



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 be assigned to the following posts in the **Ministry of Local Government and Community Development**:

1. **Urban Planner (SOG/ST 6) (Vacant) – Urban and Regional Planning Unit**, salary range \$4,594,306 – 6,178,830 per annum.
2. **Research Officer (SOG/ST 6) (Not Vacant) - Strategic Planning, Policy and Performance Management Division**, salary range \$4,594,306 -\$6,178,830 per annum.
3. **Director, Employee Relations (GMG/SEG 1) (Vacant) - Human Resource Management and Development Division** - Salary \$3,094,839-\$4,162,214 per annum.
4. **Senior Procurement Officer (GMG/SEG 1) (Not vacant) - Corporate Services – Salary \$3,094,839-\$4,162,214 per annum.**

1. Urban Planner (SOG/ST 6)

Job Purpose

Reporting to the Director, Urban and Regional Planning, the incumbent is required to provide support to facilitate the implementation of the core functions of the Unit. The incumbent will also participate in the delivery of the Urban and Planning functions of the Ministry, specifically in relation to; Urban and Planning modelling, sustainable growth, sustainable development planning interrelationship to Disaster Risk Management, application of Geographical Information Systems (GIS) to the planning environment and the design and development of the Ministry's community/planning focus projects.

Key Responsibilities

Technical/Professional

- Participates in the formulation of the planning, organizing, direction and co-ordination of activities of the Urban and Regional Planning Unit;
- Participates in the development of the preparation of Work Plans;
- Provides advice to the Director on Urban and Regional planning issues including interpretation of the Planning Regulatory Framework/System, Urban Development and Urban Renewal, Poverty Alleviation, Disaster Risk Management, Environment/Natural Resources Management, Transportation Planning and Traffic Management, Population and Settlements;
- Conducts research of Urban Planning models and reviews Sustainable Development Planning initiatives;
- Manages the implementation of reform initiatives such as AMANDA, to improve the development applications process and recommends the use of information, statistics and projections to define key issues and goals for an improved planning system and develops manuals where appropriate;
- Collects, analyses, forecasts and maps trends in the development applications process;
- Participates in the design, development and implementation of the Ministry's projects which have a community/planning focus such as parks upgrading and maintenance, heritage and culture, Urban Development and Renewal, and civic addressing;
- Participates in the evaluation of Ministries' activities for determination of consistency and coherence of different policies related to Urban Planning, Community Development and Environmental Management by collaborating with relevant Agencies and Departments under the Ministry;
- Collaborates with relevant Agencies and Departments under the Ministry in the development of policy positions on effective Urban/Regional Planning, Community Development and Environmental Management;
- Contributes to the preparation of Quarterly/Annual Reports on Urban Planning and Development strategies and objectives of the Ministry;

- Manages initiatives to ensure the inclusion of City/Urban Management considerations in the Development Applications Process and sustainable development planning;
- Facilitates Strategic Neighbourhood Action Plan Programmes, Urban Renewal initiatives, Community-based Planning initiatives and Environmental consideration as well as gives consideration to new trends in planning;
- Designs and conducts workshops, seminars and field visits to address the preparation of urban strategies to inform Sustainable Development Projects;
- Ensures Themes of Urban Strategy and Developments are aligned with the National Development Plan and current policy directives nationally and locally;
- Collaborates with the Regional Planner and the Ministry responsible for Planning for synchronization of the sustainable Development Plans with Development Orders of each parish;
- Collaborates with Local Authorities to prepare Project Plans for local sustainable development;
- Performs other such duties and responsibilities as may be determined by the Director from time to time in fulfilment of the Urban and Regional Planning functions of the Ministry.

Required Knowledge, Skills, and Competencies

Core:

- Highly developed interpersonal skills.
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer applications.
- Sound judgment and integrity/ethics exercised in the performance of duties.
- Ability to lead teams and delegate responsibilities;
- Excellent analytical skills and problem-solving skills
- Ability to manage public/private partnerships.

Functional:

- Awareness of international trends in urban planning and environmental management;
- Appreciation of international protocols affecting sustainable development in Jamaica;
- Excellent knowledge of physical planning and environmental legislation and regulations;

Minimum Required Qualification and Experience

- BSc degree in Urban and Regional Planning, City Management, Natural Resources Management, Geography, or related Discipline
- At least two (2) years' experience in urban planning

Special Conditions Associated with The Job:

- Long working hours;
- Island wide travelling.

