



**CIRCULAR NO. 10/2022**  
**File No. 310/04** <sup>III</sup>

**5<sup>th</sup> April, 2022**

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant posts in the **St. Elizabeth Municipal Corporation**:

1. **Administrator (GMG/AM 2)**, salary range \$1,025,878– 1,219,446 per annum and any allowance (s) attached to the post.
2. **Planning Coordinator (GMG/AM 2)**, salary range \$1,025,878– 1,219,446 per annum and any allowance(s) attached to the post.

**1. Administrator (GMG/AM 2)**

***Job Purpose***

Under the direction of the Director of Administration and in accordance with the policies and regulations governing the Municipal Corporation the Administrator is responsible for carrying out personnel functions within the Corporation.

***Key Responsibilities***

***Management/Administrative Responsibilities***

- Maintaining and keeping up to date service records on a full-time and part time employees
- Ensuring that the Value Book is properly kept and that it is signed by both Officers opening the registered letters
- Giving cash contents along with Value Book to the Cashier for issuing of Official Receipt
- Managing the Petty Cash of the Corporation administration
- Identifying office support needs and arranging for the provision of these in order to maintain the smooth flow of the Corporation's service. These needs would include maintenance of office equipment, office mail processing, document storage/record keeping, courier services and telephone
- Maintaining Attendance/Leave Register for all staff
- Managing Health Insurance of all employees of the Corporation in keeping with the policy of the Government of Jamaica
- Advising the Local Government Services Commission in advance of the employees who will attain the mandatory retirement age as well as processing retirement documents for these Officers
- Dealing with, on the direction of the Director of Administration, such other correspondence relating to human resource management matters
- Dealing with matters relating to staffing establishment
- Attending relevant Committee Meetings when required

***Key Competencies***

- Key deliverables are produced within agreed timeframe to required standards
- Well developed human resource management and social skills
- Ability to develop an environment that fosters employees development and empowerment
- Ability to provide a supportive role to the Director of Administration
- Coordinating reports for submission to the Ministry of Finance and the Public Service, Integrity Commission and Cabinet Office
- Ability to prioritize, analyze and complete work with little supervision, within agreed timeline
- Ability to consistently demonstrate integrity in the execution of duties

- Effective communication skills
- Sound knowledge of the Staff Orders, Pension Regulations various Acts/Regulations governing employees of the Municipal Corporations
- Innovativeness

### **Qualification and Experience**

- Diploma/Associate Degree in Human Resource Management, Public Administration, Business Administration or Equivalent professional qualification
- At least three (3) years' experience in Human Resource Management
- Knowledge of Human Resource Management in Government would be an asset

## **2. Planning Coordinator (GMG/AM 2)**

### ***Job Summary:***

Under the direction of the Director of Planning, the Planning Coordinator is responsible to ensure that the policies of the Corporation are adhered to as it relates to planning and development within the parish of St. Elizabeth. The incumbent should ensure that development applications are properly checked against the relevant regulations; efficiently maintained via the appropriate database system; circulated to the relevant authorities. The Officer is required to liaise with the relevant agencies on their recommendations and ensuring that the processing of applications is carried out within the stipulated timeframe with the approval of the Municipal Corporation.

### ***Key Outputs:***

- Monitors the processing of all building and subdivision applications and subsequent requests that are submitted to the Local Planning Authority.
- Ensures the proper maintenance of all manual registers, electronic registers, databases or any other systems.
- Prepares a monthly list of subdivision applications for the Physical Planning and Environment Committee for its decision.
- Compiles draft conditions of approval for subdivision applications
- Monitors and process requests for Certificate of Completion for the release of titles.
- Liaises with the officers of the Planning Department and commenting agencies for the effective execution of assigned tasks.

### ***Responsibilities and Duties***

- Maintains the Corporation's Development Application Register
- Reviews and assess all building and sub-division applications to ensure that such applications are completed in accordance with the relevant regulations.
- Ensures that applications are circulated to the relevant agencies and is done according to established standards.
- Utilizes the Automated Management and Data Automation (AMANDA) system in the processing of development applications.
- Ensures that the responses of referral agencies are obtained in a timely manner in keeping with the stipulated turnaround time for the processing of building and subdivision applications
- Oversees the process to receive, review and take decisions on development applications.
- Liaises with clients of the corporation on the status of development applications and providing guidance to the public on development application procedure.
- Prepares recommendation and other related documents of submission for the attention of the Planning and Development Committee.
- Prepares resolutions embodying the terms and conditions of approval of subdivision plans, ensuring that endorsement is made by the Chief Executive Officer and affixing of the Corporation's seal.
- Works closely with other department and referral agencies that are also involved in the development application process. e.g. the Roads and Works Department, the National Environment and Planning Agency, the Health Department and the Jamaica Fire Brigade.

### ***Performance Criteria***

- Providing the highest level of administrative support within the Planning Department, in order for the department to function efficiently and effectively.
- The completion of assigned tasks with accuracy and within a specified timeframe.
- Key deliverables are produced within agreed schedule and to the requisite standard.
- Strict adherence to the rules and regulations of the Corporation.
- Adherence to a high level of confidentiality.
- Demonstrating a high level of courtesy and efficiency when administering to members of the public, other agencies, the Political Directorates and other members of staff.

### ***Key Competencies***

- Good communication skills
- Excellent interpersonal skills
- Excellent time management and problem-solving skills
- Professionalism and tact

### ***Knowledge and Experience***

- Knowledge of the Building Act of the Local Authorities, Town and Country Planning Act, Local Improvement Act and all other acts and regulations governing the administration of the Planning Department.
- Strong knowledge of Microsoft Office Suite
- Awareness of the Application Management and Data Automation (AMANDA) System would be an asset.
- At least three (3) years' experience in an organization with Physical Planning Functions

### ***Qualification***

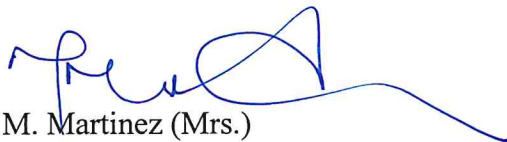
- The incumbent should possess a Diploma in Planning Technology from a Tertiary Institution.

Applications accompanied by resumes should be submitted **no later than 29<sup>th</sup> April, 2022 to:**

**Secretary  
Local Government Services  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> 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 Municipal Corporations and brought to the attention of all eligible officers.**



M. Martinez (Mrs.)  
Secretary  
Local Government Services  
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

