



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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

1. **Director, Enterprise Risk Management (GMG/SEG 4) – Strategic Planning, Performance Monitoring Evaluation and Risk Management Branch – (Vacant)**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Senior Urban Policy Monitoring Officer (SOG/ST 8) – Urban Renewal and Development Branch – (Vacant)**, salary range \$2,555,681 - \$3,037,902 per annum and any allowance(s) attached to the post.
3. **Financial Monitoring and Evaluation Officer (GMG/SEG 3) – Strategic Planning, Performance Monitoring Evaluation and Risk Management Branch – (Vacant)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
4. **GIS Analyst (SOG/ST 7) – Urban Renewal and Development Branch – (Vacant)**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
5. **Habitat Co-ordinator (GMG/SEG 2) – Housing Policy Research and Monitoring Branch – (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
6. **Lands Officer (SOG/ST 5) – Land Administration Management Section – (Not Vacant)**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.
7. **Secretary 2 (OPS/SS 2) – Technical Services, Projects and Housing Branch (St. Ann's Bay Regional Office) – (Vacant)**, salary range \$781,231 - \$928,638 per annum and any allowance(s) attached to the post.
8. **Secretary 2 (OPS/SS 2) – Kingston – (4 vacant posts)**, salary range \$781,231 - \$928,638 per annum and any allowance(s) attached to the post.
9. **Driver (LMO/DR 1) – Facilities and Property Management Branch – (Vacant)**, salary range \$11,179 - \$13,288 per week and any allowance(s) attached to the post.

1. Director, Enterprise Risk Management (GMG/SEG 4)

Job Purpose

Reporting directly to the Senior Director, the Director is required to lead the Enterprise Risk Management Portfolio and is responsible for establishing the Ministry's Risk Management Framework. The incumbent will provide advice and leadership in identifying, evaluating, analysing, and assessing the risks which are inherent to the operations of the Ministry and its' Agencies. Spearheads the Risk Management Process in designing, co-ordinating and implementing strategies to alleviate possible threats to ensure the achievement of the Ministry's, Agencies and Departments' Strategic Business Plans. The Director will also educate and provide advice to internal and external stakeholders on risk management objectives and best practices in an effort to ensure that the Ministry, its Agencies and Departments are compliant with applicable statutes, policies, procedures and standards.

Key Responsibilities

Technical/Professional:

- Establishes, implements and leads the Ministry's Risk Management Plan, Policy and Strategy;
- Facilitates the establishment of an effective wide Risk Governance Framework, including risk appetite, risk tolerance levels and limits;
- Advises on and challenges risk appetites statement(s); identifies changes in GOJ's risk appetite(s) and ensures alignment across the Ministry, Portfolio Agencies and Departments;
- Facilitates and co-ordinates the implementation of Risk Management processes in the Ministry in managing its risk environment in a consistent manner across the functional areas and in keeping with GOJ's policy;
- Co-ordinates and reports on the Risk Management strategy to the Permanent Secretary and Chief Technical Directors to aid in decision-making in order to ensure each is fulfilling their respective risk oversight responsibilities;
- Guides the development and implementation of a Risk-based Performance Management Framework to achieve the ultimate Mission of the Ministry;
- Develops mechanisms to identify, assess and evaluate the risk to enable the execution of the Risk Management strategy;
- Assesses legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations and their potential impact on the Strategic Business Objectives;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's Strategic Business objectives;
- Compares identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Validates risk appetite and tolerance with Senior Management and key stakeholders to ensure alignment;
- Approves and leads the implementation of programmes designed to anticipate and minimize threats to the Ministry;
- Evaluates, monitors and reports on divisional performance to improve the Ministry's Risk Profile;
- Provides strategic advice and guidance on Risk Management;
- Develops and implements mechanisms to support the Executive Management Team to embed a risk management planning and risk awareness culture;
- Identifies and detects potential threats to brand reputation, financial sustainability, operational efficiency, workforce investments and safety to fully develop a shared understanding of the Ministry's risk exposure;
- Establishes and implements a Strategic and Operational Risk Register to record, rate, monitor and report risk;
- Promotes and champions initiatives for managing risks to create a robust risk awareness culture;
- Oversees and guides risk owners in the discussion and treatment of individual and aggregate risks;
- Oversees the conduct of regular risk assessments and preparation of all documentation related to Risk Assessment, and reviews of Standard Operating Procedures ensuring that recommended improvements are fully implemented;
- Prepares and submits timely Risk Analysis Reports to the Permanent Secretary and Chief Technical Directors and Senior Management Team, with recommended Action Plans for avoidance or prevention of possible threats at all levels;
- Drives initiatives that support enhanced efficiency and effectiveness in all risk processes;
- Reviews risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates KRIs and management activities to assist relevant stakeholders in their decision-making process;
- Monitors the internal and external risk environment; identifies and flag risk trends as well as material individual, aggregate and emerging risks that may substantially impact strategy and objectives;
- Facilitates independent Risk Assessments and Risk Management Process reviews to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Reviews and assesses the Enterprise Risk Management Policy, Strategic and Operational Risk Registers regularly to ensure regulatory compliance and effective Risk Management are maintained;