2. Research Officer (SOG/ST 6)

Job Purpose

Reporting to the Director of Policy, the incumbent is responsible for monitoring the practical application of Public and Operational policies and co-ordinating the development of new initiatives and strategies while providing technical support relevant to the Ministry. The incumbent is also responsible to inform and support Policy Development, Corporate Planning, Performance Management, Monitoring and Evaluation processes of the Ministry and its portfolio entities by providing relevant research and maintaining robust databases.

Key Responsibilities

Technical/Professional:

- Conducts critical review of Cabinet Submissions, Notes and Technical Papers received from Agencies, Ministries and other relevant stakeholders prior to presentation to Cabinet;
- Supports the decision making and public policy formulation process by evaluating policies and working with the Corporate Planner to prepare projections and alternate scenarios;
- Tracks the implementation of Cabinet Decisions relevant to the Ministry and prepares Status Reports to Cabinet;

- Provides technical support to decision making processes within the Ministry by identifying and recommending strategic areas that need to be strengthened;
- Analyzes and interprets the results of studies prepared within the Local Government Sector and prepares reports providing information to make a decision or to determine the advisability of adopting new measures;
- Ensures that satisfactory economic, social environmental and safety analysis of public policy development options are made;
- Assists in co-ordinating crosscutting policy issues with Ministry, Department, Agencies and Local Authority personnel and other actors in the Local Government Fraternity;
- Maintains awareness of policies relevant to the Local Government Sector by liaising with organizations and networks involved in similar activities;
- Assists in formulating official responses to Sector Policy issues;
- Prepares Policy Briefs whenever necessary;
- Establishes effective working relationships with the Heads of Departments, Agencies and Local Authorities as well as staff in assigned portfolios to ensure that respective plans and operations corresponds to policies of the Government;
- Manages an up-to-date policy Register for the Ministry and its portfolio entities;
- Monitors regulations, legislation and public policies implemented in the Ministry;
- Examines the Investment and Expenditure Plans of Ministry and its portfolio entities and recommends actions to maximize the beneficial impact and support to sector policies of the Government;
- Assists Agencies to re-prioritize Expenditure Plans in response to funding adjustments;
- Participates in local, regional and international conventions, workshops and meetings on policy issues;
- Monitors the implementation of various Operational Policies of the Ministry;
- Ensures the security of policy documents;
- Participates in the Policy and Planning Development Projects by assisting with the preparation of options assessing the impact on stakeholders and contributing to the design of implementation plans;
- Organizes and participates in the collection of data and information relevant to Ministry's Portfolio Subjects;
- Attend relevant internal and external meetings, workshops, conferences and seminars on subjects/issues relevant to the Ministry and present papers and reports when required;
- Prepares an Annual Research Work Plan in keeping with the main policy priorities, objectives and goals of the Ministry.
- Conducts research assignments in collaboration with Divisions/Units of the Ministry and Portfolio Entities as well as external bodies as necessary;
- Uses appropriate research methodology to collect and analyze data and qualitative information on the subjects within the Ministry's portfolio;
- Conducts data collection activities relevant to research projects and assignments and develops a clearly defined Terms Of Reference for data collection and analysis;
- Researches and identifies data and relevant information that best meets the needs of key stakeholders;
- Designs and implements Data Collection Schedules including the frequency of data collection to provide timely, relevant information for Planning and Decision Making;
- Compiles, analyzes and interprets research findings and prepares reports with stated conclusions to facilitate planning and decision-making;
- Prepares timely reports on research undertaken, critiques studies undertaken by other researchers and prepares comments and recommendations on selected material for the guidance of the Director of Policy;
- Identifies data and information needs and makes contact with the appropriate sources to enable collection;
- Determines the frequency of data collection;
- Reviews official publications, periodicals and magazines to determine whether current research is being undertaken in subjects relevant to the Ministry;
- Prepares special papers required for presentation at local seminars and conferences;
- Develops and maintains reference databases for use by target groups within the Department;
- Circulates main research findings to relevant Ministry personnel to inform the policy development and project design processes and the implementation of programmes;
- Undertakes specific research projects assigned by the Director of Policy ensuring compliance with specific standards;
- Responds to internal and external requests for information related to Ministry's research initiatives and social sector policies;
- Keeps abreast of current local and international research findings;
- Develops and maintains relevant electronic databases in collaboration with the Information Communications Technology Unit;
- Liaises and builds links with research organizations involved in similar activities at the national, regional and international levels;

