



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 172

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28th April, 2022

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/be assigned to the following posts in the **Ministry of Economic Growth and Job Creation**:

1. **Director, Budget and Finance (FMG/PA 2) – Housing Fund Unit – (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Geographic Information Systems Specialist (SOG/ST 6) – Land Administration Management Section – (Vacant)**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.
3. **Records and Information Administrator (PIDG/RIM 5) – Documentation Information Access Services – (Not Vacant)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
4. **Director, Performance Management and Appraisal (GMG/SEG 1) – Human Resource Management and Development Branch – (Not Vacant)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
5. **Compliance Investigation Officer (GMG/AM 4) – Social Services Unit – (Vacant)**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.
6. **Research Officer (SOG/ST 5) – Housing Policy Research and Monitoring Branch – (Vacant)**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.
7. **Executive Secretary 1 (OPS/SS 4) – Environment and Risk Management – (Not Vacant)**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.
8. **Executive Secretary 1 (OPS/SS 4) – National Spatial Data Management Branch – (Vacant)**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.

1. Director, Budget and Finance (FMG/PA 2)

Job Purpose

To develop and manage the Housing Fund's budget, ensure maintenance of internal systems of control in the management of expenditure and oversee operations of the Fund's Financial Management Information System.

Key Responsibilities

Technical/Professional/Management/Administrative:

- Ensures the establishment of a sound accounting framework to support the accounting operations of the Housing Fund;
- Monitors Bank and Investment accounts;
- Prepares Operational Reports;
- Liaises with different Programme Managers in the development of their Budgets and ensures that Programme Budgets are in conformance with Ministry's objectives and priorities;
- Edits the Housing Fund's consolidated budget and prepares draft for approval by Ministry officials;
- Provides advice on how to utilize budgeted funds;
- Oversees the maintenance of relevant books of account and the preparation/generation

- of Financial Statements;
- Oversees the management of the Housing Fund's Financial Management Information System, which includes making recommendation for new General Ledger to be set up;
- Authorizes Invoices for payments based on request;
- Authorizes Withholding Tax Certificate and Spreadsheet;
- Certifies Financial Statements;
- Reviews Variance Analysis Report;
- Prepares Virement request for projects as requested by Heads of Units;
- Liaises with Banks and Internal Auditors;
- Devises and develops a set of objectives to guide the functioning of the Budget and Finance Accounts Unit;
- Co-ordinates the establishment of operational objectives for the different Units of the Fund;
- Ensures maintenance of complete accounting records;
- Co-ordinates the formulation of the Housing Funds Annual Estimates of Revenue and Expenditure: the Budget;
- Keeps abreast of impending projects;
- Establishes proper systems of control to ensure Housing Fund expenditure falls within approved budgeted provisions;
- Signs on the Housing Funds Bank Accounts;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Good knowledge in Budget Administration, Asset Management and Financial Accounting
- Knowledge of the Housing and Financial Administration and Audit (FAA) Acts
- Excellent leadership and team-building skills
- Excellent oral and written communication and interpersonal Skills
- Ability to use relevant Accounting software and Microsoft Office Suite
- Results driven
- Meticulous and astute
- Ability to cope well under pressured working conditions and to meet deadlines

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

2. Geographic Information Systems Specialist (SOG/ST 6)

Job Purpose

The incumbent will manage the implementation of the Ministry's Geographic Information Systems (GIS), in the computerization, analysis and application of soil, land use, spatial, value added and other data for the effective management/administering of Ministry's lands and/or properties to be acquired by the Ministry.