- Develops, implements and maintains insurance strategies and financing techniques to appropriately deal with any unanticipated losses;
- Updates and informs Senior Executives of regulatory, legislative and best practices changes and their obligations under these changes, as well as how they impact the Ministry;
- Builds awareness within each Division/Branch of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and Disaster Recovery Management Plans;
- Works closely with key stakeholders to understand the business requirement for projects;
- Designs and delivers training and presentations at workshops, seminars and other meetings, to further an understanding of the basics of Risk Management;
- Guides the development and implementation of risk responses to ensure that risk factors and events are addressed in a cost-effective manner and in line with business objectives;
- Co-ordinates the Risk Management process in the Portfolio Departments mainly to ensure alignment of risk-mitigating strategy and reporting purposes.

Management/Administrative:

- Manages the development of the Unit's Corporate/Operational Plans, Budget and Individual Work Plans;
- Attends Committee Meetings as necessary.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Unit and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Customer and quality focus
- Excellent negotiating, interpersonal and people management skills
- Ability to work under pressure
- Excellent planning and organizing skills
- Excellent problem-solving and decision-making skills
- Excellent leadership skills

Technical:

- Strong monitoring, evaluation, analytical and report writing skills
- Knowledge of the relevant computer applications such as Microsoft Office Suite and MS Project or other project tool
- Excellent knowledge of ERM framework and tools
- Sound technical knowledge and expertise to monitor business matters, Corporate governance matters, regulatory risks and regulatory change matters
- Sound knowledge of research methodology
- Excellent knowledge of Public Sector management principles
- Sound knowledge of Government policy formulation, monitoring and evaluation processes

Minimum Required Qualification and Experience

- MBA or MSc in Risk Management, Management Studies, Public Administration and Business preferably or related discipline;
- Specialized training in Risk Management;

- Four (4) years' related experience with at least two (2) years should be in a Risk Management Role.

OR

- BSc in Management Studies, Public Administration, Business Administration or equivalent qualifications;
- Specialized training in Risk Management;
- Six (6) years' related experience working with at least three (3) years in a Risk Management role.

Special Condition Associated with the Job

- Long working hours during peak planning and budgeting periods, as well as being on call to provide support to the Permanent Secretary and other Executive Management staff in preparation for Cabinet Meetings.

2. Senior Urban Policy Monitoring Officer (SOG/ST 8)

Job Purpose

Reporting to the Senior Director, the incumbent will develop and implement programmes, projects and monitoring strategies to review initiatives within Urban Development Agencies to assess the impact of existing policies, legislation and the feasibility of proposed strategies achieving the intended objectives which are performed by the Ministry and its Agencies in accordance with GoJ Policies and established standards.

