



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 316**

### **OSC Ref. C.6632**

22<sup>nd</sup> September, 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 **Project Officer (GMG/AM 3)** in the **Ministry of Housing, Urban Renewal, Environment and Climate Change**, salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.

### **Job Purpose**

To facilitate through partnership between GOJ/Private Sector and Non-Governmental Organizations, the implementation of strategies for the development and construction of adequate and affordable housing solutions within the context of National Housing Policies and other relevant policy and strategies of the Government of Jamaica.

### **Key Responsibilities**

- Provides administrative and technical support, co-ordination and monitoring of projects;
- Develops designs and proposals for low to middle income housing projects;
- Assists in preparing Project Status Reports;
- Initiates surveys, layout designs, engineering designs, bills of quantities and pricing;
- Identifies Ministry's lands applied for and advises as to the suitability for housing;
- Liaises with external technical Agencies for co-ordination of projects;
- Prepares engineering designs to be submitted to relevant approval Agencies;
- Attends site meetings, conducts site visits and assesses technical standards;
- Prepares Project Reports;
- Assists in the preparation of Tender documents and Tender Reports;
- Liaises with project partners, partners, associated Agencies, Project Management and Technical Team in facilitating the development, planning, monitoring and management of Ministry and privately developed projects;
- Inspects, assess and reports on projects to be upgraded;
- Liaises with external technical agencies for co-ordination of projects;
- Assists in identifying suitable lands for acquisition by the Ministry.

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

- Knowledge in Project Management, Monitoring and Evaluation
- Knowledge of Central Government's operational procedures
- Knowledge of research techniques
- Experience in AUTO CAD and Draughting
- Excellent knowledge in sub-division/building design
- Excellent oral and written communication and interpersonal skills
- Possesses strong organizational skills
- Experienced in the use of standard computer applications
- Results oriented
- Excellent administrative skills

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Civil Engineering or Construction Management;
- Five (5) years related working experience (subdivision/building design).

### **Special Conditions Associated with the Job:**

- Working in volatile areas;

- Will be requires to working extended hours;
- Extensive travelling.

Applications accompanied by résumés should be submitted **no later than Tuesday, 5<sup>th</sup> October, 2021 to:**

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

Email: [human.resources@megic.gov.jm](mailto:human.resources@megic.gov.jm)

Please note that only shortlisted applicants will be contacted and that previous applicants should not re-apply.

**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**