Key Responsibilities

- Develops and establishes framework for the use and maintenance of the Ministry's Geographic Information System (GIS);
- Manages and implements GIS projects in line with the Ministry's and Divisional objectives;
- Assesses and determines GIS training needs of staff;
- Reviews and recommends developmental uses for the GIS;
- Undertakes collection of land use data on Ministry owned and managed properties, as well as from Government Departments and Agencies;
- Implements system for the computerization of collected data;
- Conducts analyses of land data (including interpretation of aerial photographs and satellite imageries) to determine appropriateness of land for housing construction use;
- Designs and maintains GIS Database;

- Ensures establishment of back up Library;
- Ensures and co-ordinates ongoing maintenance of the GIS system-hardware and software capabilities;
- Provides technical guidance to users of the Geographic Information System;
- Liaises with State Agencies and other Bodies in the exchange of information and technical support;
- Provides technical assistance to others on assigned projects and serves as a resource person to other Departments on GIS related topics;
- Creates and maintains links between map files/attributes and other databases;
- Assists in the collections and analysis of social, demographic, economic and transport data;
- Presents GIS information at meetings/conferences/seminars/workshops on behalf of the Ministry in order to gain support for Transport Projects;
- Performs other related duties and responsibilities that may be determined from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of computer-based Geographic Information Systems
- Excellent knowledge of Mathematical relationships such as Co-ordinate Geometry, Topology and Statistics as they relate to spatial data analysis, as well as automated and stereoscopic viewing
- Knowledge of principles and practices of cartography
- Knowledge of Spatial Information Systems: GIS, GPS, Remote Sensing and CAD
- Knowledge of Programming Languages: Visual basic, C++, Java, Avenue and Arc Marco Language
- Excellent analytical, planning and organizing skills
- Good interpersonal skills
- Team oriented

Minimum Required Qualification and Experience

- Bachelor's Degree in Geography, Urban Planning, or any other spatially related discipline;
- Certification/training in Information Systems or Database Management;
- Four (4) years working experience in Land Surveying, Urban Planning and Programming field.

3. Records and Information Administrator (PIDG/RIM 5)

Job Purpose

Under the general direction of the Director, Documentation/Information and Access Services, the incumbent is responsible for:

- Accurately, securely and effectively managing information received and produced by the Ministry;
- Developing and maintaining appropriate systems in support of records movement, maintenance and disposition.

Key Responsibilities

- Participates in the creation of Strategic Plan/Programmes/Projects for the Division, (Strategic, Operational, Monthly Plans, Projects Performance Reports and any other related reports);
- Examines and evaluates Records Management Systems to develop new or improve existing methods for efficient handling, protecting and disposing of official records and information;
- Classifies and indexes records;
- Assists in the research for information as requested for the provision of access;
- Liaises with staff internally and externally to gather suggestions for improvements and to detect Records Management problems;
- Develops, implements and administers specific plans to achieve compliance with the Ministry's Records Management Policy and Standards;
- Develops and delivers Records Management Training and Awareness Programme;
- Assists in the design and direct a Vital Records Management Programme;

- Prepares and delivers Quarterly and Annual Reports to the Records Management Committee to include operational statistics, current levels of compliance, issues/risks and proposals to manage risks identified;
- Liaises with the Director, Documentation, to develop and maintain policies, plans, standards and procedures to control each type of applicable record, document and data item in conformance with established Records Management Standards;
- Develops a Records Disaster Prevention and Recovery Manual;
- Maintains and keeps current, the Ministry's Retention and Disposition Schedule;
- Supervises the operation of the Ministry's Records Centre;
- Evaluates findings and recommends changes or modifications in procedures, utilizing knowledge of functions of operating Units, referencing systems and filing methods.
- Analyzes records to determine their administrative usage, fiscal or historical value and develops and implements appropriate procedures;
- Ensures appropriate systems and procedures are in place to facilitate an efficient and effective Records Management Programme;
- Disposes of in-active data/records or sends to the Archives for storage;
- Reconciles and deletes indexing errors and anomalies, advises end users and records staff on procedures and content problems and ensures security and preservation of records in storage;
- Co-ordinates a wide range of special projects and duties as they relate to Records Management and archiving activities;
- Devises the development of Databases and Electronic Systems in support of all Records Management functions and liaises with the Information Technology Unit in the design and control use of such system;
- Devises methods to retain, protect and identify records and ensures compliance with established records standards;
- Develops a system that facilitates records/information being easily accessible when needed;
- Devises the development and implementation of appropriate systems and procedures to enhance the delivery of documented information within the Ministry

