



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 103

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7th March, 2023

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. **Director, Human Resource Management (GMG/SEG 3) (Not Vacant) - Human Resource Management and Development Branch**, salary range \$4,060,697 - \$5,461,186 per annum.
2. **Community Development Officer (GMG/SEG 1) (vacant) – Social Services Unit (Montego Bay Regional Office)**, salary range \$2,735,387 - \$3,678,791 per annum.
3. **Lands Officer (SOG/ST 5) - (Not Vacant) - Land Administration Management Branch**, salary range \$2,735,387 - \$3,678,791 per annum.

1. Director, Human Resource Management (GMG/SEG 3)

Job Purpose

To support the Human Resource needs of the Ministry efficiently, effectively and in accordance with the Ministry and the Government's HR Management policies and guidelines.

Key Responsibilities

Management/Administrative:

- Contributes to the Strategic Planning Process of the Division by assisting with the development of Strategic/Operational Plans and Budget;
- Develops Individual Work Plan based on alignment with Branch's Operational Plan;
- Arranges and participates in meetings, seminars and conferences as required;
- Prepares Annual/Quarterly and Monthly Reports as required;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares Individual Work Plan based on alignment with the Branch Operational Plan;
- Assists in the development of the Branch Business Strategic Plans, Operational Plans, Training Plans and Budget;
- Assists in the preparation of the Divisions Monthly, Quarterly and Annual Reports;
- Prepares Computer/Network/Systems Audit Reports;
- Represents the GIS Infrastructure Manager and Branch at meetings as required.

Professional/Technical:

Manages/Administers the implementation of Human Resource policies in keeping with GOJ guidelines and regulations

- Interprets and implements government's Human Resource policies;
- Monitors new or revised policies so that they are implemented and understood;
- Identify areas where Human Resource improvements are needed and develop proposals to rectify same;
- Maintains links with HR practitioners to keep abreast of new developments and best practices;

- Evaluates and approves for implementation policy proposals submitted by staff which will improve the efficiency and effectiveness of the Organization;
- Monitors the implementation and maintain of several programmes within the Ministry, such as the Internship Programme and Succession Planning Programme;
- Receives employee complaints and offers guidance and counselling.

Supports manpower requirements within the Ministry:

- Matches current employees with the approved establishment and arranges to fill vacancies;
- Evaluates the effectiveness of present manpower in the Ministry and develops methods of utilizing available Human Resources;
- Plans/coordinates the interviewing processes and participates in various recruitment and selection methods;
- Prepares and negotiates terms of various contracts in keeping with the Ministry's policies and guidelines;
- Monitors that payment of gratuity and terminal grants in keeping with terms of contract;
- Co-ordinates the implementation of Succession Planning for all Divisions;
- Prepares reports of new recruits, transfers and acting assignments for dissemination to staff.

Undertakes duties and responsibilities consequent to the delegation of Human Resource functions:

- Performs secretariat functions for the Human Resource Management Committee;
- Collaborates with the Senior Director and Chairman in setting meeting agenda;
- Prepares profiles of staff to be appointed, promoted, retired and granted study leave at the levels of Director and equivalent;
- Prepares Delegation Reports;
- Oversees the preparation of Minutes of the Committee Meetings;
- Prepares/oversees the preparation of all letters resulting from the decisions of the Committee;
- Follows up on issues from previous meetings and submits recommendations/reports to Committee;
- Participates as support staff of the Human Resource Executive Committee and the Disciplinary Committee that address infractions of staff at the level of GMG/SEG 1 and above.

Required Knowledge, Skills and Competencies

Core

- Teamwork and Co-operation
- Good oral and written communication skills
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Confidentiality and integrity
- Good leadership skills

Technical

- Excellent knowledge of Human Resource Management techniques
- Good knowledge of Public Service Regulations, Staff Orders and other human resource legal documents
- Good knowledge of Labour Laws and Industrial relations practices
- Proficiency in relevant computer applications, including management information systems

Minimum Required Qualification and Experience

- First Degree in Social Science or Human Resource Management or Management Studies or closely related field;
- Five (5) years' experience in a related position;
- Certificate in Supervisory Management.