- Utilizes Information Technology Systems for planning, monitoring, review, analysis and intervention;
- Provides technical support in the review of the performance of the Ministry's divisions/units and its portfolio entities.
- Performs other duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent problem-solving skills;
- Ability to work as a part of a team and effectively develop good interpersonal working relationships;
- Excellent organizational and work management skills;
- Excellent research skills;
- Excellent use of initiatives.

Functional:

- Excellent understanding of different research and statistical methods, standards and procedures;
- Excellent knowledge of social policies and the government's planning and performance monitoring processes;
- Thorough knowledge of sources of official data on areas pertinent to policy formulation;
- Excellent knowledge of the organization's policies and procedures
- Working knowledge of the structure, roles and functions of the Government, Ministries and Agencies;
- Thorough knowledge of constitutional processes of Jamaica;
- Excellent presentation skills;
- Excellent proficiency in the use of relevant computer applications;
- Ability to conceptualize research issues quickly, be analytically insightful and effectively communicate results in a logical, efficient and timely manner;
- Excellent knowledge of the organization's policies and procedures;
- Proficiency in the use of relevant computer applications;
- Experience in survey design, survey sampling techniques, questionnaire design, data quality control, data analysis, and writing/publishing reports;
- Experience in conducting surveys;
- Excellent analytical skills.

Minimum Required Qualification and Experience

- Graduate Degree in Public Policy, Sociology, Economics, Statistics, Research or Management Studies or related field;
- At least three (3) years related experience at a technical/professional level;
- Understanding and practical experience of policy development skills including international conventions, legislative and regulatory development, research and evidence based policy formulation.
- Specialized training in modern approaches to policy research formulation and evaluation techniques.

Special Conditions Associated with The Job:

- Office and field work;
- Long hours and mentally demanding.

3. Director, Employee Relations (GMG/SEG 1)

Job Purpose

Reporting to the Senior Director, Human Resource Management and Development, the incumbent is responsible for administering all Industrial Relations matters for the Department, Agencies and Local Government Authorities, for the promotion of good labour practices and harmonious relations between Management, Workers, Trade Unions and Associations.

Key Responsibilities

Management/Administrative Responsibilities:

- Participates in the design and development of the Operational and Work Plans for the Division;
- Prepares briefs for the Management Team on claims served by Unions/Associations;
- Monitors the implementation of Heads of Agreement;
- Disseminates information to staff on changes in the relevant Acts, Regulations Codes and Laws;
- Advises the relevant persons on the proper procedures for carrying out negotiations and on Salary and Benefit Agreements;
- Advises on the operation of Industrial Awards and Agreements.

Technical/Professional Responsibilities:

- Represents the Ministry at meetings relating to negotiations, conciliations and arbitrations;
- Participates in the preparation of briefs on wage claims for submission to the relevant authorities;
- Prepares briefs for the Permanent Secretary and other Senior Officers;
- Conducts research and processes all Industrial Relation matters;
- Provides professional guidance and advice as required;
- Co-ordinates and chairs meeting at the local level on claims that do not have service wide implications;
- Studies and interprets relevant Industrial Legislation (the laws which are formulated by parliament to control industrial practices in the workplace);
- Keeps information up to date on changes to Labour Laws, Arbitration Decisions and anything that may affect Union and Management Relations;
- Examines and attempts to resolve Industrial Disputes and Grievances in the workplace;
- Maintains good relationship between employer, unions and employees;
- Researches past Arbitration Decisions, grievances and analyzes their effect on pending negotiations;
- Liaises with the relevant Ministries, Departments, Agencies and Local Authorities on Industrial Relations matters;
- Prepares reports on meetings;
- Represents the Ministry at Employee's Relations Meeting/forum;
- Advises employees on HR policies and procedures;
- Administers HR policies and procedures consistently;
- Assist with the implementation of Succession and Performance Management Programmes;
- Assist with the implementation of Job Evaluation Exercise;
- Investigates accidents and prepares reports for Management and other Local Authorities/Agencies;
- Ensures that Attendance Records are properly maintained throughout the Ministry;
- Administers employee benefits and Welfare Programmes (health, pension, employee assistance) within established guidelines;
- Prepares and analyses Attendance Reports and recommends strategy for improving tardiness and absenteeism where necessary;
- Develops and maintains an Up-to-date Manpower Inventory;
- Assists with the processing of application for recruitments;
- Assists with the Orientation Programme for new employees;