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Strong analytical skills
- Excellent leadership skills
- Excellent organizing and problem-solving skills
- Excellent knowledge of Records Management practices in the Public Sector
- Sound knowledge of computer operating systems, the Internet and database technology (design, software and structure)
- Excellent knowledge of the relevant legislations - Access to Information Act, Archival Act, FAA Act, Legal Deposit, Intellectual Property Right, etc.
- High level of technical expertise in relation to the components of an effective Records Management programme and information literacy skills

Minimum Required Qualification and Experience

- Graduated from a recognized University with a degree in Library or Archival Studies, plus training in Computer Information Systems, with at least five (5) years' experience in the field;
- or**
- First Degree and Post-graduate diploma in Library or Archival Studies and seven (7) years' experience in the field and training in Computer Information Systems;
- or**
- Any other combination of training and experience that would yield the necessary skills needed at this level.

Special Condition Associated with the Job

- Will be required to travel to conduct site visits.

4. Director, Performance Management and Appraisal (GMG/SEG 1)

Job Purpose

The incumbent will plan activities to support the development, maintenance and monitoring of the Performance Management and Appraisal System and assist in the development of the development of Procedural and Operation Manuals within the Ministry.

Key Responsibilities

- Participates in the Strategic and Operational Planning activities of the Ministry in order to provide guidance to Line Managers and staff in completing their Divisional and Individual Work Plans;
- Conducts PMAS sensitization sessions within the Ministry;
- Executes PMAS related Change Management initiatives in collaboration with other HR staff members;
- Assists in the development of Output Focused Job Description and monitors approval of Job Description for the required posts;
- Conducts development of Work Plans Sessions as required;
- Reviews samples of Divisional/Unit plans and Individual Work Plans to ensure quality of content with Operational Plan and Unit Plan inclusion of performance standards in keeping with PMAS Guidelines;
- Keeps abreast of any changes regarding the procedures or principles of PMAS and monitors the implementation of these changes within the Ministry;
- Provides training in collaboration with Training Unit for newly appointed managerial and non-managerial staff with respect to their responsibilities under the PMAS;
- Provides guidance and advice on PMAS related issues to all staff;
- Prepares comprehensive PMAS Compliance Reports for the Director Organization Development;
- Extracts required employee records for the audit of the system and provides other support as required for the post implementation evaluation of the system;
- Maintains a Confidential Register of performance ratings and applicable rewards/sanctions;
- Assists in the development of the PMAS Communication Plan in collaboration with various Divisions and Teams;
- Develops customized PMAS material for Employee Orientation Sessions in the Ministry;
- Assists in the development of process workflows and charts depicting and formalizing various processes throughout the Ministry.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent presentation skills
- Excellent interpersonal skills
- Confidentiality
- Customer service oriented
- Team and result oriented
- Excellent knowledge of PMAS activities, tools, functions and objectives
- Working knowledge of organization development
- Excellent planning and organizing skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management/Management Studies or related Social Science;
- Training in Performance Management and Appraisal Systems;
- Three (3) years' experience in a related capacity.

5. Compliance Investigation Officer (GMG/AM 4)

Job Purpose

The incumbent has responsibility for the administration and enforcement of the collection of outstanding revenue arising out of the provision of housing solutions. This includes accounts receivables within a geographical area as assigned and to administer the Social Housing Programme in accordance with the guidelines set out in the Agreement for Sale document and in accordance with the Ministry's policy.

Key Responsibilities

Technical/Professional/Management/Administrative:

