



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 337 **OSC Ref. C. 6632**

6th October, 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 **vacant** posts in the **Ministry of Housing, Urban Renewal, Environment and Climate Change**:

1. **Community Integration Manager (GMG/SEG 4)**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.
2. **Senior Urban Policy Analyst (SOG/ST 8)**, salary range \$2,457,386 - \$2,921,059 per annum and any allowance(s) attached to the post.
3. **Senior Urban Policy Monitoring Officer (SOG/ST 8)**, salary range \$2,457,386 - \$2,921,059 per annum and any allowance(s) attached to the post.
4. **Urban Planner (SOG/ST 8)**, salary range \$2,457,386 - \$2,921,059 per annum and any allowance(s) attached to the post.
5. **Urban Policy Analyst (SOG/ST 7)**, salary range \$2,028,736 - \$2,411,529 per annum and any allowance(s) attached to the post.
6. **GIS Analyst (SOG/ST 7)**, salary range \$2,028,736 - \$2,411,529 per annum and any allowance(s) attached to the post.
7. **Administrative Assistant (GMG/AM 2)**, salary range \$1,410,802 – 1,677,000 per annum and any allowance(s) attached to the post.

1. Community Integration (GMG/SEG 4)

Job Purpose

Under the direct supervision of the Senior Director, the incumbent will be responsible for designing, implementing, monitoring and evaluating integration strategies in targeted communities as part of the Ministry's Urban Renewal and Development Programme. The incumbent is also responsible for co-ordinating activities to ensure that the interest of community stakeholders is considered and are effectively integrated in the Physical and Urban Planning Processes and Programme execution. The individual is required to conduct research including collation, analysis, preparation and review of data requisite to the completion of development plans or any other study to be produced by the Ministry. The Community Integration Manager will work closely with community groups and other stakeholders for the successful integration of the community in the Urban Renewal and Development initiatives.

Key Responsibilities

Management/Administrative:

- Participates in meetings, seminars, international and local fora, conferences and workshops; and prepares reports as required;
- Prepares and makes presentations on Urban Development and Management, community development strategies or other related topics to internal and external stakeholders and issues;
- Contributes to the development of the Strategic Business and Operational Plans and Budget of the Branch based on government guidelines;
- Develops Individual Work Plan based on strategic alignment with Operational Plan and strategic direction
- Prepares Annual/Quarterly/Monthly and Special Reports as required;
- Prepares materials relevant for presentations and workshops.

Technical/Professional:

- Co-ordinates Public Education and outreach activities in communities identified for intervention;
- Develops and maintains partnerships with appropriate GOJ Agencies, NGOs, community groups, and Private Sector to ensure sustained sensitization and awareness of development interventions;
- Develops and manages effective communication strategies for stakeholder sensitization, involvement and integration in the programmes/projects within the designated areas;
- Works with technical experts to optimize data analysis and identify opportunities for future community partnership efforts aimed at fostering better integration of communities into the Urban Renewal Programmes;
- Conducts and manages stakeholder consultation workshops to elicit information about integration processes and areas of improvement;
- Provides technical support and advice to the Senior Director, Chief Technical Director and Permanent Secretary relating to urban development issues/matters;
- Provides accurate and timely advice and support to the Senior Director to help enhance delivery of strategic objectives;
- Conducts Needs Assessments in targeted communities to guide the preparation of development plans or proposals;
- Develops a strategy to enhance a co-ordinated approach to community development and integration that helps to attain relevant SDGs and the Ministry's Strategic objectives;
- Analyses project needs to identify solutions in designated project sites and inform the Ministry of strategic opportunities;
- Designs and implements community integration strategies in targeted communities as part of project activities;
- Prepares Project Report on matters related to the implementation of integration strategies in designated Urban Renewal Projects;
- Liaises and co-ordinates with development Agencies on Urban Renewal Projects to ensure key technical, social, economic, environmental, institutional and crosscutting issues are incorporated into projects;
- Prepares Community Profiles to help inform development proposals and interventions;
- Conducts Community Asset Mapping exercises to help inform development proposals and interventions;
- Develops and maintains a suitable network in the area of community integration, Urban Renewal and Development to keep abreast of the latest developments and issues;
- Conducts socio-economic surveys in targeted communities to inform policy decision and interventions;
- Works closely with community groups/residents to facilitate the development of community driven initiatives as part of integration processes in Urban Renewal Projects;
- Undertakes feasibility studies in Urban Renewal and Development involving broad planning of resources and analysis of alternative ways of shaping projects towards optimal contribution to development objectives;
- Monitors and evaluates community integration and development initiatives to meet community needs for integration services as part of Urban Renewal Programmes;
- Conducts site visits and reconnaissance exercises in targeted communities;
- Attends and participates in relevant community meetings;
- Assists in the preparation of development proposals and plans in the prescribed format;
- Conducts research and presents findings on community development practices (local, regional and international) to guide the Ministry's relevant policies and programmes;
- Establishes working protocol with stakeholder Agencies for the obtaining of data and/or other information necessary for the completion of assigned tasks;
- Executes other functional responsibilities as are incidental to the foregoing and as may be delegated from time to time.

