



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

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

1. **Senior Director, Corporate Services (GMG/SEG 5) (Vacant) - Corporate Services Division**, salary range \$6,820,273 - \$9,172,509 per annum.
2. **Technical Quality Assurance Officer (SOG/ST 8) (Vacant) - Technical Services and Physical Planning Division**, salary range \$6,820,273 - \$9,172,509 per annum.
3. **Senior Executive Engineer (SOG/ST 7) (Vacant) - Technical Services and Major Projects Division**, salary range 4,594,306 - \$6,178,830 per annum.
4. **Access Officer (GMG/SEG 1) (Vacant), – Documentation Information and Access Unit**, salary range \$3,094,839 - \$4,162,214 per annum.
5. **Senior Human Resource Officer (GMG/AM 4) (Staffing) - (Not Vacant) - Human Resource Management and Development Unit**, salary range \$2,478,125 - \$3,332,803 per annum.
6. **Human Resource Officer (GMG/AM 4), (Leave) (Vacant) - Human Resource Management and Development Unit**, salary range \$2,478,125 - \$3,332,803 per annum.
7. **Senior Administrator (GMG/AM 4) (Pension Administration), (Vacant) - Corporate Services**, salary range \$2,478,125 - \$3,332,803 per annum.
8. **Administrator (GMG/AM 3), (Vacant) - Agency Liaison and Monitoring**, salary range \$1,984,305 - \$2,668,670 per annum.
9. **Administrative Assistant (GMG/AM 3), (Not Vacant) (ODU) - Corporate Services**, salary range \$1,984,305 - \$2,668,670 per annum.
10. **Public Procurement Officer (GMG/AM 3), (Vacant) - Corporate Services**, salary range \$1,984,305 - \$2,668,670 per annum.
11. **Asset and Office Manager (GMG/AM 3), (Not Vacant) - Facilities Management and Administration Division**, salary range \$1,984,305 - \$2,668,670 per annum.
12. **Assistant Human Resource Officer (GMG/AM 2) (Leave), (Not Vacant) - Human Resource Management and Development Unit**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Senior Director, Corporate Services (GMG/SEG 5)

Job Purpose

Reporting to the Permanent Secretary, the Senior Director, Corporate Services, provides leadership and direction to the Division to facilitate development and implementation of effective and efficient strategies and policies, with the appropriate monitoring and evaluation techniques that will identify deviation. The incumbent is also responsible for providing technical support as it relates to the interpretation of certain Civil Service rules, regulations, conditions of service, pension and leave administration. The Director oversees the adequate staffing of all areas of operations, communication and information technology systems, procurement of goods and services, facilities and office management and records management, in keeping with governmental requirements and to achieve the objectives of the Ministry.

Key Responsibilities

Management/Administrative

- Plans, organizes and directs the work of the Division by overseeing the development of the Corporate, Operational, Work Plans and Budget;
- Implements and reviews the Division's policies, procedures and systems to meet the Ministry's goals and objectives;
- Develops, implements and maintains policies and procedures to guide the operations of the Division;
- Troubleshoots areas of potential discontent and takes proactive measures;
- Ensures timely submission of documents requested from the Division;
- Provides expert advice, briefings and support to the Permanent Secretary;
- Oversees the development and implementation of a comprehensive Human Resource strategy within the Ministry to facilitate corporate objectives;
- Facilitates the provision of an efficient Leave and Pension Administration Programme for the Ministry and local authorities;
- Ensures that property and office services are provided in a cost-effective manner;
- Ensures cost-effective and reliable security and transport services are provided;
- Oversees the provision of Information Technology Systems to transform and modernize the operations of the Ministry, Local Authorities and Agencies;
- Ensures that the Records Management function of the Ministry is in order to deliver reliable and accurate information to support decision making;
- Oversees the provision/development of timely and cost-effective Public Relations and communication strategies for the Ministry, Local Authorities and Portfolio Agencies;
- Represents the Ministry at local and international meetings, conferences and other fora as required;
- Co-ordinates the effective operations of the Units within the Corporate Services Division, their relationship with Local Authorities and Portfolio Agencies, and ensuring the delivery of high quality service to both internal and external customers;

Technical/Professional

- Co-ordinates the development, implementation and maintenance of a comprehensive Human Resource Policies and Practices within the Ministry, Portfolio Agencies and Local Authorities to ensure optimum development of the human capital;
- Ensures the recruitment, direction and retention of staff in keeping with the changing needs of the organization;
- Oversees the implementation of Training and Development Programmes for staff, thereby ensuring that a skilled workforce is provided and the strategic objectives of the Ministry are satisfied;
- Oversees the implementation of a Succession Planning Programme to ensure continuity of skills, competencies and career advancement of employees within the organization;
- Guides the restructuring of Divisions, Branches and Sections or Units to meet the changing requirements of corporate objectives and strategies as identified in the corporate planning process;
- Ensures an efficient and accurate Leave and Pension Administration Programme within the Ministry and Local Authorities;
- Oversees the administration of discipline and grievance procedures, ensuring consistency, fairness and equity in the workplace;
- Provides consultations to senior management in the redesign of key positions to ensure that their contribution to the overall plan are optimized;
- Conducts regular staff meetings and ad-hoc meetings as necessary to discuss job scheduling and any other issues/problems that impact the Division, so as to provide solutions for achieving the objectives.
- Oversees the implementation of organizational changes and modernization measures necessary to strengthen the Ministry abilities to fulfill its responsibilities;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Develops and manages the performance of the Division and staff, including transferring of skills, setting performance targets and monitoring performance;
- Ensures the development and implementation of an efficient Human Resource Management Information System database on all staff within the Organization;
- Facilitates the operations of a Documentation and Information Unit, ensuring that the relevant policies and best practices are implemented, as well as the codes of practice for Access to Information;
- Facilitates the implementation of change management initiative and constantly monitors and reviews the Organization's operations, ensuring the relevance of business processes and structures, and that they are in keeping with the Vision, Mission and Goals of the Organization;
- Provides technical advice, recommendations and guidance to address operational weaknesses related to the Ministry and Portfolio Entities;