- Conducts site visits to assess housing needs and monitors compliance listing;
- Prepares Assessment Reports and makes recommendations for the provision of funds;
- Checks and verifies funds prior to disbursement;
- Prepares response for financial assistance;
- Recommends rescheduling of mortgage payments and granting of moratorium;
- Prepares submission to reduce and/or write off interest rates, and makes recommendation for rent free occupancy for persons not able to afford payment;
- Liaises with the Legal Services Department for preparation of Legal Notices to request payment, Demand Letters, Letters of Possessions and Letters of Evictions;
- Researches and analyzes the causes of arrears management measures;
- Implements collection drives and develops strategies to improve collection levels;
- Manages payment arrangements to ensure that payments are received as scheduled;
- Reviews and evaluates information from various sources to determine what actions are available for debt resolution;
- Secures full payment, arranges for Installment Agreements or reports accounts currently not collectable;
- Persuades, influences and motivates customers to resolve existing delinquencies and comply with payment requirements;
- Resolves mortgage, boundary and covenant disputes;
- Works with Political Directorate, Law Enforcement, Government, Collection Agencies and Community Groups in securing mortgage compliance;
- Investigates breaches of regulations, such as Encroachment and Illegal Occupancy;
- Represents the Ministry at Court Hearings;
- Recommends changes in legislation necessary to the proper functioning of Compliance Programme;
- Conducts Occupancy Surveys as a means to inform recovery effort;
- Aids the Senior Compliance and Investigations Officer in designing, planning and implementing the Social Housing Programme;
- Monitors and ensures building materials (benefits) are delivered to beneficiaries as per the award and in accordance with the FAA Act;
- Prepares and submits Monthly Reports;
- Initiates legal proceedings where appropriate;
- Works with Ministry Directorate in planning and implementing strategies for removal - (regularization of unauthorized settlers);
- Develops and monitors programmes to identify and locate delinquent purchasers;
- Analyzes Monthly Computer Reports on Householders' Accounts in order to devise collection strategies;
- Participates in periodic compliance surveys;
- Disseminates information on the responsibilities and obligations of householders in meeting their Monthly Meetings;
- Provides delinquent householders with counselling designed to achieve voluntary compliance;
- Identifies those accounts which require specialized knowledge and makes referrals for resolution;
- Advises the Members of Parliament and other stakeholders with regards to implementation procedures.

Required Knowledge, Skills and Competencies

- Knowledge of the Housing Act, Regulations and Guidelines
- Knowledge of arrears management or credit control
- Knowledge of the FAA Act
- Knowledge of the operational procedures of Central Government/Ministry

- Knowledge of conflict resolution techniques
- Excellent oral and written communication and interpersonal skills
- Excellent organizing, judgement and analytical skills
- Excellent conflict/problem-solving and conflict-resolution skills
- Excellent negotiating and persuading skills
- Strong investigative skills
- Excellent reporting skills
- Highest integrity

Minimum Required Qualification and Experience

- Degree in Business Administration or equivalent qualifications;
- Training in Mortgage Servicing or Credit Control;
- Customer Service training ;
- Three (3) years working experience;
- Experience in the use of standard computer applications.

Special Conditions Associated with the Job

- Required to negotiate with clients and/or representatives who may be hostile to payment and reside in the most volatile areas;
- Irregular working hours;
- Numerous critical deadlines;
- Fieldwork (50- 60 %).

6. Research Officer (SOG/ST 5)

Job Purpose

Reporting to the Senior Research Officer, the Research Officer will assist with the co-ordination and execution of research activities, via primary and secondary data collection techniques/methods, to support the development of the Ministry's policies, programmes and plans.

Key Responsibilities

Technical/Professional:

- Participates in the design, development and review of research instruments;
- Conducts research studies and surveys for the Ministry, Departments and Agencies;
- Participates in the processing and analysis of research data;
- Participates in a range of research work, including research to determine Sector developments impacting the Ministry's programmes and plans;
- Participates in the Ministry's socio-economic surveys and housing needs assessment studies;
- Assists with the production of Policy, Sector and Project Reports and Publications;
- Liaises with Government Departments and Agencies in data gathering exercises and in the exchange of data/information ;
- Contributes to the preparation of Plans, Budgets and Reports.

Required Knowledge, Skills and Competencies

- Knowledge of research techniques with experience in qualitative and quantitative data gathering and analysis
- Knowledge of Information and Data Management Systems
- Sound knowledge of the operational procedures of Central Government
- Methodical and analytical
- Excellent oral and written communication and interpersonal skills
- Excellent planning and organizing skills
- Working knowledge of standard computer applications
- Working knowledge of the Statistical Package for Social Science (SPSS)
- Team-oriented

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Sciences, Demography, Urban and Regional Planning or other related disciplines, with a strong research component;
- Training in research;
- Three (3) years working experience.