Key Responsibilities

Management/Administrative:

- Delegates and oversees the functions of direct reports;
- Develops and co-ordinates the preparation of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Updates the Cabinet on the impact of disasters on the development of Agency projects;
- Provides the Cabinet with Status Reports on Implementation of Cabinet Decisions regarding projects and programmes;
- Advises the Principal Finance Officer and Senior Director on warrant allocations for Agencies for projects;
- Recommends for approval Project Funding for Agencies in keeping with established guidelines;
- Represents the Ministry at various meetings and fora;
- Assists with the overall development of the Ministry's plans and programmes to advance the strategic objectives of the Ministry.

Technical/Professional:

- Develops a Monitoring and Assessment Plan as the framework for the monitoring and assessing of programmes, projects and strategies;
- Develops performance indicators and criteria for the monitoring and assessment of Ministry, Agencies and Departments engaged in providing housing solutions;
- Participates in negotiations with International Lending Agencies on project funding;
- Organizes and directs monitoring of Ministries, Departments, and Agencies involved in the provision of housing solutions;
- Monitors the implementation of housing policies, legislation, strategies, programmes and projects and makes recommendations to the Ministry and its Agencies;
- Conducts impact assessments and prepares recommendations for the Ministry and relevant stakeholders;
- Recommends programmes and project redesign based on findings emanating from monitoring and evaluation activities;
- Monitors the performance of Agencies and Departments against the programmes and objectives outlined in their Strategic Plans;
- Analyzes Annual Reports and facilitates compliance with GoJ financial guidelines;
- Provides technical advice and guidance to the Ministry's Agencies in facilitating the attainment of Ministry Objectives;
- Reviews and comments on project proposals and agreements;
- Receives reviews and endorses procurement procedures of Agencies;
- Conducts site visits to keep informed of the programmes and projects' progress;
- Prepares Monitoring Reports with mitigating strategies based on findings from site visits;

- Prepares reports on results of Monitoring and Evaluation Exercises;
- Utilizes Monitoring and Evaluation findings to inform proposals for development and/or revision of housing Sector policies, regulation and standards;
- Collaborates with the Policy and Research Team to inform policy development;
- Prepares Briefs and Submissions for the Ministry, Cabinet and Parliament relating to monitoring of the Urban Development Sector;
- Organizes, facilitates and participates in Project Steering Committee Meetings.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus
- Teamwork and co-operation
- Good planning and organizing skills
- Excellent presentation skills
- Ability to work under pressure
- Goal/Result oriented
- Analytical and innovative thinking skills
- Strong monitoring, evaluation, and report writing skills

Technical:

- Knowledge of relevant computer applications such as Microsoft Office Suite and GIS Systems
- Knowledge of policy formulation and management
- Knowledge of research techniques and qualitative and quantitative data gathering and analysis
- Knowledge of planning and policy development
- Broad knowledge of Government of Jamaica policy development process and guidelines

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Policy Analysis and Management, Urban Planning and Development, or related discipline;
- Training in Policy Formulation and Management;
- Experience in conducting research;
- Four (4) years related work experience.

3. Financial Monitoring and Evaluation Officer (GMG/SEG 3)

Job Purpose

To monitor and evaluate the Ministry's Public Bodies financial performance and operations, including cash and banking, to ensure that the limited resources are allocated to its priorities, that expenditure is kept within the voted provision and that the Entity's finances are managed efficiently and effectively in accordance with the public finance legal and policy framework in seeking to ensure the achievement of the above to strengthen the capacity of the portfolio entity and its officials to manage their finances efficiently and effectively.