- Facilitates career development, training and staff recognition awards;
- Ensures the proper management and maintenance of all properties and assets, ensuring that all Government guidelines are adhere to;
- Ensures that all regulations in respect to procurement are met and that best quality of goods and services are secured at the most competitive prices;
- Prepares periodic procurement monitoring reports to inform the Permanent Secretary and Senior Managers on significant diversion from the Government procurement policy and procedures;
- Ensures that maintenance of office and plant equipment will facilitate a harmonious and productive environment;
- Ensures that the recurrent need of each programme area, both in terms of goods and offices services are determined for the Financial Year and that purchases, custody and dispositions are carried out in a cost-effective way;
- Ensures that physical facilities and assets are managed effectively, so that the Ministry's operation are conducted in a secure, comfortable and functional work environment;
- Monitors the development and implementation of emergency procedures for the protection of staff members and properties;
- Ensures that Safety and Health standards are maintained by recommending equipment and safety measures to be pursued by staff;
- Ensures the provision of efficient and effective transportation of document and staff on Ministry's business
- Keeps abreast of trends and makes recommendations for the adoption where necessary to enhance the overall operation of the Ministry;
- Ensures the development and implementation of an Information System Strategy for the Ministry, Local Authorities and Agencies;
- Promotes the use of Information Technology as an agent to transform and modernize the Ministry's operations and strategies;
- Facilitates the design and development of new enabling technologies to support key initiatives and cut across the Ministry and its departments;
- Participates in the development/establishment of appropriate policy, standards and general procedures in relation to review, appraisal, retention, tracking and retrieval of records, disposal, storage, maintenance and other aspects of Records Management;
- Participates in the establishment of a Performance Measurement Mechanism for the Records Management system to identify whether or not the information is being managed efficiently;
- Ensures the provision of public access to Records/Information in keeping with the legislative requirements of Access to Information Act;
- Oversees the provision of an effective Public Relations Programme for the Ministry, local Authorities and Agencies;
- Ensures that the appropriate communication and knowledge management systems are in place to facilitate the dissemination of accurate and timely information within the Ministry, Local Authorities, Agencies to the media/general public;
- Ensures the provision of leadership and guidance to all Units, Departments and Divisions within the Ministry on communication and public affairs matters;
- Maintains effective working relations with external and internal stakeholders and clients, ensuring that the Division provides a consistently high level of service;
- Devises systems and customer service to assess the performance of the Division in keeping with the Citizens Charter and taking corrective action as necessary;

Human Resource

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiate corrective actions where necessary to improve performance and/or established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division 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 goals;
- Performs any other duties that may be assigned by the Permanent Secretary from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership skills;
- Good interpersonal and people management skills;
- Excellent oral and written communication skills and strong persuasive and presentation 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.

Functional:

- Excellent knowledge of Laws and Regulations governing the operations of the Division;
- Excellent diagnostic and strategic management skills;
- Excellent problem-solving skills;
- Demonstrate initiative to solve operational issues;
- Knowledge of Local Government and local governance matters and in particular the Government of Jamaica's Local Government related programmes and activities;
- Knowledge of Human Resource Management Policies, Procedures and Regulations;
- Knowledge in procurement procedures and guidelines.

Minimum Required Qualification and Experience

- Master's Degree in Public Administration/Public Sector Management/Business Administration or related disciplines from a recognized tertiary institution;
- Five (5) years of professional experience in a Senior Management position.

OR

- Ten (10) years in Human Resources or Operations.

Special Condition Associated with the Job

- Pressured working conditions with critical delivery deadlines;
- Works long hours.

2. Technical Quality Assurance Officer (SOG/ST 8)

Job Purpose

Reporting to the Director, Project Monitoring, the incumbent is responsible for monitoring and co-ordinating island-wide assessments/audits of infrastructural activities to include roads, bridges and building construction works undertaken on behalf of the Public Bodies of the Ministry of Local Government to ensure consistency/compliance with the related Regulations, Acts and Policy Guidelines.

