



CIRCULAR NO. 70/2022
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THE PUBLIC SERVICE OF
BARBADOS

Our Vision:

The Barbados Public Service: a model of excellence, innovation, service and leadership.

Our Mission:

We come to work to make a difference in the lives of our people;

We will do so by delivering the services in a creative and caring way that is fair and honest;

We treat everyone how we would want to be treated;

Excellence shall always be our hallmark!

FROM: Director General, Human Resources
Ministry of the Public Service
(People, Resourcing and Compliance Directorate)

TO: Permanent Secretaries
and Heads of Departments

DATE: July 22, 2022

SUBJECT: Details Regarding the Vacant Post of
Sub-Officer, Fire Service, Ministry of Home
Affairs and Information

In accordance with Section 2 of the Recruitment and Employment Code of the First Schedule to the Public Service Act, Cap. 29, applications are invited from suitably qualified persons within the Public Service for temporary or permanent appointment to the above mentioned post.

QUALIFICATION REQUIRMENTS:

- (a) *A Level 3 Diploma in Fire Science from the Institute of Fire Engineers or an equivalent qualification; and not less than five years' relevant experience; or.*
- (b) *A Level 3 Certificate in Fire Science from the Institute of Fire Engineers or an equivalent qualification; and*
 - (i) *successful completion of a minimum standard of training for officers at the level of Sub-Officer; and*
 - (ii) *not less than seven years' relevant experience; or*
- (c) *The successful completion of a Senior Command Course or an equivalent course; and*
 - (i) *the minimum standard of training for officers at the level of Sub-Officer; and*
 - (ii) *not less than eight years' relevant experience.*

SALARY SCALE:

P16-14: \$55,968.44 x 1,318.97 - \$58,606.38 per annum.

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DUTIES AND RESPONSIBILITIES:

- Supervises personnel assigned to the station; and the day to day operations and maintenance of the Fire Station and the apparatus;
- Conducts fire and life safety inspections;
- Conducts performance appraisals of all subordinates;
- Ensures that all leading Fire Officers are provided with the tools to carry out their functions;
- Ensures a safe working environment which is conducive to a greater level of productivity;
- Maintains tactical and operational command techniques at emergencies and non-emergency scenes.
- Ensures that appliances and equipment are always in a state of readiness;
- Conducts fire safety and pre-planning inspections;
- Attends and participates in national and departmental parades; and
- Performs other related duties when assigned;

KNOWLEDGE REQUIRMENTS:

- Computer Proficiency;
- Functional knowledge of incident command;
- Knowledge of the Vision and Mission of the department;
- Sound knowledge of the Fire Service Act, Cap. 163, the Barbados Building Code and Barbados Fire Service Manual of procedures;
- Safety and Health Act at Work Act, Cap 356;
- Public Service Act, Cap. 29;
- General Orders for the Public Service of Barbados, 1970 (Revised May 1997); and
- Sound knowledge of employee relations.

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MANAGEMENT COMPETENCIES:

1. Thinking Strategically

- Has a good understanding of their role in strategy and the delivery of priorities; within the Fire Service;
- Is well informed about contemporary issues and how they impact policy enactment in the Fire Service; and
- Takes an active interest in expanding their knowledge in areas related to the role of Sub Officer.

2. Managing and Team Working

- Recognises, respects and rewards the contribution and achievements of other members of the team;
- Listens to, understands, respects and accepts the value of different views, ideas and ways of working; and
- Confidently handles challenging conversations or interviews.

3. Managing Change

- Finds ways to improve systems and structures to deliver with more streamlined resources;
- Is prepared to take managed risks, ensuring these are planned and their impact assessed; and
- Identifies, resolves or escalates the positive and negative effects that change may have on own role/team.

4. Choosing and Deciding

- Capable of identifying the range of necessary information and factors necessary to make appropriate decisions;
- Explains clearly, verbally and in writing, how a decision has been reached; and
- Provides advice and feedback to support others to make accurate decisions.

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5. Knowledge Management

- Suggests useful improvements to the way that their colleagues develop, share and use knowledge.

CORE COMPETENCIES

1. Personal Development

- Recognises the talent that exists in their team and gives time for coaching and mentoring to develop this talent;
- Takes responsibility for identifying opportunity for personal and career development and negotiates these with their line manager;
- Is aware of the training and development needs of their team, and how these relate to the strategic goals; is proactive in sourcing the necessary training and development programmes; and
- Promotes an atmosphere of openness so that feedback on professional performance is a regular feature of the working of the team;

2. Communicating

- Actively promotes the work of the Ministry and plays a prominent role in supporting the Public Service values and culture;
- In their written communications and conversations the officer conveys enthusiasm and energy about their work and encourages others to do the same; and
- Communicates both internally and externally using appropriate methods and timing, including digital channels, to maximize understanding and impact.

3. Getting the Best from Others

- Plays a full and effective part maintaining a sense of collaborative working in a team; and
- Shares knowledge, information and learning with colleagues in their team with openness and generosity.

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4. Delivering at Pace

- Reviews regularly the resources and personnel needed for service delivery and what is needed to maintain quality and pace; and
- Coaches and mentors others to help to set challenging performance targets for themselves.

To review full Competency Framework, please visit <https://mps.gov.bb/framework>

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APPOINTMENT:

The appointment may be permanent or temporary. If permanent, the appointment is subject to medical fitness and a probationary period, except in the case of serving officers. If temporary, the appointment is subject to termination by one (1) month's notice on either side.

LEAVE:

Leave is granted as follows:

Vacation Leave:

Forty-two (42) days' vacation leave per year, of which fourteen (14) must be taken annually or lost. At least five (5) of the fourteen (14) days must be taken consecutively. There is a maximum accumulation of one hundred and twenty-six (126) days.

Sick Leave

Twenty-one (21) days' sick leave per year in the case of appointed officers and fourteen (14) days sick leave per year in the case of temporary officers.

METHOD OF SELECTION:

The method of selection will be based on merit and may involve interviews, oral and/or written tests, and/or any other method of selection approved by the Protective Services Commission.

Only suitably qualified applicants will be considered for selection. A Priority List arising out of the selection process, and approved by the appointing authority, will be valid for a period of two (2) years in keeping with Paragraph 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

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Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

ASSESSMENT:

All officers will be assessed on the following:-

- Relevant qualifications and professional training;
- Experience;
- Appraisal instrument of the Performance Review and Development System (PRDS);
- General suitability; and
- Any other assessment method approved by the Protective Services Commission.

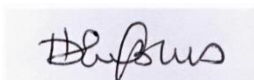
All officers are subject to the Public Service Act, Cap. 29, Fire Service regulations, rules, orders and departmental instructions which may be in force from time to time and performance will be assessed using the Performance Review and Development System (PRDS).

Applications on appropriate forms (**SC 35**) to be used by officers permanently employed in the Public Service of Barbados and (**SC 21**) for all other applicants, must be accompanied by an **up-to-date** Curriculum Vitae, a recently completed PRDS report.

Applications should reach the Director General, Human Resources, Ministry of the Public Service, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, no later than **2022-08-19**. Applications with all required documents may be submitted to vacancy@mps.gov.bb. Please place the post for which you are applying in the subject line of the email.

Only applicants who meet the eligibility criteria at 2022-08-19 will be shortlisted.

I shall be grateful if you will bring this Circular to the attention of all suitably qualified officers in your Ministry/Department.



H. J. EVELYN-BLADES (Mrs.)
for Director General, Human Resources (Ag.)

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