



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 127
OSC Ref. C.4858⁴⁴

14th 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 **vacant post of Property Officer (Level 5) (Vacant)** in the **Agro-Investment Corporation**:

Job Purpose

Reporting to the Property Manager, the Property Officer is responsible for the day-to-day administrative duties of the Property and Fixed Assets Department. The individual will assist with the administrative activities of lands leases and will be required to act as the liaison between the tenants and the Property and Fixed Assets Manager regarding certain property related issues.

Key Responsibilities

Collections:

- Ensures that payments are collected from clients/tenants and submit to account Department for processing;
- Assists with the monitoring of lease arrears by making periodic telephone calls and inspections as necessary.

Land Lease Management:

- Conducts periodic inspections of properties to ensure that lessees comply with the terms and conditions of the lease and makes recommendations for legal action to be taken for breaches;
- Reports any unauthorized leasehold structure erected, suspected illegal operations or utility connection (i.e. JPS/NWC);
- Assists with the co-ordination and monitoring of vacant properties to ensure they are kept free and clear from squatting and makes recommendations for divestment where appropriate;
- Assists with the serving of demand letters, notices to quit/cease and desist, eviction notices, repossession orders, and complaints on lessees/squatters when necessary;
- Liaises with the Lessee to agree on appropriate terms in which to settle arrears;
- Ensures that rent/lease renewals are actioned timely and appropriately;
- Assists with the preparation of status and Lease Arrears Reports;
- Maintains Lease Contract Database;
- Ensures that Lease Policy is adhered to and all the necessary stakeholders are aware of any changes to the policy;
- Arranges Lease Evaluation Committee/Tenants' Meeting, prepares and circulates Minutes as directed;
- Assists with the perusal/vetting of lease applications;
- Ensures that Property Taxes and Insurances are current;
- Ensures that proper Filing System/Records are maintained;
- Obtains bids/tenders for landscaping, garbage collection and maintenance/repairs;
- Maintains a proper Logbook of all keys issued and collected.

Other:

- Liaises with Government/Departments/Agencies and Private Sector entities for the sharing of information;
- Participates in team efforts to achieve Department's and the Corporation's goals;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- High level of confidentiality, integrity, and professionalism
- Excellent Interpersonal skills
- Excellent judgment, decision making and problem-solving skills

- Excellent human relations skills
- Excellent oral and written communication skills
- Good time management and organizing skills
- Good customer service skills
- Excellent planning and organising skills
- Ability to maintain a realistic balance among multiple priorities
- Ability to exercise good judgment and initiative

Technical:

- Sound knowledge of office practices, procedures, and protocol
- Good knowledge of the Organization's policies and operations
- Working knowledge of Government Procurement Policies
- Excellent knowledge of facility/property management
- Knowledge of marketing systems/ supply chains and developing marketing linkages for agriculture
- Proficient in the use of Microsoft Office

Minimum Required Qualification and Experience

- BSc. Degree in Estate Management or Land Economy and Valuation Surveying;
- Two years working experience in Land Administration;

Special Condition Associated with the Job

- Must possess a valid Driver's License and reliable motor vehicle.

Applications accompanied by résumés should be submitted **no later than Monday, 27th March, 2023 to:**

**Senior Director, Human Resource Management and Administration
Agro-Investment Corporation
188 Spanish Town Road
Kingston 11**

Email: vacancies@agroinvest.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**