Human Resource Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to goals;
- Contributes to the development, implementation and maintenance of the Succession Planning Programme.

Required Knowledge, Skills and Competencies**Core:**

- Excellent oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus skills
- Teamwork and co-operation
- Excellent presentation skills
- Good research and report-writing skills, and the ability to interpret or present data

- Excellent analytical and critical thinking skills
- Excellent problem solving and decision-making skills
- Good planning, prioritization, and execution skills
- Ability to work under pressure
- Ability to develop and nurture relationships with internal and external stakeholders
- Ability to establish and maintain co-operative working relationship with all segments of the Ministry, its Agencies and external stakeholders
- Good planning and organizing skills
- Goal/Result oriented
- Leadership skills

Technical:

- Use of technology – relevant computer applications such as Microsoft Office Suite
- Knowledge of GOJ policies and programmes
- Broad understanding of urban planning and relocation policies, programmes and issues
- Knowledge of community development methodologies and urban issues
- Knowledge and experience in Urban Development Planning

Minimum Required Qualification and Experience

- Bachelor's Degree in Urban Planning, Community Development, Social Work, Sociology or any other relevant Social Sciences Degree from an accredited tertiary institution;
- At least five (5) years' relevant experience in Community Development and Urban Planning;
- Training in Research Methodology;
- Experience in Project Management.

2. Senior Urban Policy Analyst (SOG/ST 8)

Job Purpose

Under the general direction of the Senior Director, the Senior Urban Policy Analyst is responsible for facilitating the development, implementation and analysis of Urban Development/Planning Policies, Legislation and Programmes in the Ministry and its Agencies. He/she will conduct research to inform the formulation and amendment of Sector specific policies and legislation. The primary role of the Senior Urban Policy Analyst is to oversee the progress of Urban Renewal and Development initiatives undertaken by the Ministry and its Agencies to help inform the National Urban Renewal and Development strategy. The Senior Urban Policy Analyst will be responsible for monitoring legislative, regulatory and programmatic issues that may impact sustainable Urban Renewal and Development.

Key Responsibilities

- Analyses and synthesizes data to help better understand trends and information related to National Urban Renewal and Development Projects and Programmes;
- Conducts systematic review of National Urban Renewal Projects and makes recommendations to inform policy decisions;
- Participates in developing proposals for new policies and amended urban planning, development and renewal legislation and regulations;
- Participates in the incorporation of international agreements and treaty obligations into legislation and regulations and monitors their implementation into Ministry Programmes and Projects;
- Facilitates the establishment and maintenance of effective liaisons with Ministries, Departments and Agencies (MDAs) and other Sector interests to facilitate a
- co-ordinated and integrated approach to urban development legislation and regulations;
- Prepares reports and proposes recommendations as appropriate based on trends observed in National Urban Development initiatives;
- Evaluates existing policies and legislation to ascertain inconsistencies and outdated requirement;
- Prepares official papers and submissions on Urban Development Legislation and Regulations;
- Researches and analyses socio-economic developments and trends affecting urban development to inform the development of appropriate legislation and regulation;
- Provides secretarial support to the Urban Renewal and Development Committee;
- Assists in the development of research instruments to effectively inform urban renewal and development and other related issues;
- Reviews policies, documents, legislations and provide comments to other MDAs;