Key Responsibilities

Technical/Professional:

- Collaborates with the Internal Audit, Project Architect, the Urban/Regional Planning and Development Unit, and the Local Authorities for the development/review/implementation of policy and procedures for inclusion in the Technical Audit System;
- Provides technical advice to the Permanent Secretary, Departments portfolio entities and other relevant personnel on quality standards and other issues related to construction management;
- Collaborates with the Internal Audit, Communication and Public Relations stakeholders and representatives of the Local Authorities in the development of programmes for the effective communication of new development, policies and standards in construction management;
- Liaises with Managers and staff of respective entities to ensure that a Quality Assurance System is in place and functioning properly;
- Provides technical advice to the decision-making processes by identifying and recommending areas that need to be investigated;
- Monitors and reviews contracts to ensure that the delivery of service is in keeping with policies, regulations and guidelines, and makes recommendations where necessary;
- Represents the Permanent Secretary/Department at local/international meetings and conferences;
- Ensures that briefs are prepared and referred to the Permanent Secretary;

- Leads quality assurance audits to determine adequacy, efficiency and effectiveness of the current mechanisms in place, prepares and submit reports and, recommends corrective measures where necessary;
- Conducts sites inspections to ensure that projects are in adherence with design specifications and quality standards;
- Reviews project requirements and schedules, to ensure project completion within required timeframe and prevent/minimize costs over runs;
- Ensures that appropriate corrective/preventive measures are applied to resolve non-conformances;
- Develops resource and material relating to Technical Management issues, including training, techniques, rates (works), promotion or other general information to address specific needs where necessary to achieve quality;
- Prepares technical and other specialized reports as required, documenting and submits findings and recommendations to improve performance;
- Liaises with the procurement staff to establish and maintain quality requirements for material from suppliers;
- Monitors the water quality for entomb springs and catchment tanks;
- Inspects pipelines for leaks/damages;
- Monitors civil related works for all attributes relating to minor Water Supply System;
- Responds to reports or complaints of irregularity in relation to construction of any infrastructure works;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent teamwork and co-operation.

Functional

- Excellent technical skills (current auditing principles, standards and techniques);
- Excellent use of technology;
- Excellent strategic vision;
- Excellent analytical thinking skills;
- Excellent problem solving and decision-making skills;
- Excellent planning and organizing skills;
- Excellent integrity exercised in the carrying out of duties.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Engineering or Construction Management from a recognized tertiary institution;
- Six (6) years related experience with an in-depth understanding of Building/Roads Construction;
- Training and experience in Project Management, Auditing Techniques and Technical Report Writing;
- Membership in a related professional organization.

3. Senior Executive Engineer (SOG/ST 7)

Job Purpose

Reporting to the Senior Director, Technical Services and Major Projects, the incumbent is responsible for supervising the implementation of building, infrastructure works, ensuring that work plans, schedules and quantity standards are maintained.

Key Responsibilities

Management/Administrative:

- Participates in the development of operational and Work Plans of the Unit;
- Develops systems and procedures in the management of the Unit;
- Ensures that Project objectives are being achieved by the contractors;
- Convenes meetings as required, if problems with Project implementation arises;
- Prepares monthly progress reports for all assigned projects;

Technical/Professional:

- Monitors and co-ordinates the implementation of the technical supervision and construction of building contracts with the Superintendent of Roads and Works of each Local Authority;
- Liaises with the Consultants contracted to implement various components of the Project islandwide;
- Attends monthly meetings to plan and review project implementation and troubleshoots problems that may arise in accordance with Ministry requirements;
- Monitors and co-ordinates inspection of on-going construction works to ensure adherence to design specifications to meet project objectives and quality standards;
- Resolves construction related problems in conjunction with the Senior Director, Technical Services & Major Projects to eliminate possible delays;
- Facilitates designs and preparation of structural details as required for any public buildings and markets as required;
- Approves work completed by contractors in conjunction with Superintendents of Roads and Works in the Local Authorities;
- Advises the Senior Director, Technical Services and Major Projects on the progress of all projects identifying problems arising and recommending corrective action to be taken where necessary;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies***Core***

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent time management and organization skills;
- Good integrity and ethics exercised in the performance of duties.

Functional

- Excellent project planning and management skills;
- Team player;
- Good knowledge of the relevant computer applications.

Minimum Required Qualification and Experience

- First Degree in Engineering from a recognized institution;
- Five (5) years work experience in the field.

4. Access Officer (GMG/SEG 1)**Job Purpose**

Reporting to the Director, Documentation Information and Access Services the incumbent is responsible for administering the provisions of the Access to Information Act and ensuring that declassified and/or non-sensitive/non-exempt documents are made accessible to the public in a timely manner.

Key Responsibilities***Management/Administrative:***

- Participates in the deliberations of the Organization's Record Management Committee and acts as Recording Secretary at these meetings;
- Maintains knowledge of laws affecting Records and Information Management;
- Advises on documents which should not be released because they fall in the exempt category;
- Holds dialogue with/interview members of the public to ensure proper definition of data/information requested;
- Keeps members of the public fully informed on the status of requests;
- Participates in ensuring that documents and information can be identified and retrieved in various formats when required by promoting within the Unit best practices in relation to records maintenance, storage, appraisal, archival and disposal in accordance with accepted Records Management;
- Collaborates with the Information Technology Division/section in providing content for maintaining the Ministry's web site and cross reference database for the Local Authorities and Agencies;
- Maintains documentation on all referred requests and all requests satisfied or denied;