Special Condition Associated with the Job:

- May be required to work beyond usual working hours.

2. Community Development Officer (GMG/SEG 1)

Job Purpose

Under the general supervision of the Senior Community Development Officer, the incumbent is responsible for organizing and overseeing the relocation/regularization of selected families onto housing solution. Creates opportunities through planned programmes so that residents can access developmental help in the physical and economic planning of communities. Trains selected householder from condominiums to assume responsibilities as executives of the co-operatives.

Key Responsibilities

- Conducts socio- economic/market surveys;
- Co-ordinates the settlement of Unit holders into new/existing communities;
- Assists in the Sensitization of Unit holders to Ministry policies and regulations as well as their rights and obligations;
- Acts as liaison between communities and providers of social development services in education/skills training, family life and counselling, health, small business development and venture capital funding;
- Conducts occupancy audits in order to verify land;
- Plans, designs and implements all aspects of the Social Housing Programme;
- Participates in the preparation of the Unit's Budget and Operational Plan;
- Prepares Status/Monthly Reports;
- Prepares mortgage payments and utilities correspondences;
- Liaises with Legal Department re the preparation of Sales Agreements;
- Initiates collection drives and develops strategies to improve collection levels;
- Manages/updates scheme accounts;
- Develops and implements strategies for resolving mortgage, boundary and covenant disputes;
- Establishes and monitors Management Committees (Citizen Associations);
- Investigates breaches of regulation such as encroachment and illegal occupancy, prepares and submit reports;
- Dispatches demand notices;
- Organizes community health fairs;
- Participates in the preparation of official submissions and briefs;
- Works with Ministry Directorate in planning and implementing strategies for removal/regularization of unauthorized settlers (squatters);
- Participates in relocation exercise for persons at risks;
- Prepares submissions in collaboration with the Director, Social Services for presentation to the Ministry's Executive Body on how to deal with matters like ninety (90) day cash sales, now delinquent and other issues that would reduce arrears;
- Liaises with homeowners and community groups through Community Development Officers with a view to offer counseling and other steps required to achieve voluntary compliance;
- Approves arrangements made by Compliance and Investigation Officers with delinquent householders for payment of arrears in installment;
- Utilizes occupancy surveys to inform the arrears and Recovery Programme;
- Advices on the type of infrastructure to be;
- Conducts damage assessments.

Required Knowledge, Skills and Competencies

Core:

- Excellent knowledge of conflict resolution techniques
- Excellent communication and human relations skills
- Excellent problem-solving skills
- Working knowledge in the use of computer applications
- Employs initiative and is results driven

Technical:

- Knowledge in Ministry and Central Government operational procedures
- Excellent knowledge of lot identification
- Excellent knowledge of public or community relations
- Knowledge of the LICA Act
- Excellent knowledge in implementing social development programmes

- Excellent knowledge of the operations of financial institutions
- Knowledge of Property Management/land use
- Knowledge of debt management

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration with a finance or marketing major;
- Training in Investigative Techniques;
- Five (5) years working experience with two years in a similar capacity.

Special Conditions Associated with the Job:

- High risk locations (Inner city schemes-violence prone);
- May be required to work beyond usual working hours;
- Constricted deadlines.

2. 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;
- Ensures necessary measurements, note peculiarities;
- Prepares floor plans;
- Applies property, sale and area analyses data and determines property value;
- Complies and submits valuation reports for all appraised property ensuring necessary diagrams, maps, charts, valuation briefs, field notices and valuation report;
- 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

- Bachelors in Land Economy and Valuation Surveying or Estate Management;
- Three (3) years working experience in Valuation and Land Management.

Applications accompanied by résumés should be submitted **no later than Monday, 20th March, 2023 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@megic.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