



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 517
OSC Ref. C.5851²⁰

25th November, 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 the post of **Site Acquisition Officer (SOG/ST 5) – (Not Vacant)** in the **Technical Services Division, Ministry of Education and Youth**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director, Technical Services, the Site Acquisition Officer is responsible to manage the process for the acquisition of lands for the construction/expansion of schools in accordance with the Ministry's programmes and objectives.

Key Responsibilities

Technical/ Professional:

- Participates in the development of the operational plan of the Division as it relates to project objectives;
- Prepares Status Reports as required;
- Represents the Ministry at meetings etc. as directed;
- Provides advice to the Director on land acquisition matters.

Management:

- Acquires suitable sites for the construction/expansion of varying types of educational institutions;
- Liaises with the Commissioner of Lands and other Ministries/Agencies/Departments to obtain information on available Government land or properties being offered for sale;
- Investigates and makes recommendations on proposed school sites;
- Tenders for and prepares contracts for the engagement of Commissioned Land Surveyors to carry out boundary and topographical surveys;
- Obtains Site Suitability Reports from NEPA, WRA, etc.;
- Obtains offers of sale from Vendors and Commission Valuation Reports;
- Advises the Director, Technical Services on the progress of negotiations for the acquisition of new sites;
- Assists in the drafting and preparation of land acquisition documents such as Lease and Sale Agreements, in consultation with the Commissioner of Lands;
- Prepares Draft Submissions for Land Acquisition Review Committee and Cabinet for acquisition of sites;
- Negotiates with various denominational bodies in the lease/purchase/rental of non-government owned lands on which schools are located;
- Maintains a register of educational sites in which the Ministry has an interest;
- Investigates reports of encroachments and refers them to the Commissioner of Lands for action;
- Provides ownership information and timely response to requests from schools;
- Performs the duties of Secretary to the National Contracts Commission's Sector Committee located in the Ministry;
- Performs other related duties as assigned.

Required Knowledge, Skills and Competencies

- Good knowledge of Government of Jamaica Procurement and Contract Procedures
- Sound knowledge of Real Estate conveyancing
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to work independently
- Ability to plan, organize and co-ordinate

- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Estate Management/Land Economy and Valuation Surveying;
- Two (2) years' experience in Real Estate sales or similar position.

Special Condition Associated with the Job

- Required to travel to sites island-wide, on short notice;
- Required to work beyond normal working hours at all times;
- Required to tolerate adverse site conditions (adverse weather, overgrown sites and biting and stinging insects);
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

Applications accompanied by résumés should be submitted **no later than Thursday, 8th December, 2022 to:**

**Director, Human Resource Management
Ministry of Education and Youth
2-4 National Heroes Circle
Kingston 4**

Email: jobapplications@moey.gov.jm

Subject: "Site Acquisition Officer (SOG/ST 5)"

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**