- Participates in ensuring that adequate resources, equipment, technology, accommodation, staff are in place in the Unit, its Agencies and Local Authorities to support the Records Management function, thereby facilitating the successful implementation of the Access to Information provisions;
- Participates in ensuring adherence to legal requirements that affect retention, dissemination, access and storage of information maintained by the organization;
- Maintains an up-to-date statistical record of requests receives and responses for input in the Quarterly and Annual Reports;
- Prepares Quarterly and Annual Reports for the Minister on:
 - ✓ The number of applications for access received, granted, deferred, refused or granted subject to deletion
 - ✓ Which sections of the Act were relied on to refuse in part or full, requests for information
 - ✓ The categories of exemptions claimed and the numbers of each category
 - ✓ Applications for internal review of relevant decisions
 - ✓ Appeals against relevant decisions and the rate of success or failure thereof
 - ✓ Liaises with the Access to Information Unit of the Jamaica Archives and Records Department from time to time on problems arising with the implementation of the Act
 - ✓ Transfers requests for documents which are not in the possession or control of the Ministry to the relevant Ministry, Agency or Department and advises applicants accordingly
- Serves as the central contact for enquires, complaints and queries from the public regarding the ATI Act;
- Implements a process for receiving, documenting, tracking, investigating and taking action on complaints concerning the policies and procedures in relation to the ATI;
- In consultation with the Director, facilitates and promotes programmes to foster awareness, within the Organization, of the provisions of the ATI Act/legislations;
- Participates in the conduct of annual inventory, survey and audit of records to ensure that records are arranged in a way that Divisions are able to retrieve information quickly and efficiently and facilitates implementation of authorized disposal arrangements;
- Represents the Ministry at national and international fora in areas related to Access to Information.

Technical/Professional

- Provides public access to non-exempt Government Records through the systematic reviewing and controlling of recorded information;
- Participates in Record Inventory and retention schedule projects;
- Assists with the implementation of all decisions in accordance with the ATI and other relevant legislation e.g. The imposition of charges on access to documents;
- Conducts an initial review of all requested documents under the ATI legislation to determine whether they should be released;
- Assists with the implementation of all decisions in accordance with the ATI and other relevant legislation e.g. the imposition of charges on access to documents;
- Reads documents requested to determine whether they contain any information which should be deleted because it falls into one of the exempt categories;
- Develops data capture and analysis systems for statistics necessary as input for the Annual Report of the Permanent Secretary;
- Participates in the implementation of an Information Policy in relation to the review, appraisal, retention, disposal, storage, maintenance and other aspects of Record Management
- Implements procedures, reporting requirements and formats for monitoring policies, procedures and practices for administering the Act
- Participates in the development of procedures aimed at accurate and timely response to requests by reviewing all requests for records and makes a determination to:
 - ✓ Grant access to documents
 - ✓ Refuse access to documents
 - ✓ Grant access only to some documents specified in the application
 - ✓ Deletes exempt content from otherwise non-exempt documents
 - ✓ Defer the grant of access to documents
- Prepares, on behalf of the Director General, submissions relating to appeals of the Tribunal;
- Keeps abreast of national, regional and international laws and regulations relating to Access to Information and their applicability to our local situations;
- Participates in the implementation of a Performance Measurement Scheme for the Records Management System to identify whether or not the information is being managed efficiently and demonstrates value and accountability;
- Participates in ensuring that a Disaster Preparedness and Recovery Plan is in place;
- Researches and prepares documentation for special assignment such as speeches and conferences.

Human Resource

- Participates in the development of Work Plans and Programmes for the Unit, ensuring staff is effectively utilized;
- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required Training and Development Programmes;
- Ensures that staff is aware of and adheres to policies, procedures and regulations of the Public Service;
- Participates in the recruitment of staff for the Unit;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

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

Functional:

- Good leadership and supervisory skills;
- Good planning and organizing skills;
- Good judgement and initiative;
- Good research skills;
- Good analytical and problem solving skills;
- Thorough knowledge of procedures, techniques and resources of strategic Information management;
- Thorough knowledge of Archival theory and practice;
- Thorough knowledge of laws and regulations relating to access and retention of records;
- Proficiency in the relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Library/Archival Studies/Records Management or equivalent;
- Knowledge in the field of Public Administration;
- Training in customer Service;
- Five (5) years' experience in the related field.

5. Senior Human Resource Officer (GMG/AM 4) (Staffing)**Job Purpose**

Reporting to the Director, Human Resource Management, the incumbent co-ordinates and administers staffing activities and the processing of employee benefits.

Key Responsibilities***Management/Administrative:***

- Participates in the development of the Operational and Work Plan for the Unit;
- Oversees the processes of documentation relating to the appointment, promotion, separation and assignment of staff for submission to the Human Resource Executive Management Committee;
- Interprets and implements Government HR policies;
- Administers staff benefit programmes;
- Directs the arrangement of the permanently employed officers to be medically examined in accordance with the Public Service Regulations;
- Participates in determining the manpower requirements of the Ministry;
- Provides guidance, advice and interpretation of staffing matters to Directors and other employees within the Ministry and Local Authorities and Agencies.