Key Responsibilities

Management/Administrative:

- Prepares Annual/Quarterly/Monthly and general Progress Reports as required;
- Develops a Monitoring and Evaluation Plan, guided by the Ministry's Strategic Plan as the framework for the monitoring and evaluation of Ministry programmes and projects;
- Develops Performance Indicators for use in the assessment of Ministry programmes and projects;
- Develops Individual Work Plan based on alignment with Divisional objectives;
- Prepares Operational Report;
- Convenes and participates in meetings, conferences and seminars relevant to role and function of the Division.

Professional/Technical:

- Monitors and reviews expenditure of entity to ensure that it is within the limits of the Budget;
- Provides the Director, Performance Management and Evaluation, with periodic budget Variance Reports on Portfolio Entities;
- Collaborates with the Ministry's Finance and Accounts Division on financial issues relating to Portfolio Entities;
- Provides assistance on technical accounting issues raised by Portfolio Entities;
- Ensures the timely submission of the Monthly and Annual Financial Statements by Portfolio Entities within the statutory deadline;
- Reviews the accuracy and adequacy of the Entity's Monthly and Annual Financial Statements based on cross checks, data manipulation and using all information and knowledge of the portfolio available;
- Provides regular reports to the Director Performance Management and Evaluation on financial and accounting issues in respect of the Portfolio Entities, including rating them on the accuracy and timeliness of their reports as well as on their financial performance;
- Analyzes requests for operation of new bank accounts;
- Analyzes request for investments;
- Analyzes requests for Imprest or increase/decrease to Imprest levels;
- Analyzes requests for use of credit cards or increase/decrease to credit ceiling;
- Reports to the Director Performance Management and Evaluation issues of concern in cash management;
- Monitors compliance with laid down fees and charges;
- Analyzes Entities monthly Revenue Financial Statements;
- Monitors actual revenue collected against budgeted revenue, discussing reasons for significant variances, and agreeing ways to achieve increased revenue in the future;
- Undertakes financial analysis to allow the PFO to provide comments on Cabinet Submissions, draft bills etc.;
- Be a source of knowledge for the PFO on the Portfolio Entities' financial operations;
- Participates in the design of monitoring and evaluation instruments;
- Participates in the development of performance benchmarks for Ministry programmes and projects;
- Reviews the performance of programmes and projects contained in the Ministry's Strategic and Operational Plans;
- Reviews the performance of Ministry priority programmes and projects;
- Monitors to ensure Ministry programmes and projects comply with established policies, regulations and legislation;
- Monitors to ensure implementation of appropriate Budget, performance schedules and benchmarks for Ministry programmes and projects;
- Participates in the conduct of research to ascertain the efficiency and effectiveness of Ministry Departments, products and services;
- Compiles Performance Reports on Ministry programmes and projects monitored and evaluated;
- Monitors, evaluates analyses and recommends programme/project modification where appropriate;
- Participates in meetings designed to review the Ministry's Strategic Planning process;
- Provides updates on the progress/performance of Ministry programmes and projects;
- Conducts research into the risks associated with policies, programmes and projects to be implemented by the Ministry;
- Participates in the development, implementation and monitoring of a Performance Monitoring System for the Ministry.

Required Knowledge, Skills and Competencies**Core:**

- Good oral and written communication and interpersonal skills
- Excellent financial and analytical skills
- Expertise in Government Accounting
- Good grasp of Government of Jamaica budgeting and planning processes
- Ability to work in a team

Technical:

- Sound background in project monitoring and evaluation
- Knowledge of the logical framework
- Knowledge of project management
- Sound research background – quantitative and qualitative data gathering and analysis

- Knowledge in the use of standard computer applications

Minimum Required Qualification and Experience

- BSc Degree in Accounting or Management Studies or Public Sector Administration or Business Administration;
- Training in strategic planning, performance monitoring and evaluation and/or performance management or project management would be an asset;
- Training/experience in Public Financial Management;
- Four (4) years working experience.

Special Condition Associated with the Job

- May be required to work long hours based on exigencies.

