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(CENTRAL GOVERNMENT)
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14th May, 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 following posts in the **Ministry of Housing, Urban Renewal, Environment and Climate Change**:

1. **Senior Director, Urban Renewal and Planning (GMG/SEG 5) – (Vacant)**, salary range \$3,564,000 – \$4,236,476 per annum and any allowance(s) attached to the post.
2. **Director, Housing Sector Monitoring (GMG/SEG 3) – Not Vacant (April, 2021-July, 2021)** salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

1. Senior Director, Urban Renewal and Planning (GMG/SEG 5)

Job Purpose

Reporting directly to the Chief Technical Director, the Senior Director, Urban Renewal and Planning is required to provide overall guidance, leadership and monitoring of all activities related to the development and amendment of Urban Planning and Renewal Policies and Legislations as well as monitoring the implementation of Urban Projects within the Ministry, Agencies and throughout the Sector. The incumbent will also collaborate with Housing and Infrastructure Agencies for policy and project implementation. Attends to all Urban policies and related legislative issues within the Ministry. Provides technical and general information to the Minister, Permanent Secretary and Chief Technical Director.

Key Responsibilities

Management/Administrative

- Recommends participation of Branch Representatives at relevant meetings, conferences, seminars and workshops;
- Prepares and oversees the preparation of Reports to Ministers, other Ministries, Permanent Secretary, Chief Technical Director, Agencies and international meetings and conferences;
- Oversees the development and implementation of the Branch's Strategic Business/Operational Plans, Budget and Individual Work Plans;
- Represents Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops and seminars;
- Reviews Annual Reports from all Agencies under the Branches Portfolio.

Technical/ Professional

- Leads consultations on Urban Development and Renewal related policies and legislations with stakeholders at a national and international level, in accordance with GOJ policy;
- Co-ordinates the completion of reviews to legislation and policies in the Urban Development and Renewal Sector;
- Reviews annually the Legislative Programme in keeping with the Ministry's Strategic Plans and Programmes for submission to the Cabinet;
- Oversees the monitoring of Agencies to ensure compliance with the GOJ's policies and guidelines as well as compliance requests from the Integrity Commission with respect to Urban Development Projects;
- Reviews tenders and agreements for development projects;
- Participates in the review of Urban Development and Renewal project proposals;
- Provides policy direction to Agencies under the Branches' Portfolio;
- Provides advice and input to inform the preparation of housing proposals with respect to request for funding from regional and international organizations, such as the Caribbean Development Bank and the Inter-American Development Bank;
- Reviews Progress Reports from Agencies under the Branch's Portfolio;
- Prepares Cabinet Submissions, Notes, Briefs and Reports to facilitate the implementation

- of the Ministry's and its Agencies' policies, programmes, legislations and projects;
- Co-ordinates the research and preparation of responses to questions asked in the Houses of Parliament;
- Develops and maintains appropriate partnerships with Heads of Ministries, Agencies, the Private Sector, International and Regional Organizations to keep abreast on Urban Development and Renewal related issues, policy development and implementation;
- Leads the undertaking of socio-economic surveys to inform GOJs intervention in communities;
- Monitors ongoing research in the Urban Development Sector, both nationally and internationally to inform policy and legislative development;
- Provides technical advice to and comments on Urban Development and Renewal related issues referred to the Branch;
- Co-ordinates research and prepares responses to related questions asked in the Houses of Parliament;
- Develops and implements Public Education Programmes on policy, legislation, programmes and projects in relation to the Urban Development and Renewal Sector;
- Attends meetings of the Cabinet Infrastructure and Legislation Sub-committees to justify Cabinet Submissions Proposals;
- Participates in interviews conducted by the media related to the Housing Sector;
- Oversees the co-ordination of site visits and ensures that any agreed follow-up activities are implemented;
- Represents the GOJ at international conferences in relation to Urban Development and Renewal matters such the World Urban Forum;
- Provides input to speeches for the Permanent Secretary and the Minister;
- Reviews and provides comments on policies, legislations and development plans from other Ministries, Departments and Agencies;
- Works with the Permanent Secretary and the Chief Technical Director to ensure that the Ministry's plans and programmes are effectively undertaken to fulfil the mandate of the Ministry.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required Training and Development Programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Develops and review the Branch's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment and selection of staff for the Branch;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division, the Ministry and the Government;
- Initiates disciplinary proceedings where appropriate;
- Develops a job enrichment strategy for the Branch in collaboration with HR;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular Staff and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems that affect the Branch to provide solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Division.
- Represents the Ministry at seminars, conferences (local and International), symposiums and Technical working groups;
- Serves on various internal and external Committees and Technical Working Groups.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Customer and quality focus skills
- Good presentation skills
- Teamwork and co-operation
- Negotiating skills and Problem-solving
- Strong interpersonal skills
- Ability to work under pressure
- Planning and organizing skills
- Strong research, analytical and report writing skills

- Strong statistical, database and spreadsheet software skills
- Use of technology- relevant computer applications such as Microsoft Office Suite and Microsoft Projects
- Broad understanding of Urban Planning and Relocation Policies Programmes and issues
- Knowledge of principles, methods and procedures of current urban development/trends in area of expertise
- Knowledge of laws, guidelines and policies related to planning, zoning and environmental analysis
- Competence in preparation of Cabinet Submissions, Notes, Briefs, and Reports
- Competence in the preparation of Socio- economic survey reports
- Knowledge of GoJ practices related to Public-Private Partnership, Memorandum of Understandings and Memorandum of Agreements with local and International stakeholders with an interest in Urban Planning and Renewal Project development and interventions in communities.
- Sound knowledge in policy development procedures
- Knowledge of GoJ of Procurement policies and guidelines.