Technical/Professional:

- Facilitates the development of circulars for the advertisement of posts;
- Facilitates the recruitment, selection and placement process of staff;
- Oversees the examination and processing of the various employee benefits/programmes;

- Co-ordinates the completion of Interim and Final Probationary Reports in accordance with the Public Service Regulations;
- Reviews probationary reports for compliance with established standards;
- Collaborates with the Staff Benefits Division of the Ministry of Finance and the Public Service on matter relating to staff benefits;
- Participates in the implementation of Recognition and Award System;
- Participates in the evaluation effectiveness of present manpower within the Ministry and develops methods for effectively utilizing Human Resource;
- Participates in Human Resource intervention strategies e.g. counselling, training and all staff rotation;
- Liaises with the Public Sector Employee Assistance Programme to provide the necessary intervention with individual employees;
- Ensures submissions to the Chief Medical Officer of the Ministry of Health to convene Medical Board of staff both in the Ministry and Local Authorities to determine Officers suitability to work;
- Oversees the preparation of documents to the Ministry of Finance and the Public Service, Office of the Services Commission and other Government Agencies;
- Facilitates the schedule of appointments for first time appointees to be medically examined;
- Facilitates the preparation of job letters to the various Embassies/Consulates/Banks and other organizations;
- Oversees the processing of applications and sits on selection panels;
- Ensures that staff is aware of and adhere to policies, procedures and regulations of the Public Service;
- Facilitates the processing of application for loans and duty concessions ;
- Provides responses to queries in respect of acting allowances and incentives.

Human Resource:

- Participates in the recruitment process of staff for the Unit;
- Participates in the design of Work Plans and Programmes for the Unit;
- Manages the welfare of direct reports, through preparation of Performance Appraisals and recommendation of required Training and Development Programmes;
- Provides leadership and guidance to staff through coaching and mentoring;
- Ensures that staff is aware of and adhere to policies, procedures and regulations of the Public Service;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

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

Functional:

- Proficiency in the relevant computer applications;
- Sound problem-solving and organizing skills;
- Sound judgment and initiative;
- Sound planning and organizing skills.

Minimum Required Qualification and Experience

- First Degree in Public Administration or Human Resource Management;
- Plus in service training in Human Resource Management or any other personnel related courses;
- Three (3) years' experience in the related field.

Special Conditions Associated with the Job:

- Long working hours;
- Makes unpopular decisions.

6. Human Resource Officer (GMG/AM 4) (Leave and Records)

Job Purpose

Reporting to the Director, Human Resource Management, the incumbent manages and coordinates the Leave Administration and Records Management functions within the Ministry and Local Authorities in keeping with required rules and regulations.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Unit Operational and Work Plans;
- Ensures that Leave regulations are properly applied and the necessary Laws are adhered to;
- Supervises the development and maintenance of employee records to facilitate easy retrieval and decision making;
- Co-ordinates the work of the Human Resource Management Information System.

Technical/Professional:

- Facilitates the calculation, updating and maintenance of Vacation Leave computation within the Ministry and the Local Authorities;
- Oversees the processing of Leave applications, (Vacation, Maternity, Accumulation, No-Pay, Sick and Departmental);
- Ensures the HRMIS is efficient and reliable;
- Directs the updating and maintenance of Retirement Register;
- Seeks approval for special Sick Leave from the Chief Medical Officer for staff in both the Ministry and Local Authorities;
- Verifies staff members Vacation Leave accumulation and payment in lieu of leave for officers in both the Ministry and Local Authorities;
- Checks leave eligibility for officers who have been re-assigned or transferred to the Ministry;
- Ensures submission of Vacation, Sick and Departmental Leave information to Ministries/Departments and Local Authorities;
- Checks pension documents to ensure conformity with the Pension Act;
- Ensures the updating and maintenance of Period of Service Records for staff members;
- Directs and administers the updating of Vacation Leave computation for staff members;
- Provides guidance/support to pre-retirees;
- Identifies and advises employees attaining age fifty-nine (59) years;
- Oversees the preparation and timely Submission of Pension documents to the Ministry of Finance and the Public Service;
- Provides guidance/support/training to the Local Authorities and Agencies on Leave Administration;
- Verifies Vacation Leave computation for staff members within the Local Authorities and the Ministry;
- Ensures the preparation of Vacation Leave computation for the staff and seeks verification on the quantum of from the Establishment Division from the Ministry of Finance and and the Public Service.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiate corrective actions wherever necessary to improve performance and/or established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division 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 goals;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Excellent leadership skills;
- Good integrity/ethics exercised in the performance of duties.

Functional

- Excellent knowledge of the Public Service Regulations and Pension Act;
- Proficiency in the use of relevant computer applications;
- Sound problem-solving and organizing skills.

Minimum Required Qualification and Experience

- First Degree in Management Studies or Public Administration;
- Experience in Pension AND Leave Administration and Records Management;
- Three (3) years' experience in the related field.

Special Conditions Associated with the Job:

- Pressured working conditions;
- Travel to the Ministry of Finance and the Public Service;
- Critical delivery deadline.

7. Senior Administrator (GMG/AM 4) (Pension Administration)

Job Purpose

Reporting to the Director, Pension Administration the incumbent is responsible for providing administrative support and coordinating pension (Superannuation activities) within the Local Authorities including Mayors and Councilors, in keeping with established Superannuation policies and guidelines and in accordance with the relevant Acts and Regulations.