4. GIS Analyst (SOG/ST 7)

Job Purpose

Reporting to Urban Planner, the GIS Analyst will be primarily responsible for providing technical support through the application of geospatial technology and tools. The incumbent will co-ordinate and manage the spatial data collection exercises, meta-data development, spatial mapping and analysis services to Urban Renewal projects and programmes. The GIS Analyst will interpret and prepare information for a wide variety of GIS datasets that can be geo-processed, analyzed, and mapped.

Key Responsibilities

Management/Administrative:

- Prepares Monthly and Quarterly Reports as per specification and submitted within agreed timeframe;
- Prepares Individual Work Plan;
- Prepares presentations for Technical Workshops to communication project activities;
- Develops and maintains close working relationships with internal and external contacts.

Technical/Professional:

- Develops and maintains GIS files and associated spatial and tabular databases to aid in the execution of Urban Renewal projects;
- Establishes and follows process flows for data capture and entry into GIS and Access Database;
- Ensures all geospatial data and metadata is created, stored, organised and maintained consistent with GIS Industry best practice;
- Conducts mapping exercises relevant to the achievement of project objectives;
- Maintains complex geographic datasets and performs data updates and edits;
- Conducts geospatial analysis (raster and vector) in support of Urban Renewal projects;
- Designs digital survey instruments to be used in targeted communities;
- Implements new GIS spatial files related to Urban Renewal and development (housing, demography, infrastructure, amenities and other associated spatial features);
- Prepares documents and data reports utilizing data visualizations to support project activities undertaken by the Branch;
- Collects and collates spatial data from other MDAs and stakeholders;
- Reviews, evaluates, and verifies mapping data provided by external Agencies for accuracy and consistency;
- Monitors the metadata profile of spatial data collected to ensure that data meet specifications and consistent with the Industry's best practices;
- Geo-references a variety of data types in order to extract information into project files;
- Produces maps other graphical representations showing the spatial distribution of various kinds of data, including community boundaries, housing, infrastructure and amenities, etc.;
- Converts data of various formats such as CAD, KML, and GPX files to feature classes for data analysis;
- Participates in project planning and design;
- Analyzes and determines user requirements for tasks and project activities requiring geospatial input;
- Performs data munging and cleaning to convert data into its desired form;
- Manages a digital library of geographic maps in various file types;

- Serves as technical lead for the spatial enablement of the Ministry's Urban Renewal and development projects;
- Provides recommendations for geospatial data capture, collection and management; as well as a data capture service using the appropriate tools;
- Prepares GIS technical reports, including needs assessments, status and final project reports, request for proposals as the need arises per project or programme;
- Troubleshoots assigned application issues and works with technical resources for resolution;
- Participates in meetings and conferences on behalf of the Branch and/or Ministry;
- Assists in the development of the Branch's Strategic Plan and Budget and develops Individual work Plan based on the Strategic/Operational Plan of the Branch;
- Co-ordinates with other staff to develop materials needed for technical workshops, stakeholder consultation, and other meetings as needed.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus
- Teamwork and co-operation
- Good planning and organizing skills
- Excellent presentation skills
- Ability to work under pressure
- Goal/Result oriented

Technical:

- Technical knowledge of GIS, GPS, Remote Sensing, use of hardware and software and GIS systems configuration
- Competency in the use of computers and Microsoft Office suite of applications
- Competency in the use of ESRI suite of ArcGIS and ERDAS Imagine software
- Competency in the collection and management of metadata and related tools
- Knowledge of urban planning
- Competency in the use of Trimble GPS/GIS units and use of Terrasync and ArcPad software
- Knowledge of ESRI ArcGIS Desktop 10x including spatial analyst and 3D analyst extensions

Minimum Required Qualification and Experience

- Bachelor's Degree in Geo-Informatics or a spatially related science such as Geography or Land Surveying, with emphasis on spatial analysis and spatial database design, creation and management;
- Three (3) years of experience in spatial data collection, spatial database design, creation, analysis and management;
- Post Graduate training in GIS data collection, management, analysis and dissemination is a plus.