- Participates in site visits as part of research to inform policy formulation;
- Develops and recommends positions of the Ministry on emerging public and/or contentious trends;
- Conducts public consultations on policies and legislation related to urban development;
- Investigates and responds to the public queries regarding Urban Renewal Development issues and problems in collaboration with the Community Integration Manager;
- Researches and prepares input for presentations to be made by Ministers, Permanent Secretary and Chief Technical Director on human settlements and urban renewal matters;
- Assists with the preparation of relevant documentation such as Cabinet Submissions, Cabinet Notes, and Ministry Papers etc.;
- Assists with the preparation of Monthly, Quarterly and Annual Reports on the operations of the Division;
- Develops or facilitates technical assistance for projects to be undertaken by the Division;
- Assists with the preparation of the Division's Strategic Business and Operational Plans and Budget;
- Manages the welfare and development of direct report 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;
- 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;
- 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 Unit in collaboration with HR;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular staff meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems that affect the Unit to provide solutions that facilitate the achievement of objectives.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus
- Teamwork and co-operation
- Good planning and organizing skills
- Excellent presentation skills
- Ability to work under pressure
- Goal/Result oriented
- Sound analytical and innovative thinking skills

Technical:

- Use of technology- relevant computer applications such as Microsoft Office Suite and GIS Systems
- Knowledge of policy formulation and management
- Knowledge of research techniques and qualitative and quantitative data gathering and analysis
- Knowledge of planning and policy development
- Broad knowledge of Government of Jamaica policy development process and guidelines

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Policy Analysis and Management, Urban Planning and Development, or related discipline;
- Training in Policy Formulation and Management;
- Experience in conducting research;
- Four (4) years related work experience.

3. Senior Urban Policy Monitoring Officer (SOG/ST 8)

Job Purpose

Reporting to the Senior Director, the Senior Urban Policy Monitoring Officer will develop and implement programmes, projects and monitoring strategies to review initiatives within Urban Development Agencies to assess the impact of existing policies, legislation and the feasibility of proposed strategies achieving the intended objectives which are performed by the Ministry and its Agencies in accordance with GoJ Policies and established standards.

Key Responsibilities

- 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;
- Provides the Cabinet with Status Reports on implementation of Cabinet Decisions regarding projects and programmes;
- Advises the Principal Finance Officer and Senior Director on warrant allocations for Agency projects;
- Recommends for approval Project Funding for Agencies in keeping with established guidelines;
- 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 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 facilitates compliance with GoJ financial guidelines;
- Provides technical advice and guidance to the Ministry's Agencies in facilitating the attainment of Ministry Objectives;
- Reviews and comments on project proposals and agreements;
- Receives, reviews and endorses procurement procedures of Agencies;
- Conducts site visits to keep informed of the 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 Urban Development Sector;
- Organizes, facilitates and participates in Project Steering Committee meetings.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus
- Teamwork and co-operation
- Good planning and organizing skills
- Excellent presentation skills
- Ability to work under pressure
- Goal/Result oriented
- Sound analytical and innovative thinking skills

Technical:

- Use of technology- relevant computer applications such as Microsoft Office Suite and GIS Systems
- Knowledge of policy formulation and management

- Knowledge of research techniques and qualitative and quantitative data gathering and analysis
- Knowledge of planning and policy development
- Broad knowledge of Government of Jamaica policy development process and guidelines

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Policy Analysis and Management, Urban Planning and Development, or related discipline;
- Training in Policy Formulation and Management;
- Experience in conducting research;
- Four (4) years related work experience.

4. Urban Planner (SOG/ST 8)

Job Purpose

Reporting to the Community Integration Manager, the incumbent will primarily undertake strategic planning tasks within the Urban Renewal and Planning Branch in the delivery of urban renewal and development objectives as outlined by the Ministry. The Urban Planner will provide technical guidance to the Division on Urban Planning and Development Projects and processes. He/she will foster collaboration with stakeholders (Public, Private and NGOs) on community integration activities as part of the Urban Renewal and Development Process. In addition, the incumbent

co-ordinates research activities through the collection, analysis, interpretation and presentation of planning, land use and environmental data. Reviews land use and zoning data requisite for the completion of reports and decision-making process. The Urban Planner will conduct applicable research and analysis on planning policies and programmes while collaborating with internal and external stakeholders to make recommendations for policy submissions. He/she will operate within National Planning frameworks so that continuous economic growth and development are inextricably linked to the current development trends.