Key Responsibilities

Technical/Professional:

- Participates in the development of Operational and Work Plans;
- Coordinates the preparation and processing of Superannuation within the Local Authorities;
- Examines Pension documents to ensure conformity with Pension Acts;
- Checks advances and Alimentary allowances for Pensioners within the Local Authorities;
- Checks quantum of Pre-retirement Leave for Pensioners including Mayors and Councilors within the Local Authorities;
- Checks pension submissions and computations;
- Disseminates information to the Local Authorities on changes in the Pension (Parochial Officers) Act;
- Ensures the preparation and dispatchment of advice letters to Local Authorities and relevant stakeholders;
- Prepares and submits letters of award to the Local Authorities and the relevant stakeholders;
- Prepares monthly pension reports;
- Collaborates with the Director in providing Pension Administration training;
- Participates in the identification and the giving of advice to the Officers to be retired in the Local Authorities;
- Prepares Pension computation and submissions and forward to the Cabinet for approval of pension/gratuity;
- Prepares reports on pension audits conducted within the Local Authorities;
- Other such duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills.
- Excellent oral and written communication skills
- Good leadership skills;
- Good integrity/ethics exercised in the performance of duties.

Functional

- Excellent knowledge of the Public Service Regulations and Pension (Parochial Officer) Act;
- Proficiency in the use of relevant computer applications;
- Sound problem-solving and organizing skills.

Minimum Required Qualification and Experience

- First Degree in Management Studies or Public Administration from a recognized institution;
- Training in Pension Administration;
- Three (3) years experience in the related field.

Special Conditions Associated with the Job:

- Travel to Local Authorities;
- Travel to the Ministry of Finance and The Public Service;
- Pressured working conditions with numerous critical deadline.

8. Administrator (GMG/AM 3)**Job Purpose**

Reporting to the Director, Agency Liaison, the incumbent is responsible for the administrative and secretarial support to ensure the effective and efficient operation of the Division are in keeping with relevant laws and policy guidelines and the objectives of the Ministry.

Key Responsibilities***Technical/Professional:***

- Supports administrative and technical operations of the Division;
- Participates in the development of information retrieval policy and performs data compilation, documentation and administrative tasks that support the operations of the Unit;
- Maintains a working knowledge of the Unit's budget and operations for example; how much fund is needed and the amount available through collaboration with Finance and Accounts;
- Liaises with internal customers, management and relevant agencies/associations to resolve administrative issues;
- Assists with arrangements for workshops/meetings to be facilitated by the Unit under its decentralization of functions;
- Contributes to the development of process manual for preparation and project proposals, cabinet submission for Local Government Administration and Community Services;
- Assumes responsibility for coordination to be undertaken in the presentation of workshops/seminars and other relevant activities of the Unit;
- Handles important communications, written and oral directed to the Director's office from internal and external sources through acknowledgments, reminders, referrals or development of appropriate responses;
- Assists in the development of relevant presentations with demonstrated creativity to ensure quality results;
- Contributes to an information retrieval policy for the Unit and organize information in accordance with policy;
- Supports in the collection/collation of documents in to a library type collection;
- Researches files for data relevant to the Local Authority and prepares status report;
- Liaises with internal customers and management and relevant agencies/associations to resolve technical and administrative issues;
- Provides prompt, efficient and effective delivery of support services to the Unit.
- Other such duties and responsibilities as may be determined by the Director from time to time.

Required Knowledge, Skills, and Competencies***Core:***

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

Functional

- Good knowledge of the Local Government System;

- Sound analytical skills;
- Sound judgment and initiative;
- Sound planning and organizing skills;
- Proficiency in the relevant computer applications;

Minimum Required Qualification and Experience

- Diploma in Business Administration, Public Administration, Management Studies or other related field from a recognized institution;
- At least five (5) years experience in the field.

9. Administrative Assistant (GMG/AM 3)

Job Purpose

Reporting to the Director, Organizational Development, the incumbent is responsible for providing assistance in directing and controlling the administrative functions, so as to ensure effective management and implementation of all activities of the Unit in keeping with its objectives.

Key Responsibilities

Technical/Professional:

- Receives, opens, sorts and distributes incoming correspondence and other materials/documents;
- Maintains an electronic data and retention tracking system;
- Acknowledges, conducts research for relevant information and prepares replies as instructed;
- Develops and maintains a filing system to facilitate easy access and retrieval;
- Reviews and checks correspondence and reports prepared for signature and ensure that all pertinent matters have been dealt with;
- Maintains an appointment diary to facilitate smooth and effective communication between the manager and internal/external customers;
- Scrutinize all correspondences for deadlines and follow-up action;
- Provides information concerning the Unit to related agencies, officers and consultants;
- Participates in researching documents, regulations and other materials to provide basic information to the Director and other office Managers in the Unit in preparation of Work Plans, meetings and assignments;
- Liaises with the Procurement Officer and monitors the delivery of stationery, equipment/furniture and other supplies;
- Provides prompt, efficient and effective delivery of support services;
- Takes and transcribes Minutes of meetings and distributes to the relevant officers;
- Organizes/arranges training sessions with persons from the Local Authorities, the Ministry and related Agencies;
- Contacts officials within Local Authorities, the Ministry and related Agencies requesting information as instructed;

Required Knowledge, Skills and Competencies

Core:

- Good communication skills.
- Good interpersonal skills.
- Good customer relations skills.

Functional

- Proficient in the relevant computer applications.
- Sound knowledge of filing systems and methods.
- Good initiative and analytical skills.