Special Condition Associated with the Job

- Extensive travelling may be required for the co-ordination of data collection.

5. Habitat Co-ordinator (GMG/SEG 2)

Job Purpose

Under the general direction of the Senior Director, Housing Policy, the incumbent, is responsible for co-ordinating all activities related to the UN-Habitat in Jamaica. The incumbent will also monitor the implementation of the National Action Plan on Human Settlement and develop strategies to increase the public's knowledge and the understanding of the work, activities, projects and programmes being carried out in Jamaica towards the fulfillment of the Habitat Agenda.

Key Responsibilities

Technical/Professional:

- Co-ordinates, collaborates and maintains inter-national, bi-lateral and multilateral relationships with international Agencies, non-governmental Agencies;
- Provides advice on UN-Habitat issues;
- Formulates and drafts documents for information and co-ordinate Public Education Programmes on Human Settlement strategies and policies;
- Ensures that the Mandate of UN-Habitat is understood and is being efficiently and effectively implemented;
- Assists in the preparation of Cabinet Submissions;
- Co-ordinates/organizes/monitors and reports on all UN-Habitat activities in Jamaica;
- Analyzes documents to ensure compliance with agreements to which Jamaica is signatory;
- Ensures that all facts and information on UN-Habitat are up to date and accurate;
- Monitors the output of the policy documents emanating from international/national Agencies concerning shelter solutions;
- Prepares periodic reports on work being carried out in Jamaica towards the fulfillment of the Habitat Agenda and submit to UN-Habitat;
- Serves as In-country Liaison Officer for UN-Habitat particular with reference to the implementation of the Habitat Agenda/New Urban Agenda and as an advocate for the norms and principles of the UN-Habitat Global Campaigns for good Urban Governance and Security of Tenure;
- Assists with the development and monitoring of programmes and projects related to the Urban Sector, good urban governance, housing, slum upgrading, rural-urban linkages and local economic development;
- Identifies specific needs (policy, technical and information assistance) from key Government Agencies, NGOs, CBOs to ensure that Jamaica is fulfilling the goals of commitment of the UN-Habitat;
- Co-ordinates local activities on behalf of the Ministry;
- Assists with seeking international funding to assist in the development and implementation of shelter solutions;
- Represents the Ministry/Jamaica at Regional and International conferences on shelter solutions.

Required Knowledge, Skills and Competencies

Core:

- Excellent analytical skills
- Excellent emotional intelligence skills
- Good oral and written communication and interpersonal skills
- Teamwork and co-operation
- Working knowledge of computer applications
- Excellent report writing skills

Technical:

- Knowledge of government policies and procedures
- Excellent knowledge in Socio Economic characteristics
- Knowledge of the Land Use/Capability of Jamaica
- Knowledge of environmental considerations
- Knowledge of statistical and GIS software packages

Minimum Required Qualification and Experience

- Bachelor's Degree in Physical Planning, Social Sciences or other related field;
- Two (2) years working experience in a related human settlement field;
- Direct field experience would be an asset.

Special Condition Associated with the Job

- Need to visit informal settlements/participate in socio-economic surveys and undertake assessments, from time to time.

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

Job Purpose

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

Key Responsibilities

Professional/ Technical:

- On the request of Ministry officials and staff, conducts research and provides information on matters relating to Ministry's properties;
- Investigates requests for acquisition, lease or temporary use of Ministry's properties; prepares and submits reports;
- Participates in negotiations for the acquisition of properties, conducts investigations to ascertain the suitability of properties, verifies the legitimacy of ownership;
- Works with the Ministry in efforts to safeguard its interests through elimination and/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 the implementation of Ministry's Land Information System and Geographic Information System;
- Assists in the preparation of Project Status Reports and Periodic Operational Reports;
- Prepares and submits Individual Work Plan.

Required Knowledge, Skills and Competencies

- Strong background in Valuation
- Excellent negotiation skills
- Excellent oral and written communication skills.
- 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;
- Experienced in the use of standard computer applications.

7. **Secretary 2 (OPS/SS 2)**

Job Purpose

The incumbent will provide general secretarial support services to the Technical Services Unit in its planning, implementations and administration of Housing Projects.

Key Responsibilities

- Organizes and manages schedules and appointments of the Technical Officer;
- Plans and co-ordinates meetings;
- Prepares and circulates, where appropriate, meeting documents;
- Provides secretarial support to the Technical Officer;
- Prepares correspondence and documents;
- Ensures the adequacy of stationery and office supplies;
- Receives and makes telephone calls for the Technical Officer;
- Receives and processes incoming/outgoing mails;
- Assists in the maintenance of the Attendance Register and prepares reports accordingly.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good human and public relations skills
- Good interpersonal skills
- Good planning and organizing skills
- Good innovative ability
- Good analytical and judgement skills

Technical:

- Sound knowledge of computer applications – Microsoft Word, Excel, PowerPoint, Publisher and Access
- Knowledge of Office practices and procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

8. Secretary 2 (OPS/SS 2)

Job Purpose

The incumbent will provide secretarial and administrative support.

Key Responsibilities

- Performs stenographic duties to produce 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 provides, where necessary, advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Supervisor/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 Supervisor/Director and other staff for dissemination of information and instructions;
- Administers the Attendance Register and prepares Monthly Attendance Report on staff in the Unit, for submission to the Human Resource Management and Development Branch;
- Orders and maintains Inventory on stationery used in the Unit;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees and other related activities;
- Establishes and maintains a records management system/procedure for the Unit;
- Performs follow ups to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Unit;
- Prepares draft responses, letters, memoranda, reports and notes of meetings.

Required Knowledge, Skills and Competencies

Core:

- Excellent organising skills
- Excellent oral and written 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 English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

OR

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

9. Driver (LMO/DR 1)

Job Purpose

The incumbent will support the Ministry's operations through the provision of driving services to enable the transport of the Ministry's mail and supplies and the transport of personnel in the conduct of the Ministry's business.

Key Responsibilities

- Maintains a Driving Schedule with daily assignments and liaises with Ministry, Departments and personnel to ensure proper co-ordination of driving and related tasks;
- Maintains the Motor Vehicle Maintenance Schedule and ensures proper upkeep through periodic servicing and maintenance;
- Monitors to ensure the overall fitness and safety of the motor vehicle;
- Liaises with the Transport Manager to ensure appropriate registration, licensing and insurance of the motor vehicle;
- Ensures the vehicle is equipped with appropriate accessories and tools;
- Ensures regular cleaning of motor vehicle and its appropriateness for passenger travel;
- Collects and delivers correspondence and parcels for the Ministry;
- Ensures appropriate recording systems to account for mail collected and delivered, particularly registered mail and valuables;
- Transports Ministry's personnel;
- Monitors the safety of personnel, mail, supplies and valuables during transit.

Required Knowledge, Skills and Competencies

- Background in Auto-Mechanics
- Exposure to the general operational procedures of Central Government.
- Good oral and written communication skills
- Excellent interpersonal skills
- Reliable and dependable

Minimum Required Qualification and Experience

- Holder of a General Driver's Licence;
- Possesses the DAMS certification (certification for Drivers in Central Government);
- Auto-Mechanics training is advantageous;
- Driving experience with the Government Service or an established organization;
- Three (3) years working experience.

Special Condition Associated with the Job

- Typical working environment; however, duties entail undertaking assignments that involve driving long distances and through unfamiliar or difficult terrain.

Applications accompanied by résumés should be submitted **no later than Tuesday, 6th December, 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