



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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21st 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 fill the following **vacant** posts in the **Technical Services, Projects and Housing Branch, Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Director, Technical Services (Housing) (SOG/ST 8)**, salary range \$6,028,127 - \$8,107,161 per annum.
2. **Director, Projects (Housing) (GMG/SEG 4)**, salary range \$4,947,565 – \$6,653,925 per annum.

1. Director, Technical Services (Housing) (SOG/ST 8)

Job Purpose

To manage plan, direct and co-ordinate all technical services works of the Unit including that of the Engineers, Quantity Surveyors and Land Surveyors, the regional technical officers as well as external professionals and consultants in the development and implementation of the Ministry's housing infrastructure development programmes, to support the policy objectives of the Ministry, ensuring the conformance to the requisite technical and environmental standards and established procedures with focus on the delivery of housing solutions and infrastructure development island-wide.

Key Responsibilities

Management/Administrative:

- Develops a framework to guide the planning and development of the Ministry's Housing and Infrastructure Development programmes;
- Develops a reporting system to ensure proper monitoring and evaluation of Housing and Infrastructure Development programme;
- Participates in the development of the Branch's Corporate Plan and Budget;
- Participates in the establishment of a set of operational objectives and standards to guide the operations of the Division;
- Develops Work Plans and schedules for reporting staff;
- Delegates and oversee the functions of supervisees
- Convenes and participates in meetings relevant to role and function;
- Collaborates with Ministries/Departments/Agencies/Private Sector as necessary for the development/implementation of projects/programmes;
- Represents the Ministry at local and international meetings, conferences and other fora;
- Prepares and submits Performance Reports as required;
- Prepares Operational Reports.

Professional/Technical:

- Assesses the Ministry's owned lands and facilities and directs the planning of their development;
- Facilitates the planning and co-ordinating of the Ministry's joint venture projects;
- Provides technical advice to the Honourable Minister, Permanent Secretary, Chief Technical Director, Senior Director, Local Authorities, Agencies and Private Sector;
- Participate in the co-ordination of the Ministry's tender process;
- Conducts pre-elimination project assessments and ensures appropriate feasibility studies;
- Assesses and advises the adequacy of funding for Ministry's projects;
- Participates in discussions on behalf of the Ministry with funding agencies;
- Participates and advises the development of contracts for Housing/Infrastructure Development projects;

- Liaises and collaborates with the Ministry's Units/Departments and personnel to ensure adherence to technical (planning/building), legal, environmental and regulatory requirements and standards in the implementation process;
- Keeps abreast of trends and changes in technical discipline and makes recommendation for adoption where necessary to enhance the efficiency and effectiveness of the Ministry's programmes;
- Co-ordinates site visits to monitor and evaluate the performance of implemented Ministry projects and ensures the preparation of Project Progress Reports;
- Reviews Project Progress Reports and recommends appropriate actions;
- Prepares official papers and submissions as required;
- Participates in internal project and land divestment committees.

Human Resource:

- Participates in the selection and orientation of technical staff;
- Establishes employee performance targets and motivates staff towards optimum levels of performance;
- Promotes the welfare and development of staff through the conduct of employee performance appraisals, recommendations for appointment of Promotion, leave and training;
- Participates in the establishment and maintenance of systems that foster a culture of teamwork, employee empowerment and commitment to the Unit and Ministry's goals;
- Initiates disciplinary proceedings where appropriate.

Required Knowledge, Skills, and Competencies

Core:

- Excellent leadership and management skills
- Possess strong organizational skills
- Well-developed communication and presentation skills
- Excellent team building skills
- Excellent interpersonal skills
- Experienced in the use of standard computer applications
- Results oriented
- Analytical and astute

Technical:

- Knowledge of the housing and construction sectors
- Knowledge of the policy direction in housing and infrastructure development
- Knowledge of the operational procedure of Central Government
- Knowledge of the contract administration process and the established forms of contracts
- Project/construction management experience

Minimum Required Qualification and Experience

- BSc. Degree in Engineering, Surveying, Architecture, or related discipline;
- Eight (8) years related working experience. At least four (4) years in a management or senior management capacity;
- Training in project management.

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. Director, Projects (Housing) (GMG/SEG 4)

Job Purpose

To instigate projects the Ministry will eventually pursue and implement through external agencies and co-ordinate and monitor projects to be internally executed; and responsible for managing the tendering process.

Key Responsibilities

- Develops a sound framework to facilitate the identification and development of major projects (of a housing nature);
- Prepares and manages the Operational Plan and Budget for projects implemented and ensures that they are consistent with the Strategic and Corporate Plans of the Ministry;
- Participates at the policy level in determining the projects, which will be given priority consideration;
- Devises and develops mechanisms for monitoring and reporting project activities;
- Establishes the operational objectives of the Project Planning and Development Unit;
- Provides advice to the Minister, Senior Director Projects and the Chief Technical Director on project development, monitoring and execution;
- Participates in the Quarterly and Annual Performance Review to assess the achievement;
- Contributes to the development of the Unit's Budget and Corporate Plans;
- Collaborates with the Technical and Administrative officers in the Ministry and other external stakeholders in identifying opportunities for housing projects;
- Liaises with International Funding Agencies, the Planning Institute of Jamaica and other Government Agencies involved in project development, monitoring and execution;
- Conducts pre-feasibility analyses of projects ideas to determine which proposals have development potential and is worth pursuing;
- Reviews feasibility studies and provides observations/reports;
- Participates and facilitates the formulation of proposals;
- Assists the administration and preparation of the tender process for Housing Projects including the identification of projects, appraising and awarding tenders;
- Monitors the selection of contractors by ensuring that the Tendering Procedures are consistent with established guidelines of the Government;
- Assists in identifying funding for Housing projects and participates in negotiations with funding agencies;
- Facilitates the completion of joint venture projects;
- Establishes systems of control for the operational and financial management of projects;
- Provides managerial support to ensure that all project components of pre-approved project plans are implemented in a cost-effective manner in keeping with project requirements;
- Ensures effective mechanisms for monitoring and reporting on joint venture projects;
- Evaluates the progress of projects and prepares reports;
- Assists in the maintenance of a database for monitoring project status, challenges in execution and record of expenditure;
- Prepares requisite briefs and official submissions on matters related to the Ministry's existing joint venture projects;
- Conducts site visits and observes project operations;
- Carries out Human Resource Management responsibilities;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Possess strong management skills
- Excellent interpersonal and communication skills
- Good organizational skills
- Good analytical and judgement skills
- Good problem solving and decision-making skills
- Strong deductive reasoning skills
- Ability to coordinate and manage multiple projects simultaneously
- Working knowledge of standard and specialized computer applications
- Team and results oriented
- Possess initiative
- Analytical and judicious

Technical:

- Excellent knowledge in Project Management Techniques and tools
- Knowledge of the Housing Sector and appreciation for the Ministry's policy direction
- Knowledge of Ministry or central government operational procedures
- Knowledge of Government's Procurement Policy and Procedures
- Knowledge of the general requirements of multilateral lending agencies
- Knowledge of the contract administration process and the established forms of contract
- Knowledge of Project/Construction Management

Minimum Required Qualification and Experience

- BSc. Degree in Project Management, Construction Management (with strong project management component or Engineering or related field with training in project management;
- Five (5) years professional experience.

Special Condition Associated with the Job

- Required to undertake local and overseas travel.

Applications accompanied by résumés should be submitted **no later than Monday, 3rd April, 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@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