Human Resource Responsibilities:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required Training and Development Programmes;
- Participates in the recruitment of staff for the Ministry and recommends transfers, promotion, termination and leave, in accordance with established Human Resource policies and procedures;
- Develops and implements in collaboration with the Human Resource Department, a Programme of Succession Planning for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goal;
- Performs such duties and responsibilities as may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills.
- Good customer relations skills;
- Excellent integrity and ethics exercised in the performance of duties.
- Strong negotiating skills;

Functional:

- Excellent knowledge of Government policies and procedures;
- Sound knowledge of contemporary Human Resource Management practices;
- Strong research and analytical skills;
- Excellent decision making and judgment skills;
- Ability to think creatively;
- Good knowledge of the various Local Government Laws and Systems;
- Good knowledge of Jamaican Labour Laws and
- Sound knowledge in the use of computer applications.

Minimum Required Qualification and Experience

- Minimum first degree in Public Administration, Management Studies or other similar field from a recognized tertiary institution;
- Minimum three (3) years experience in a related field
- Experience in the field of Industrial Relations would be an asset;

4. Senior Procurement Officer (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Director 3, Public Procurement the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various departments.

Key Responsibilities

Management/Administrative:

- Prepares contracts;
- Co-ordinates public procurement tender closing and opening exercise;
- Reviews Tender Evaluation Reports;
- Assesses quotations and makes recommendation for award;
- Prepares addenda to tender documents;
- Ensures that all Organization contracts are reviewed by the Legal Department;
- Maintains Contract Register;
- Prepares Procurement Plans for the Organization;
- Maintains Database with current cost and location of goods, works, and services and establishes links with others in other Government Agencies;
- Assists in negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains data file with Government of Jamaica Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance and the Public Service, Office of the Prime Minister, and Organization representatives;
- Reviews all Tender Reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- Tracks the Procurement process of each submission from preparation of Tender Reports to job completion and contract termination;
- Advises, supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that Procurement Committee and Organization Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintained;
- Assists the Director, Procurement to set priorities and to formulate procedures;
- Advises the Director, Procurement or Director, Administration & Property Management on suppliers reliability/suitable and performance;

- Attends Meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Provides guidance to Internal/External customers on the Ministry's procurement policies and procedures;
- Develops priority settings for the client;
- Ensures that cheques and Withhold Tax Certificates are collected by the supplier once goods are received in good condition and according to purchase order;
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed "Goods received or Services rendered";
- Ensures that procurement practices conform with the relevant Acts;
- Liaises with the Accounts & Finance Department to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an Inventory Listing of equipment bought etc.;
- Advises on the reliability and performance of suppliers.

Other Duties and Responsibilities

- Performs any other duties as directed by the head of the Branch;
- Attends meetings of Procurement and Contracts Committees in the absence of the Director, Procurement.

Required Knowledge, Skills, and Competencies

Core:

- Good oral communication skills
- Good written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good inter-personal skills Technical
- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Good knowledge of the Procurement Guidelines
- Proficiency in the relevant computer applications.

Functional:

- Good knowledge of the stipulations of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Good knowledge of the Procurement Guidelines
- Proficiency in the relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public sector Management, Economics, or any other related field
- Certificate in Public Procurement: **UNDP/CIPS** Level 2 or **INPRI** Level 3
- Experience in related field: 3 years

OR

- **ACCA** Level 2
- Certificate in Public Procurement: **UNDP/CIPS** Level 2 or **INPRI** Level 3 Experience in related field: 3 years

OR

- Diploma in Business Administration, Accounting, or any other related field
- Certificate in Public Procurement: **UNDP/CIPS** Level 2 or **INPRI** Level 3
- Experience in related field: 5 years

Applications accompanied by résumés should be submitted **no later than Wednesday, 5th July, 2023 to:**

**Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.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**