



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR NO. 2/2022
FILE NO. 310/04^{IV}

6th January, 2022

Chief Executive Officers

Sir/Madam

Applications are invited from suitable qualified persons to fill the post of Chief Executive Officer (GMG/SEG 4) (not vacant) in the St. James Municipal Corporation, salary scale \$3,154,073 - \$3,749,202 per annum, in addition to the appropriate allowance(s).

Job Summary

The Secretary is the Chief Administrative Officer of the Municipal Corporation in accordance with Section 6 of the Local Government (Unified Service and Employment) Act, 2016. He/She is also the Chief Accountable Officer appointed by the Minister of Local Government and Rural Development under Section 16 of the Financial Administration and Audit Act.

He/She provides vision, leadership and general oversight to the assigned Municipal Corporation, develops strategy and policy in collaboration with the senior leadership team, local authority mission, local authority direction and core values are incorporated into the Municipal Corporation's public information programme and provides strategic direction for the Parish in the community, the region and nationally with regards to implementing policy.

Essential Duties and Responsibilities

- Advises and consults with the Chairman/Councillors on policy and strategic leadership in problem-solving Parish wide issues.
- Supports the Parish Councillors in their roles as policy makers and to set strategy and develop positions.
- Responds to a wide variety of unexpected or emerging issues; defends departments, supports department's position/issues.
- Facilitates identification of issues to the leadership team; collaborates and makes decisions.
- Coordinates the activities of departments to ensure a consistent approach.
- Overseas, motivates and evaluates department directors and key personnel to ensure that they collectively achieve their department's mission.
- Establishes and maintains a working environment conducive to teamwork.
- Directs the Municipal Corporation's public information programme to ensure an effective dissemination of its accomplishments and decisions.
- Provides general oversight and support to all the Directors and Senior Personnel in the Municipal Corporation.
- Serves as Municipal Corporation's representative to national, regional and local issues and represents/articulates Parish positions on issues.
- Presents issues and recommendations on major issues requiring the decisions or positions of the Municipal Corporation.
- Responsible for the prudent management of the Municipal Corporation's Budget.
- Responsible for the management of monthly and fortnightly personnel.
- Responsible for the management and maintenance of all the Municipal Corporation's Assets and Liabilities.
- Responsible for the implementation of lawful resolutions of the Municipal Corporation in accordance with its By-Laws, Rules and Regulations, Local Government (Unified Service and Employment) Act, 2016 and Government Policy.

Knowledge, Skills and Abilities Requirements

- Extensive knowledge of the principles and practices of public policy and a good understanding of national policy issues affecting local government.
- Through knowledge of public finance and budgeting.
- Skill in effective, clear and persuasive oral and written communications.
- Ability to negotiate agreements and/or reach consensus with diverse agencies/persons/companies.
- Ability to provide leadership, counsel, motivation and constructive performance and their respective commitments to the Parish's goals.
- Skills in resolving conflicts and gaining cooperation among staff members and the wider public.
- Ability to articulate and promote the Municipal Corporation's strategic positions.
- Skill in facilitating and collaborating with senior level managers to determine the level of delivering services and solving Parish-wide issues.
- Ability to identify the Parish's future direction in response to changing scenarios and communicate a vision for appropriate plans and action steps.
- Ability to develop and maintain productive relationships with elected officials, advisory boards, the news media and the general public.
- Ability to understand the Parish's political environment and sensitivities.

Supervision

- Works under the broad policy guidelines of the Municipal Corporation
- Exercises supervision over the Municipal Corporation's operating departments and key staff

Education and Experience Requirements

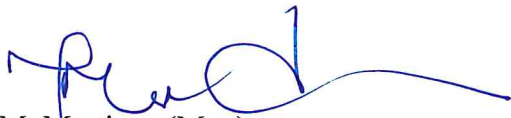
- First Degree in Business Administration, Management Studies, Public Administration, Planning or related field.
- Five (5) or more years of related experience in local government
- Or any equivalent combination of education, experience and training.

Applications accompanied by resumes should be submitted **no later than the 21st January, 2022**

Secretary
Local Government Services Commission
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4

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 Local Authority and brought to the attention of all eligible officers.



M. Martinez (Mrs.)
Secretary
Local Government Services Commission
for Chief Personnel Officer

Chief Executive Officer:
KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover, Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine