



Office of the Services Commissions

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CIRCULAR No. 321 **OSC Ref. C. 5850¹⁴**

28th July, 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 be assigned to/fill the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Lands Officer (SOG/ST 5) - (Not Vacant) - Land Administration Management Branch**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) - (vacant) - Human Resource Management and Development Branch**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post

1. **Lands Officer (SOG/ST 5)**

Job Purpose

To support the implementation of the Ministry's Land Administration and Management Programme by assisting the administration of property acquisition, sale and lease.

Key Responsibilities

Technical/Professional:

- Conducts research and provides information on matters relating to Ministry properties as requested;
- Investigates requests for acquisition, lease or temporary use of Ministry properties and prepares and submits reports;
- Participates in negotiations for the acquisition of properties, conducts investigations to ascertain the suitability of properties and verifies the legitimacy of ownership;
- Works with the Ministry in efforts to safeguard its interests through elimination and or regularisation of unauthorised settlements (squatting);
- Conducts investigations on such settlements, prepares and submits reports;
- Participates in the preparation of land-related Cabinet Submissions;
- Processes allegations/complaints regarding encroachments, lot boundaries and ownership status;
- Interfaces with other state Agencies in the gathering of information for administering Ministry property transactions;
- Assists with the implementation of the Ministry's Land Information System and Geographic Information System;
- Assists with the preparation of project status reports and periodic operational reports;
- Prepares and submits Individual Work Plan;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Strong background in valuation
- Excellent negotiation skills
- Excellent oral and written communication skills
- Experienced in the use of standard computer applications
- Analytical and meticulous

Minimum Required Qualification and Experience

- Diploma in Land Economy and Valuation Surveying;

- Three (3) years working experience in Valuation and Land Management.

2. Senior Secretary (OPS/SS 3)

Job Purpose

To provide secretarial and administrative support.

Key Responsibilities

Technical/Professional:

- Performs stenographic duties for the production of letters, memoranda, Minutes and other official documents;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors all inquiries directed to the office and provide where possible necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Senior Director/Director and issues reminders to ensure fulfilment;
- Assists in the maintenance of effective client relations by determining the nature of enquiries from visitors and callers;
- Liaises as necessary between the Senior Director/Director and the other staff for dissemination of information and instructions;
- Administers the Attendance Register and prepares Monthly Attendance Reports on staff in the Branch for submission to the Senior Director/Director;
- Orders and maintains inventory on stationery used in the Branch;
- Provides the necessary logistic support for meetings by arranging venues, informing attendees, and other related activities;
- Establishes and maintains a Records Management System/procedure for correspondences for the Branch;
- Performs follow-ups to secure a timely response from internal and external entities with respect to letters and memoranda emanating from the Branch;
- Prepares draft responses, letters, memoranda, reports and notes of meetings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent organisational skills
- Excellent oral and communication skills
- Team-oriented with excellent interpersonal skills
- Confidential

Technical:

- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications

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 four to five (4-5) 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 four to five (4-5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient 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 four to five (4-5) 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 Thursday, 11th August, 2022 to:**

Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, 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