Minimum Required Qualification and Experience

- Diploma in Public Administration or Management Studies;
- Three (3) years' experience in an administrative capacity

10. Public Procurement Officer (GMG/AM 3)

Job Purpose

Under the general supervision of the Director 3, Public Procurement, the Public Procurement Officer is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry Department Agencies. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

Key Responsibilities

Technical/Professional:

- Prepares tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement records in good order to facilitated audit and other reviews;
- Prepares Quarterly Contracts Award report to be submitted to The Contractor General's Office (QCA Report);
- Maintain a database of all bonds and insurances and ensure that they are current at all times and take responsibility for the safe keeping and return of all relevant documents;
- Prepares and reviewing technical specifications in collaboration with stakeholders, refines terms of reference (ToR) and prepares request for proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures;
- Maintains procurement filing system in a systematic manner;
- Receives compiles and processes purchase requisition forms for all wards an departments for the procurement of goods;
- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed;
- Develops and executing measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicate results internally and externally as necessary;
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and recommend invoices for payment;
- Maintains procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the General Consumption Tax office to be zero-rated;
- Monitors and reporting the procurement implementation status and progress as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepare reports of and for procurement meetings.

Required Knowledge, Skills, and Competencies

Core:

- Integrity
- Communication Skills
- Interpersonal relations
- Team work and cooperation
- Initiative
- People Management Skills
- Problem Solving and Decision Making Skills
- Time management skills.

Functional

- Extensive Knowledge of Government Procurement guidelines and procedures;
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award;
- Knowledge of office management principles, practices and procedures;
- Excellent knowledge of Accounting practices as applied to procurement procedures;
- Working knowledge of computer applications

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field
- Three (3) years procurement experience, in a similar position

Special Conditions Associated with the Job:

- Pressured working conditions with numerous critical deadlines
- Long hours of work including weekends and public holidays

11. Asset and Officer Manager (GMG/AM 3)**Job Purpose**

Reporting to the Director, Facilities Management and Administration, the incumbent is responsible for managing the assets, services and supplies for the Ministry, and also provides protection for staff, facilities and property.

Key Responsibilities***Management/Administrative:***

- Participates in the design and development of the Budget, Operational and Work Plans for the Unit;
- Participates in the development of system and procedures relating to the operations of the Unit;

Technical/Professional:

- Makes recommendations regarding the procurement of furniture, equipment and other supplies, including services, in accordance with Government's policies and procedures;
- Ensures that the Disaster Preparedness and Response Teams within the Ministry operates effectively and efficiently;
- Checks Attendance Register to ensure that the signatures of officers who work late on weekends are recorded and authentic, in order to verify and validate claims for payment of overtime allowance and security purposes;
- Ensures the recording and vetting of visitor's register at the receptionist desk daily;
- Records all items leaving the Ministry for repairs, and follows-up to ensure that items are returned in good condition;
- Issues gate passes for equipment, furniture and machines leaving the Ministry;
- Prepares overtime schedule for Office Attendants and Maintenance Technician;
- Maintains custody of keys for doors and office equipment;
- Ensures the maintenance of fire extinguishers;
- Oversees the implementation of works being carried out by contractors;
- Oversees the security of the power rooms and equipment;
- Obtains where necessary and submits estimates for repairs from suppliers to the Director of Facilities Management and Administration for evaluation and selection;
- Checks, submits and follows-up on payment of bills from relevant suppliers;
- Obtains estimates showing breakdown of repairs to be done;
- Oversees the general upkeep of the Ministry's assets;
- Ensures non-vending within the offices;
- Recommends areas for cost containment and reduction;
- Develops and maintains a service schedule for machine and equipment owned by the Ministry;
- Ensures that office amenities are maintained;
- Administers the security arrangements for the protection of staff, government properties and facilities, and makes arrangements for the protection of official buildings against acts of violence;
- Establishes a system to keep staff adequately informed of relevant security features and general security information;

- Establishes and maintains effective liaisons with law enforcement agencies, the fire service, security contractors and security managers as a means of informing the development of security approaches and strategies
- Plans and organizes exercises to sensitize Ministry staff on matters of safety and security, provides security and safety briefs, literature as tips as necessary;
- Participates in the negotiation of contracts with private security providers;
- Liaises with the contracted security firm and Police to ensure that the prescribed standards of security are adhered to;
- Develops and implements systems and procedures for handling security breaches and acts as a chief contact in cases involving the police and/or other external security forces;
- Checks/initials the signatures of Security Guards in the Attendance Registers, obtains and reconciles bills from the security company and submit them for payment;
- Monitors the Security Guards to ensure that they conform to the directives/guidelines of the Ministry;
- Checks invoices forwarded by the security firm prior to submission for payment;
- Prepares a Master Inventory Record of all assets owned by Ministry in categorical order, comprising date of items purchased, depreciation and location;
- Prepares a list of furniture for Board of Survey; removes items from Location and Master Inventory Records, and records the transfer of items from offices;
- Records all items leaving the Ministry for repairs or loan, and follows-up to ensure that items are returned in good condition;
- Develops and implements a preventative maintenance system for buildings and equipment;
- Ensures the provisions of adequate amenities/facilities such as light power, air conditioning, generator/pump equipment and domestic office supplies;
- Ensures that the maintenance of the building and the working environment are kept at acceptable standards;
- Ensures the grounds and building of the Ministry are maintained in a satisfactory condition;
- Assists in the procurement, installation, refurbishing and inspection of equipment;
- Monitors actual cost against budget and explains variances;
- Provides adequate office accommodation and relevant physical facilities so as to ensure that the Ministry's operations are conducted in a comfortable and conducive environment;
- Researches and implements cost efficient telecommunications plans for Ministry's personnel;
- Makes recommendations or adequate office accommodations, machinery and equipment for the comfort of the staff;
- Implements 'green' policies for energy conservation;
- Ensures effective communications with janitorial service providers on routine and emergency maintenance service issues;
- Arranges for the distribution of newspaper to relevant officers;
- Develops new seating plans and manages modifications to existing accommodation arrangements;
- Ensures that adequate telephone facilities are provided for all staff;
- Ensures that the switchboard and its extensions as well as direct telephone lines are in good working condition and addresses any staff related problems associated with telephone service;
- Ensures that the receptionist are is adequately staffed and protocol observed and good quality customer service is delivered at all times to visitors and staff;
- Maintains a help-desk service;
- Ensures that adequate auxiliary staff are in place to provide the required services for the Ministry's internal and external clients;
- Oversees the provision of support services by office attendants;
- Investigates complaints and decides on the course of action to be taken;
- Liaises with the Registrar on the smooth operation of the mail delivery service;
- Coordinates activities to facilitate the provisions for refreshments and lunches as required;
- Ensures that conference rooms are in a satisfactory state of readiness for meetings etc...;
- Liaises with the I.T. department to ensure the provision of electronic equipment for meetings as required;
- Coordinates and monitors energy reduction and conservation activities within the Ministry;
- Vigorously promotes the concept of energy conservation;
- Reports to providers and ensure correction of defects to utility systems;
- Introduces and maintains cost saving measures for utility systems;
- Submits recommendations related to energy conservation programmes;
- Plans, organizes and administers resolutions to energy related problems;