Key Responsibilities

- Participates in meetings, seminars, local fora, conferences and workshops; and prepares reports as required;
- Presents research findings and development strategies to internal and external stakeholders;
- Contributes to the development of the Strategic Business and Operational Plans and Budget of the Branch based on Government guidelines;
- Develops Individual Work Plan based on strategic alignment with Operational Plan and strategic direction;
- Prepares Annual/Quarterly/Monthly and Special Reports on projects as required;
- Conducts research and analysis, makes projections and forecasts of areas/communities that requires development within the parishes in relation to population estimates and economic policy decisions;
- Co-ordinates with external stakeholders such as PIOJ, STATIN, UDC, NHT and Local Authorities to garner and store relevant Sector data and to inform an efficient GIS Database on behalf of the Ministry;
- Carries out literature review of secondary data to obtain historical and other data on areas slated for development;
- Conducts field visits and reconnaissance, research and land-use surveys based on established terms of reference;
- Assists with the monitoring of development and Urban Renewal Projects;
- Assists in the development of applicable community integration and development strategies;
- Participates in all aspects of the development planning processes at the local and national levels and determines implications for Strategic Urban/Regional Planning by Local Authorities;
- Collects, analyses, forecasts and maps trends in the Local Urban Development process;
- Monitors Urban Renewal and Development projects and programmes undertaken by the Ministry and its Agencies;
- Prepares and makes presentations to stakeholders on Urban Renewal initiatives;
- Develops and maintains a database for recording relevant data on all Urban Renewal and development initiatives and projects undertaken by the Ministry and its Agencies;
- Prepares Project Proposals for Urban Renewal and Development initiatives and projects planned by the Ministry;

- Recommends inputs for an overall framework and policy structure to ensure consistency of local planning initiatives amongst Local Planning Authorities;
- Reviews emerging best management practices pertaining to Urban Renewal and Development initiatives and programmes;
- Analyses compiled data to support research and prepares reports accordingly;
- Analyses comprehensively land related dynamics, inclusive of physical infrastructure, to determine the impact of land- use related issues on the preparation of Development Plans and apply temporal and change detection techniques where necessary;
- Applies appropriate technique to determine the correlation between land- use and infrastructure requirements and provides projections for future demand;
- Provides technical support in the project planning and implementation of Urban Renewal initiatives undertaken by the Ministry;
- Assists in Needs Assessments and Community Asset Mapping undertaken in targeted communities;
- Assists in the preparation of Community Profiles to inform Urban Development initiatives and programmes undertaken by the Ministry;
- Assists in the undertaking of Socio-economic Surveys in targeted communities to inform policy decisions and interventions;
- Assists in the preparation of reports, Board Papers, Development Plans, Planning Guidelines and Proposals in the prescribed format;
- Reviews and assesses Development Proposals to ensure conformity with Local Planning and Development standards;
- Represents the Corporation in information gathering and dialogue maintenance role through community/shareholder consultations;
- Establishes working protocols with stakeholder Agencies for the obtaining of data and/or other information necessary for the completion of assigned tasks;
- Reviews maps and graphs for Urban Planning and Renewal Developments.
- Manages the welfare and development of direct report 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;
- Participates in the recruitment and selection of staff for the Unit;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division, the Ministry and the Government.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus
- Teamwork and co-operation
- Good planning and organizing skills
- Excellent presentation skills
- Ability to work under pressure
- Goal/Result oriented
- Strong research, analytical and report writing skills
- Strong statistical, database and spreadsheet software skills

Technical:

- Use of technology - relevant computer applications such as Microsoft Office Suite, GIS Applications and Microsoft Projects
- Broad understanding of urban planning and relocation policies programmes, strategies and issues
- Knowledge of principles, methods and procedures of current technological development/trends in area of expertise
- Knowledge of laws, guidelines and policies related to planning, zoning and environmental analysis
- Broad understanding of urban planning and relocation policies programmes and issues
- Excellent knowledge of National Urban Development initiatives and programmes
- Knowledge of Project Management

Minimum Required Qualification and Experience

- Bachelor's Degree in Urban Planning, Development Studies, Spatial Planning, Geography or any other relevant related spatial discipline from an accredited tertiary institution.
- At least four (4) years' experience in urban planning and development practice

5. Urban Policy Analyst (SOG/ST 7)

Job Purpose

The incumbent will report to the Senior Urban Policy Analyst, to assist the development of appropriate instruments, research and database systems and facilitate the development of Urban Development policies, legislation and regulations within the context of the role and mandate of the Ministry.

