedures to guide the delivery of services by unit and to manage emergency situations;
- Recommends changes to the maintenance programme;
- Provides support for disaster preparedness and response;
- Provides constructive feedback, report to the Manager, Estate/Property. reports.

B.) Technical/Professional Responsibilities

- Monitors the functional operation and maintenance of properties owned by the Ministry and carry out regular inspections of the equipment and properties and ensure that security personnel are always in place;
- Makes regular routine inspection of residences and identify maintenance problems for minor repairs;
- Examines office accommodation and ensure that physical amenities are functional and adequate;
- Assists in the procurement of contracted maintenance services for selected properties and monitor contracts;
- Assesses and prepares estimates for preventative or corrective maintenance of properties;
- Supervises minor repairs and maintenance work carried out on properties and certifies when necessary or required, quality of work performed;
- Evaluates the performance of service contractors and make recommendations to the Manager, Estate/Property regarding renewal of contract;
- Act as a liaison with contractors to arrange maintenance of grounds, garbage disposal or any other maintenance related contracts;
- Maintains rental record of each tenant and prepare and serve notice towards the end of lease tenure;
- Liaises with tenants in respect of maintenance or other complaints/problems;
- Liaises with utility companies in order to ensure a continuous supply of services;
- Monitors requests made by the Manager, Estate/Property to the National Lands Agency for appraisals on properties;
- Prepares and maintains record of status of the various owned and rental properties;
- Maintains record of rental intake and maintenance costs for each complex and recommend revision of rental rates from time to time;
- Communicate with Inventory Officer for new addition to, or depletion of

inventory stock;

- Liaises with the Accounts Branch in the MOH in monitoring the collection system to ensure that rent is deducted from salaries.

C.) Other Responsibilities:

- Performs other related duties that may from time to time be assigned.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Properties and assets monitored in accordance with the established guidelines ;
- Maintenance Systems implemented in accordance with prescribed standards;
- Work of contractors monitored for quality standards and completeness;
- Equipment in good working conditions;
- Sound technical advice provided in a timely manner;
- Support for disaster preparedness and response provided as required;
- Reports prepared and submitted are accurate, comprehensive and timely;

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Manager, Estate/Property	Obtain advice, receive directives and guidance, work assignment and provide feedback
Director Health Facilities and Maintenance	Matters relating to the preparation of the Maintenance Plan and Civil Work matters
Stores Manager	Matters relating to distribution of furniture and equipment
Procurement Manager	Matters relating to procurement of furniture and equipment
Ministry staff (Tenants)	Matters relating to tenancy agreement and receiving and maintenance of furniture and equipment

ii) External Contact

Contact	Purpose of Communication
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Property Officer,
Management Unit,
Consultant,

Corporate Services Division/Estate/Property
Ministry of Health,
March 11, 2016

Prepared by: HR

Landlords	Matters relating to contractual obligations
Contractors	Matters relating to repairs and maintenance of building and grounds

6. REQUIRED COMPETENCIES

Core

- Good interpersonal skills;
- Good planning and organizing skills;
- Excellent time management skills;
- Good oral written and communication skills;
- Sound decision-making and problem solving skills;
- Excellent skills in teamwork and cooperation;
- Incident handling and analysis skills;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Keen listener;
- Excellent integrity/ethics exercised in the performance of duties;
- Demonstrates initiative and creativity;
- Ability to meet tight deadlines;
- Displays emotional resilience and the ability to withstand pressure on an on-going basis;
- Sets and maintains high performance standards, pays close attention to detail, accuracy and completeness;
- Maintains a high level of productivity and self-direction;
- Ensures customer satisfaction.

Technical

- Knowledge of Government's Policies and Procedures;
- Technical knowledge of property management;
- Excellent knowledge of property maintenance and administration;
- Excellent knowledge of the Real Estate Law particularly the Rent Restriction Act;
- Knowledge of Government Housing Policy;

- Knowledge of land valuation and assets appraisal;
- Ability to carry out assessment and inspections of works
- Ability to multi-task and prioritize among conflicting demands;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Estate Management from a recognized tertiary institution;
OR
- Any combination of education, training and experience which provides equivalent knowledge, abilities and skill;
- At least three (3) years working experience in property maintenance.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours, whenever the need arises.
- Working on weekend when required;
- Holder of a Valid General driver's license.

9. AUTHORITY TO:

- Inspect the Ministry's equipment and properties and recommend repairs;
- Serve notice on tenants towards the end of lease tenure.
- Inspect grounds;

10. WORKING CONDITIONS

- Normal office conditions;
- Exposure to dust, dirt, humidity.