



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 89**  
**OSC Ref. C.6276<sup>12</sup>**

**11<sup>th</sup> March, 2021**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Regional Manager (GMG/SEG 2)** in the **Ministry of Local Government and Rural Development**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Senior Director Human Services, the Regional Manager, ensures that the administration of Human Services by the Municipal Corporations, are effected efficiently and according to the established rules and regulations. The Regional Manager will therefore conduct audits of service standards, conduct social research, inspect facilities and participate in investigations and enquiries. The Regional Manager will also make recommendations for service improvements and policy development, while forming close synergies with community organizations which provide relief services.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Participates in the planning and strategic direction of the Division's Operational and Work Plans;
- Visits, observes, examines and collects data on the administration of Human Services in the Adult Care Facilities, Golden Age Homes and Outdoor Human Services facilities;
- Examines the manner in which Human Services and other welfare programmes are administered in each parish and makes the necessary reports to the Permanent Secretary, through the Senior Director, Human Services, or takes remedial action, if required;
- Ensures allowances are made on the basis of need, without injustice, to persons entitled to relief and with due respect to the taxpayer;
- Ensures that care (including nursing care) given to clients in Adult Care Facilities, etc., is in keeping with established standards;
- Makes special investigations into Human Services Operations as requested by the Ministry or Municipal Corporations;
- Carries out enquiries into matters relevant to destitute and indigent persons and/or staff related concerns;
- Adjudicates on applications for Indigent Housing Relief Assistance to poor persons;
- Investigates and evaluates complaints made against the performance of Poor Relief Officers and takes appropriate action to bring matters to the awareness of the Senior Director, Human Services;
- Prepares and submits reports on the performance of the Poor Relief Committees, Inspectors of Poor, Masters/Matrons and Supportive Staff and makes recommendations;
- Prepares Annual Reports on the programmes relating to the welfare of the poor for submission to the Senior Director, Human Services, for the Permanent Secretary;
- Prepares Inspectional and Investigatory reports of a demographic, auditing and inquiring nature;
- Assists in preparing a revised description of rules and regulations for submission to the Senior Director, Human Services, for the Permanent Secretary's approval, when necessary;
- Supervises and evaluates Relief Management and Administration in the Municipal Corporations and other organizations in receipt of Government funding;
- Examines policy decisions made by the Municipal Corporations as they relate to the Human Services;
- Conducts reviews of the reports of Inspectors of Poor, Master/Matron, of Adult Residential Care Facilities or Directors of Agencies to properly assess the implementation of the relevant programmes;
- Monitors the work programmes and procedures of Poor Relief Officers, ensuring that they maintain their duties and their performance are of acceptable standard;

- Organizes discussions and conferences to ensure that the rules and regulations made by the Ministry and approved by the Minister are implemented by the Councils;
- Provides interpretations on Sections of the Poor Relief Act, Rules and Regulations to Chief Executive Officers in the Municipal Corporations;
- Reviews the various programmes for poverty alleviation to assess their relevance and accessibility to Human Services System;
- Facilitates the implementation of Indigent Housing Assistance Programme;
- Educates the staff on the policy governing the operation of the programmes;
- Ensures the maintenance of appropriate records and accounts for the allocation of Indigent Housing;
- Adjudicates on Housing Application Forms by receiving, vetting and approving applications under the direction of the Senior Director, Human Services;
- Conducts spot checks to verify expenditure and accomplishments of projects;
- Receives and investigates appeals from aggravated applicants;
- Plans and conducts Training Sessions and Workshops for Inspectors of Poor, Master/Matron and staff of Adult Residential Care Facilities and clients;
- Participates in organizing the management of Emergency Relief Programmes;
- Liaises with other Agencies in shelter management for disaster victims;
- Assists in certifying applications for assistance before submission to appropriate authority;
- Participates in the general recruitment of staff for the Division;
- Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's goals.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Excellent integrity and ethics exercised in the performance of duties
- Compassion for the less fortunate

#### ***Functional:***

- Excellent knowledge of Poor Relief/Human Services Operations in Jamaica
- Strong appreciation of the Government policy initiatives for Poor Relief/ Assistive Living
- Strong auditing skills
- Good social enquiry report skills
- Excellent report writing skills
- Excellent problem-solving skills
- Excellent leadership skills
- Ability to work in a team
- Proficiency in the use of relevant computer applications
- Knowledge of Psychology (Human Growth and Development)

### **Minimum Required Education and Experience**

- Bachelor's Degree in Social Work or related discipline from a recognized institution;
- Five (5) years' experience working in a community/institution dealing with adult care, the aged, infirmed and/or persons in need of social assistance.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 24<sup>th</sup> March, 2021 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Local Government and Rural Development  
61 Hagley Park Road  
Kingston 10**

**Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.gov.jm)**

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)  
for Chief Personnel Officer