Minimum Required Qualification and Experience

- Masters Degree in Public Administration/Public Policy Development/Management Studies, Urban Planning or similar field;
- Post graduate training in Policy Analysis and Development;
- Training in Project Management;
- Training in Monitoring and Evaluation techniques;
- At least six (6) years' experience in a similar capacity.

OR

- First Degree in Public Administration/Public Sector Management or a similar Degree;
- Post graduate training in Policy Analysis and Development;
- Training in Project Management;
- Training in monitoring and evaluation techniques;
- At least ten (10) years' experience in a similar capacity.

2. Director, Housing Sector Monitoring (GMG/SEG 3)

Job Purpose

Under the general direction of the Senior Director, Urban Renewal and Planning the incumbent will facilitate the development and implementation of programmes, projects and strategies to monitor the provision of housing solutions to the public as carried out by the Ministry and its Agencies, as well as the Housing Sector, in accordance with Government of Jamaica (GoJ) Policies and established standards.

Key Responsibilities

Management/Administrative:

- Delegates and oversees the functions of direct reports;
- Develops and co-ordinates the preparation of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Updates the Cabinet on the impact of disasters on the Housing Sector;
- Provides the Cabinet with Status Reports on implementation of Cabinet Decisions regarding projects and programmes;
- Represents the Ministry at various meetings and fora;
- Assists with the overall development of the Ministry's plans and programmes to advance the strategic objectives of the Ministry.

Technical/Professional:

- Develops a Monitoring and Assessment Plan as the framework for the monitoring and assessing of programmes, projects and strategies;
- Develops performance indicators and criteria for the monitoring and assessment of the Ministry, Agencies and Departments engaged in providing housing solutions;
- Participates in negotiations with International Lending Agencies on project funding;
- Organizes and directs monitoring of Ministries, Departments and Agencies involved in the provision of housing solutions.
- Monitors the implementation of Housing policies, legislation, strategies, programmes and projects and makes recommendations to the Ministry and its Agencies;
- Conducts impact assessments and prepares recommendations for the Ministry and relevant stakeholders;

- Recommends programmes and project redesign based on findings emanating from monitoring and evaluation activities;
- Monitors the performance of Agencies and Departments against the programmes and objectives outlined in their Strategic Plans;
- Analyses Annual Reports and Financial Statements of Agencies and facilitates compliance with GoJ Financial guidelines;
- Provides technical advice and guidance to the Ministry's Agencies in facilitating the attainment of the Ministry's objectives;
- Reviews and comments on project proposals and agreements;
- Receives, reviews and endorses Procurement procedures of Agencies;
- Conducts site visits to keep informed of programmes and project's progress;
- Prepares Monitoring Reports with mitigating strategies based on findings from site visits;
- Prepares reports on results of Monitoring and Evaluation exercises;
- Utilizes Monitoring and Evaluation findings to inform proposals for development/and or revision of Housing Sector policies, regulation and standards;
- Collaborates with the Policy and Research Team to inform policy development;
- Prepares briefs and submissions for the Ministry, Cabinet and Parliament relating to monitoring of the Housing Sector;
- Represents the Ministry at Infrastructure and Legislation Sub-Committee of Cabinet;
- Organizes, facilitates and participates in Project Steering Committee meetings.

Human Resource Management:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Develops and reviews the Section's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment and selection of staff for the Unit;
- Convenes regular Staff and ad hoc meetings as necessary to discuss job scheduling in order to facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Unit;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent project management, implementation and evaluation skills
- Risk Analysis skills
- Excellent knowledge of the Housing Sector
- Knowledge of the Ministry's policy direction
- Negotiating skills
- Knowledge of the Ministry or Central Government's operational procedures
- Excellent oral and written communication skills
- Excellent interpersonal, leadership and management skills
- Excellent organizing skills
- Research and analytical skills
- Competence in public speaking/presentation
- Experienced in research methodologies
- Experienced in the use of standard computer applications and analytical tools such as Microsoft Projects
- knowledge of office practice and procedures

Minimum Required Qualification and Experience

- Master's Degree in Urban Planning, Development Planning and Natural Resource Management or related discipline;
- Training in Project Management;
- Training in monitoring and evaluation techniques;
- Three (3) years professional experience at the management level,

OR

- Bachelor's Degree in Urban Planning, Development Planning, Natural Resource Management or related discipline;
- Training in Project Management;
- Training in monitoring and evaluation techniques;
- Five (5) years professional experience at the management level.

Applications accompanied by résumés should be submitted **no later than Friday, 28th May, 2021 to:**

**Senior Director
Human Resource Management & Development
Ministry of Economic Growth & Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5.**

Email: human.resources@megjc.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**