Human Resource:

- Manages the welfare of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective communication and delegation;
- Provides guidance to staff through coaching and counseling;
- Participates in the recruitment of staff for the Unit;
- Ensures that staff is aware of and adhere to policies and guidelines of the Ministry;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies***Core:***

- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Excellent time management and organization skills.
- Excellent planning skills.
- Good integrity and ethics exercised in the performance of duties.

Functional

- Good technical skills;
- Good judgment and decision-making skills;
- Excellent analytical skills;
- Sound knowledge of financial/accounting principles and inventory management;
- Good knowledge of Government's procurement policy;
- Sound knowledge of the Financial Administration and Audit (FAA) Act;
- Good knowledge of the relevant computer applications.

Minimum Required Qualification and Experience

- First Degree in Public Administration or Management Studies from a recognized institution;
- Three (3) years work experience in a similar position.

12. Assistant Human Resource Officer (GMG/AM 2)**Job Purpose**

Reporting to the Human Resource Officer the incumbent is responsible for all leave administration activities for the Ministry of Local Government and Community Development and updating of Historical Service Records (HSR), and certain aspects of leave administration of the 14 Municipal Corporations Island wide (Accumulation, calculation of Vacation Leaver for Payment of salary in lieu of, Medical Board, Special Sick Leave etc.).

Key Responsibilities***Technical/Professional:***

- Vacation Leave/Study Leave Calculated
- Prepares minutes seeking approval for officers proceeding on leave;
- Processes documentation, relating to payment in lieu of and study applications for submission to the Human Resource Executive Management Committee for consideration;
- Advises staff of their leave status;
- Informs the relevant personnel of approval of leave, resumption dates and grant of salary advance;
- Maintains a register of officers proceeding on leave;
- Draws a red line/checks attendance registers for leave of absence and updates departmental and sick leave cards;
- Processes leave applications from Local Authorities to determine eligibility;
- Prepares leaves rosters for departments/units within the Ministry;
- Prepares/collate the absenteeism and late report of the officers
- Updates and maintains Retirement Register;
- Maintains and updates Historical Service Records (HSR) for all employees;
- Upload HSRs on PEPAS;
- Monitors, maintains and advises relevant parties on matters relating to leave of absences;
- Ensures documents related to the payment of pensions are submitted;
- Maintains and updates the manual period of Service Records for all appointed members of staff;

- In collaboration with the HRMIS Officer, updates the Historical Service Records on the HRMIS for all members of staff;
- Transfers and requests service records for all separated and new employees;
- Assists in the monitoring of the time and Attendance Register and the issuance of warning letters;
- Upload pension documents for MLGCD Pre-retirees on PEPAS;
- Calculates the quantum of Pre-retirement Leave for Pre-retirees of the MLGCD;
- Any other such duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills.
- Excellent oral and written communication skills
- Good leadership skills;
- Good integrity/ethics exercised in the performance of duties.

Functional

- Excellent knowledge of the Public Service Regulations and Pension (Parochial Officer) Act;
- Proficiency in the use of relevant computer applications;
- Sound problem-solving and organizing skills.

Minimum Required Qualification and Experience

- Certificate in Public Administration or Human Resource Management;
- Plus in service training in Human Resource Management or any other personnel related courses;
- Three (3) years experience in the related field.

Special Conditions Associated with the Job:

- Travel to Local Authorities;
- Travel to the Ministry of Finance;
- Pressured working conditions with numerous critical deadline.

Applications accompanied by résumés should be submitted **no later than Thursday, 31st August, 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

Candidates who previously applied for the positions of Senior Director, Corporate Services (GMG/SEG 5), Senior Human Resource Officer (GMG/AM 4), Asset and Office Manager (GMG/AM 3) and Administrative Assistant (GMG/AM 2) NEED NOT APPLY.

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**