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(CENTRAL GOVERNMENT)
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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 **vacant post of Chief Executive Officer (Level 10)**, in the **Real Estate Board**.

Job Purpose

Under the general direction of the Chairman, the Chief Executive Officer (CEO) is responsible for the management of the day-to-day affairs of the Organization, ensuring that its policies and practices are in accordance with the provisions of the governing legislations and providing for the orderly growth and advancement of the Real Estate Industry and the continued training and development of industry professionals. The incumbent oversees and is accountable for the implementation of integrated systems of operation that enhance the efficient and effective management of the Financial, Human and Physical Resources in the delivery of quality service and facilitate the achievement of agreed targets.

Key Responsibilities

- Provides general oversight and direction of all functional areas of the Board, including the smooth and efficient day-to-day management of operations;
- Provides technical and strategic advice to the Board in determining the Mission, Vision, Short and Long-term goals of the Entity;
- Leads in the development and implementation of mechanisms to monitor and evaluate the consistent relevancy of the Organization to the Jamaican Society, and the effectiveness of its programmes, products and services;
- Keeps the Board fully informed on the entity's operations and on all the key factors influencing its performance;
- Leads the development and implementation of the Strategic Business, Operational, and Corporate Plans and Budgets, ensuring alignment with Government policy priorities in collaboration with the Board/Permanent Secretary;
- Provides policy advice to the Board, Minister and Permanent Secretary;
- Leads the design and implementation of mechanisms that ensure the adherence to all required Legal and Regulatory Frameworks relating to the Real Estate Industry, and monitors compliance with relevant laws and regulations;
- Drives the establishment, implementation and maintenance of effective compliance programmes for the Real Estate Industry and all relevant key stakeholders in keeping with the legal and regulatory framework of the Board;
- Leads in the implementation of mechanisms to ensure the proper management of monies held in trusts on behalf of depositors;
- Leads in the establishment and implementation of systems for the provision of secretariat services to the Strata Appeals Tribunal;
- Ensures that guidelines, systems and procedures are in place to facilitate the provision of dispute resolutions services by the Organization;
- Guides the development and implementation of mechanisms to facilitate the proper processing and approval of power of sale applications;
- Leads in the operationalization and management of the Time Share Registry;
- Guides the development and application of mechanisms to monitor and regulate the Industry in keeping with the Anti-money laundering regulation under the Proceeds of Crime Act (POCA);
- Guides the Organization in assuming its responsibilities as a Competent Authority for POCA and (Terrorism Prevention Act) TPA;
- Leads the development and implementation of standards and controls, systems, procedures, and regular evaluation to support service quality and organizational stability;
- Designs, implements, and modifies tools to evaluate management operations and financial performance and reports to the Board/Permanent Secretary on such results.
- Leads in the establishment, implementation and evaluation of quality Customer Service principles, standards and measurements for the Board;
- Leads in developing mechanisms that identify and incorporate the interests and needs of customers in business process design ensuring that the Organisation's Systems,

- processes, policies and programmes respond to customer/client needs;
- Designs and implements mechanisms to foster strategic partnerships with critical Public Sector Bodies and key stakeholders in the Real Estate Industry;
- Oversees the maintenance and reporting of appropriate standards for all Financial Management Activities, investments, audit and regulatory requirements;
- Guides the development, monitoring and management of an effective governance framework throughout the Entity.

Management/Administrative:

- Leads the Management Team in periodically reviewing/recommending legislative and policies changes and facilitates the drafting/amendment of legislation;
- Represents the entity at meetings, conferences and other fora as needed;
- Keeps abreast of international best practices in Real Estate Management and development with a view to improving the effectiveness of the Entity achieving its objectives;
- Prepares and submits reports, position papers, drafts cabinet submissions and other documents;
- Ensures the development and implementation of an integrated Risk Management Programme that facilitates the Organization's planning, decision-making and reporting mechanisms;
- Leads the development, implementation and maintenance of a Communication and Information Management and Reporting System that reinforces timeliness, transparency, accountability and results orientation;
- Guides the implementation of a maintenance and security programme to protect the Organization's assets at its various locations/offices.

Human Resource Management

- Manages the welfare and development of staff in the Entity through the preparation of Performance Appraisals and recommendations for required training and development programmes;
- Ensures the development of a comprehensive Human Resource Plan to support the recruitment, retention, welfare, training and development within the guidelines of the Government's Human Resource policy;
- Models behaviours reflecting the highest level of business, personal integrity and values, through compliance with the Code of Conduct and Ethics Guidelines and holding others accountable for the same;
- Implements and maintains systems that encourage a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees at all levels.

Finance & Accounts:

- Ensures the implementation of systems of control to facilitate probity in the administration and reporting of the finances of the Organization;
- Leads the development and monitoring of the Organization's Budget, ensuring that operational efficiency and cost effectiveness are observed in expenditure and that mechanisms are in place to minimize variances;
- Manages the Financial Resources in an efficient, effective and economical manner and ensures that the financial activities adhere to the FAA Act, Public Bodies Management and Accountability Act and other relevant legislation and regulations;
- Ensures that the accounts of the Organization are audited at the prescribed intervals and the results of the Audit are presented to the Board and other authorities as required.

Required Knowledge, Skills and Competencies

Core

- Excellent leadership and management skills to lead senior professionals and technocrats
- Sound analytical and strategic thinking skills
- Excellent communication, negotiating and problem-solving skills
- Excellent Human Resource/People Management skills
- Ability to operate effectively in a multi-stakeholder environment
- Ability to analyze and interpret financial information for decision making
- Ability to exercise sound judgement and conviction of purpose in unfavourable/unpopular situations
- Sound ethical, moral and professional values
- Strong customer orientation skills
- Ability to manage limited resources in order to achieve challenging output targets

Technical

- Expert knowledge of Estate management, Land Economy and Surveying
- Knowledge of and familiarity with current developments, trends and practices in the Real Estate Industry.
- Knowledge of and familiarity with current, trends and practices in the operations of strata complexes /shared communities
- Excellent knowledge of the Real Estate (Dealers & Developers) Act, the Registration (Strata Titles) Act, Timeshare Vacations Act, POCA and other relevant laws and practices relating to the Real Estate Industry
- Knowledge and use of relevant computer applications/technologies.
- Experience in Government of Jamaica legislation procedures
- Knowledge of monitoring and evaluation techniques

Minimum Required Qualification and Experience

- Master's Degree in Public Administration/Policy, Public Sector Management, Business Administration, Management or any other acceptable discipline;
- Ten (10) years experience in a senior managerial position in the Public Sector.

Applications accompanied by résumés should be submitted **no later than Friday, 1st July, 2022 to:**

Email: <https://rebcsc.bamboohr.com/jobs>

For further information please contact our Human Resources Unit at 876-926-9748/9; 876-920-2950 or 876-960-9287.

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**