



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

---

**CIRCULAR No. 430**  
**OSC Ref. C.6632**

**7<sup>th</sup> December, 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 be assigned to the following posts in the **Projects and Technical Services Branch, Ministry of Housing, Urban Renewal, Environment and Climate Change**:

1. **Engineer (SOG/ST 7) – (Not Vacant)**, salary range \$2,109,885 – \$2,507,990 per annum and any allowance(s) attached to the post.
2. **Quantity Surveyor (SOG/ST 6) – (Not Vacant)**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.

**1. Engineer (SOG/ST 7)**

**Job Purpose**

Under the direct supervision of the Director, Technical Services, the Engineer is required to provide the requisite engineering services and technically advise on the development of the Ministry's joint venture housing programmes, produce engineering designs and monitor the development stage of the projects, ensuring conformity to design specification and standards.

**Key Responsibilities**

- Establishes operational objectives and guidelines for all engineering activities;
- Delegates and oversees the functions of reports;
- Participates in meetings pertinent to role/function;
- Contributes to the development of the Unit's Annual Budget and Corporate Plan;
- Prepares Operational and Technical Reports;
- Conducts investigations of planned/proposed project development sites;
- Prepares engineering design drawings;
- Appraises externally prepared engineering designs, ensures technical feasibility and consistency with Ministry guidelines;
- Reviews and approves engineering designs for expansions to existing Ministry housing Projects;
- Monitors implementation of projects to ensure conformity to design specifications;
- Investigates and assesses the engineering related concerns of purchasers of Ministry Housing Solutions as necessary to the Ministry;
- Reviews payment requests and approves payment on contracts;
- Participates in the selection and induction of staff;
- Establishes employee performance targets and motivates staff towards optimum levels of performance;
- Promotes the welfare and development of staff through the conduct of employee performance appraisals, recommendations for appointment, promotion, leave and training.

**Required Knowledge, Skills and Competencies**

- In-depth knowledge of the building regulatory framework
- Knowledge of the Housing and Construction Sectors
- Knowledge of Urban Planning
- Knowledge of Contracts Administration process
- Knowledge of project assessment and technical analysis
- Knowledge of Engineering Regulations and Standards
- Strong organizing skills
- Good oral and written communication skills
- Good interpersonal, analytical and judgement skills
- Good innovative ability
- Team and results oriented

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

- Bachelor of Science Degree in Civil Engineering or related discipline;
- Registered Engineer;
- Training in Project Management;
- Five (5) years professional experience.

## **2. Quantity Surveyor (SOG/ST 6)**

### **Job Purpose**

The Quantity Surveyor will ensure that robust, accurate and innovative advice is delivered to clients to align their needs with the business objectives of the Ministry and to provide quantity survey expertise in the drafting of Ministry's Construction Contracts; manage the administration of contracts and appraise/approve contract payments, ensuring compliance with established standards and Ministry Guidelines and Regulations. The Quantity Surveyor is also required to carry out pre-contract and post-contract financial management for all building and civil works done by the Ministry and perform functions in relation to planning and implementing the projects that fall under the Ministry's Portfolio, in accordance with established procedures and the necessary guidelines.

### **Key Responsibilities**

- Prepares Technical Reports for new and ongoing projects;
- Prepares preliminary estimates for all building and civil engineering works;
- Undertakes cost analysis for repair and maintenance of project work;
- Performs risk, value management and cost control;
- Reviews the Preliminary Development Budget to ascertain costing of proposed development and submits projects proposals;
- Obtains approvals from the Ministry's Project Appraisal Committee (PAC);
- Develops, monitors and maintains cost records for labour and materials and for overall contract cost of Ministry's designs;
- Assists in the co-ordination of designs for Building and Subdivision Plans;
- Assists the Project Officer/Planner/Designer using AUTO CAD to produce designs and other schematic drawings;
- Produces all estimating data for the preparation of programmes and Annual Budgets;
- Prepares cost estimates for buildings, works and other structures;
- Prepares Tender and Contract Documents for submission for works to be conducted by the Ministry;
- Participates in site visits; monitors and assesses implemented projects to ensure conformance with design and cost estimates;
- Undertakes feasibility studies to establish client requirements;
- Analyzes and prepares the preparation of Bills of Quantities and contract documents for works to be conducted by the Ministry;
- Validates external bills;
- Oversees and participates in the Tender process;
- Measures, evaluates and prepares interim and final payment certificates for projects;
- Ensures approved cost planning techniques are understood and implemented;
- Reviews and recommends claims for payments on contracts;
- Reviews and assesses all submissions such as Technical Reports, Project Control Sheets and Practical Completion Certificates for all projects within the designated region;
- Prepares cost estimation for buildings, works and other structures;
- Interprets blueprints, schematic drawings, payout and other visual aids;
- Maintains standards of output for supervisees, appraises performance and report to the Head of the Unit.

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

- In-depth knowledge of the Master Builders JIIC Agreement and labour rates
- Sound knowledge of the Building Code stipulated by the Jamaica Institute of Quantity Surveyors
- Knowledge of project planning and management techniques
- Working knowledge of standard and specialized computer applications including AUTO CAD
- Knowledge of the contract administration process and the established forms of contracts
- Knowledge of Project/Construction Management
- Strong organizing skills

- Excellent oral and written communication skills
- Methodical and thorough in work approach
- Good analytical and judgement skills
- Strong deductive reasoning and interpersonal skills
- Highly developed team-oriented skills
- Ability to work on own initiative

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

- Bachelors Degree in Quantity Surveying/Land Surveying;
- Studies in Civil Engineering;
- Five (5) years' experience as a Quantity Surveyor on new and refurbished buildings;
- Experience in buildings, roads, bridges and any other civil works.

Applications accompanied by résumés should be submitted **no later than Monday, 20<sup>th</sup> December, 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@megjc.gov.jm](mailto: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**