Key Responsibilities

- Assists in the development of appropriate instruments for utilization in the formation of policy;
- Participates in conducting research on Urban Development needs and other related issues;
- Collaborates with policy analysts to monitor the impact of implemented housing policies and legislations;
- Assists in the planning and co-ordination of policy formulation meetings;
- Prepares required documentation and undertakes follow- ups to post meeting activities and decisions;
- Assists in organizing conferences, workshops and other fora in relation to the formulation of policy and to accommodate stakeholder input in the process;
- Assists in the preparation of official papers and submissions on Urban Development policies and legislations;
- Liaises with international and local Organizations associated with the Urban Planning and Development Sector;
- Ensures proper maintenance of policy documents and files;
- Assists with the preparation of the Branch's Plan and Budget;
- Ensures proper maintenance of policy documents and files;
- Assists in conducting Socio-economic research and needs analyses in the relevant subject areas such as construction;
- Monitors and assesses the Housing Sector, particularly as it relates to construction, to facilitate projections and the formulation of proposals and policies;
- Investigates and responds to the public queries regarding settlement issues and problems;
- Conducts public consultations;
- Assists with the preparation of relevant documentation such as Cabinet Submissions, Cabinet Notes, Ministry Papers etc.;
- Develops or facilitates technical assistance for projects to be undertaken by the Branch;
- Assists with the translation and incorporation of international agreements and issues of relevance to Jamaica in the area of Human Settlements

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus
- Teamwork and co-operation
- Good planning and organizing skills
- Excellent presentation skills
- Ability to work under pressure
- Goal/Result oriented

Technical:

- Use of technology- relevant computer applications such as Microsoft Office Suite and GIS Systems
- Knowledge of policy formulation and management
- Knowledge of research techniques and qualitative and quantitative data gathering and analysis
- Knowledge of planning and policy development process and guidelines.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Policy Analysis and Management, Urban Planning and Development, or related discipline;
- Training in Policy Formulation and Management;
- Three (3) years related work experience.

6. GIS Analyst (SOG/ST 7)

Job Purpose

Reporting to Urban Planner, the GIS Analyst will be primarily responsible for providing technical support through the application of geospatial technology and tools. The incumbent will co-ordinate and manage the spatial data collection exercises, meta-data development, spatial mapping and analysis services to Urban Renewal Projects and Programmes. The GIS Analyst will interpret and prepare information for a wide variety of GIS datasets that can be geo-processed, analyzed, and mapped.

Key Responsibilities

- Prepares Individual Work Plan, Monthly and Quarterly reports as per specification and submitted within agreed timeframe;
- Prepares presentations for technical workshops to communication project activities;
- Develops and maintains close working relationships with internal and external contacts;
- Develops and maintains GIS files and associated spatial and tabular databases to aid in the execution of urban renewal projects;
- Establishes and follows process flows for data capture and entry into GIS and Access database;
- Ensures all geospatial data and metadata is created, stored, organised and maintained consistent with GIS Industry best practice;
- Conducts mapping exercises relevant to the achievement of project objectives;
- Maintains complex geographic datasets and performs data updates and edits;
- Conducts geospatial analysis (raster and vector) in support of Urban Renewal projects;
- Designs digital survey instruments to be used in targeted communities;
- Implements new GIS spatial files related to Urban Renewal and Development (housing, demography, infrastructure, amenities and other associated spatial features);
- Prepares documents and data reports utilizing data visualizations to support project activities undertaken by the Branch;
- Collects and collates spatial data from other MDAs and stakeholders;
- Reviews, evaluates, and verifies mapping data provided by external Agencies for accuracy and consistency;
- Monitors the Metadata Profile of spatial data collected to ensure that data meet specifications and consistent with the Industry's best practices;
- Geo-references a variety of data types in order to extract information into project files;
- Produces maps and other graphical representations showing the spatial distribution of various kinds of data, including community boundaries, housing, infrastructure and amenities, etc.;
- Converts data of various formats such as CAD, KML, and GPX files to feature classes for data analysis;
- Participates in Project Planning and design;
- Analyses and determines user requirements for tasks and project activities requiring geospatial input;
- Performs data munging and cleaning to convert data into its desired form;
- Manages a Digital Library of Geographic Maps in various file types;
- Serves as technical lead for the spatial enablement of the Ministry's Urban Renewal and Development Projects;
- Provides recommendations for geospatial data capture, collection and management; as well as a data capture service using the appropriate tools;
- Prepares GIS Technical Reports, including needs assessments, status and final project reports, request for proposals as the need arises per project or programme;
- Troubleshoots assigned application issues and works with technical resources for resolution;
- Participates in meetings and conferences on behalf of the Branch and/or Ministry;
- Assists in the development of the Branch's Strategic Plan and Budget and develops Individual Work Plan based on the Strategic/Operational Plan of the Branch;
- Co-ordinates with other staff to develop materials needed for technical workshops, stakeholder consultation, and other meetings as needed.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus
- Teamwork and co-operation