7. Executive Secretary 1 (OPS/SS 4)

Job Purpose

The incumbent will provide secretarial and administrative support to the Senior Director Environment and Risk Management.

Key Responsibilities

Technical/Professional/Management/Administrative:

- Provides secretarial and administrative support to the Senior Director for efficient operations of the Office;
- Composes letters/memoranda from general instructions;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Responds to routine and other correspondence as directed;
- Reproduces Briefs prepared by the Senior Director;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Assembles and disseminates information to internal and external stakeholders as directed;
- Organizes meetings hosted by the Division/Senior Director;
- Prepares Agendas for meetings and organizes relevant information and documents;
- Receives/Hosts visitors to the Division/Senior Director;
- Produces Minutes of meetings;
- Screens all visitors coming to the Division/Senior Director, making referrals to appropriate staff members;
- Makes travel arrangements and prepares Itinerary for local and overseas business travel;
- Answers telephone, screens, directs and returns calls. Takes messages and gives information when necessary, for the Division/Senior Director;
- Copies and collates correspondence and distributes them to the various offices.
- Maintains an effective Filing System that allows security and speedy retrieval of documents/information in accordance with established standards;
- Maintains an accurate and current Inventory of the Unit's stationery and equipment;
- Undertakes assignments specific to the Division/Unit assigned e.g. workshops and stakeholder and public consultations. Prepares for National and Regional Meetings related to sustainable development and environmental management;
- Maintains Schedule of the Senior Director's engagements and provides reminders of these appointments;
- Assists in the planning and implementation of specific assigned programmes, e.g. the Youth Environment Advocacy Programme (YEAP).

Required Knowledge, Skills and Competencies

- Excellent organising skills
- Excellent communication skills
- Team-oriented with excellent interpersonal skills
- Confidential
- Excellent administrative and secretarial skills
- Proficiency in Word Processing and standard computer applications
- Knowledge of basic Office Management and Records Management
- Ability to interact with individuals from diverse cultural backgrounds

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a

speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

8. Executive Secretary 1 (OPS/SS 4)

Job Purpose

The incumbent will provide secretarial and administrative support to the Principal Director, National Spatial Data Management Branch.

Key Responsibilities

Technical/Professional/Management/Administrative:

- Provides secretarial and administrative support to the Principal Director for efficient operations of the Office;
- Composes letters/memoranda from general instructions;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Responds to routine and other correspondence as directed;
- Reproduces Briefs prepared by the Principal Director;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Assembles and disseminates information to internal and external stakeholders as directed;
- Organizes meetings hosted by the Branch/Principal Director;
- Prepares Agendas for meetings and organizes relevant information and documents;
- Produces Minutes of meetings;
- Screens all visitors coming to the Branch/Principal Director, making referrals to appropriate staff members;
- Makes travel arrangements and prepares Itinerary for local and overseas business travel;
- Answers telephone, screens, directs and returns calls. Takes messages and gives information when necessary, for the Branch/Principal Director;
- Copies and collates correspondence and distributes them to the various Offices;
- Maintains an effective Filing System that allows security and speedy retrieval of documents/information in accordance with established standards;
- Undertakes assignments of specific to the Branch assigned e.g. workshops and stakeholder and public consultations;
- Maintains Schedule of the Principal Director's engagements and provides reminders of these appointments;
- Maintains a register of LICJ Members, GISSEP participants and LICJ trainees list.

Required Knowledge, Skills and Competencies

- Excellent organising skills
- Excellent oral and written communication skills
- Team-oriented with excellent interpersonal skills
- Confidential
- Excellent administrative and secretarial skills
- Proficiency in Word Processing and standard computer applications
- Knowledge of basic Office Management and Records Management
- Ability to interact with individuals from diverse cultural backgrounds

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience, plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th May, 2022 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 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**