- Good planning and organizing skills
- Excellent presentation skills
- Ability to work under pressure
- Goal/Result oriented

Technical:

- Competency in the use of computers and Microsoft Office suite
- Technical knowledge of GIS, GPS, Remote Sensing, use of hardware and software and GIS systems configuration
- Competency in the use of ESRI suite of ArcGIS and ERDAS Imagine software
- Competency in the collection and management of metadata and related tools
- Competency in the use of Trimble GPS/GIS units and use of Terrasync and ArcPad software
- Knowledge of ESRI ArcGIS Desktop 10x including spatial analyst and 3D analyst extensions
- Knowledge of urban planning

Minimum Required Qualification and Experience

- A Bachelor's Degree in Geo-Informatics or a spatially related science such as Geography or Land Surveying, with emphasis on spatial analysis and spatial database design, creation and management;
- Three (3) years of experience in spatial data collection, spatial database design, creation, analysis and management.

7. Administrative Assistant (GMG/AM 2)

Job Purpose

To provide technical and administrative duties to support the effective and efficient functioning of the Urban Renewal and Planning Branch.

Key Responsibilities

- Assists in the preparation of the Branch Strategic and Operational Plans, Procurement Plans and Cash Flows;
- Assists with the preparation of the Budget for the Branch and related Budgetary Programmes;
- Develops Individual Work Plan based on alignment with the Branch's Operational and Strategic Plan;
- Manages the procurement activities for the Branch;
- Assists with the co-ordination of the Branch's meetings and functions relating to the operations of the Branch;
- Participates in meetings, workshops, seminars and other events as needed;
- Conducts research and executes questionnaires and prepares resulting reports;
- Assists in organizing and co-ordinating, workshops, seminars, training sessions, exhibitions, fora conducted by the Branch;
- Conducts research to assist with the preparation of reports, proposals, project plans and other documents;
- Collates information and prepares the Monthly, Quarterly, Annual Reports, and other special reports for the Branch;
- Prepares resource materials such as brochures and relevant literature for workshops and courses;
- Schedules and arranges meetings, focus groups, visits etc., co-ordinates documents or activities that may be needed before meeting;
- Answers queries and prepares responses to requests from members of relevant Committees and other relevant stakeholders;
- Maintains confidential records and files;
- Undertakes the procurement of equipment, stationeries and supplies for the Branch in collaboration with the Procurement Branch;
- Liaises with Documentation/Information and Access Services Division to assist with processing Access to Information requests for review and approval by Senior Director;
- Attends Technical Meetings and produces accurate Minutes, provides administrative functions for relevant Committees, including recording decisions and distributing Minutes;
- Prepares requests for proposals, quotations, specification sheets and Evaluation Reports for the procurement of equipment and other supplies;

- Manages and maintains Inventory Records for all goods, equipment and furniture reposed in the Branch;
- Organizes and ensures all existing and new furniture, equipment and other goods are marked and related Inventory Registers are updated;
- Maintains records of income and expenditure reports of the Branch;
- Arranges for the expeditious processing of bills generated.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Good customer and quality focus skills
- Teamwork and co-operation
- Excellent presentation skills
- Ability to work under pressure
- Confidentiality
- Excellent Secretarial skills

Technical:

- Knowledge of GoJ Procurement policies and guidelines
- Use of technology- relevant computer applications such as Microsoft Office Suite
- Knowledgeable of research methodologies

Minimum Required Qualification and Experience

- First Degree in Public/Business Administration or related discipline;
- Knowledge of Strategic Planning principles and procedures would be an asset;
- Two (2) years working experience in Administration; **or**
- Associate Degree in Public/Business Administration or related discipline;
- Knowledge of Strategic Planning principles and procedures would be an asset;
- Four (4) years working experience in Administration.

Applications accompanied by résumés should be submitted **no later than Thursday, 14th October, 2021 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and 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**