



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 385 **OSC Ref. C. 5850¹⁵**

27th September, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Technical Officer (SOG/ST 4) (Not Vacant)** in the **Technical Services, Projects and Housing Branch, Ministry of Economic Growth and Job Creation**, salary range \$2,478,125 - \$3,332,803 per annum.

Job Purpose

To perform and procure land surveying services for the development and titling of the Ministry's properties and schemes and to facilitate and aid with boundary identification of the Ministry's properties.

Key Responsibilities

- Co-ordinates the preparation of the Recurrent Expenditure projections for inclusion in the Branch Operational and Corporate Plans and Budget;
- Prepares and submits requests for approval of expenditure and procurement methodology to undertake land surveys to the Senior Director for signature;
- Prepares estimates, Location Maps, Proposed Contracts, Letters to tenderer(s), Form for Quotations, Invitation Quotes and Plans to undertake land surveys;
- Checks, certifies and submits invoices, Rate Schedules, Contract Bills and other payment requests to the Senior Director and relevant Department to facilitate payment;
- Prepares advertisement on the E-Procurement Platform and upload relevant documents;
- Ensures Tender documents are evaluated in keeping with Public Sector Procurement guidelines and specifications set out in the Tender documents;
- Ensures Tender Opening is conducted in keeping with Public Sector Procurement guidelines;
- Compiles bids received from tenders(s) and produce Tender Reports for submission to Procurement Committee;
- Makes presentations at Procurement Committee Meetings;
- Prepares contracts for the successful surveyor(s);
- Prepares instruction for surveyors to proceed with surveys;
- Ensures survey is carried out in accordance with terms of contract and plans are delivered on time;
- Prepares Memorandum for the commitment of funds;
- Submits, certifies and approves invoices for the Senior Director and relevant Department to facilitate payment;
- Conducts site visits for Land Surveys to ensure they are completed as required;
- Prepares memo/record and submit plans to relevant Units;
- Conducts investigation, site visit and writes report relative to property identification;
- Facilitates and assists with identification of lots for valuation or marketing by the Ministry;
- Provides information on schemes and properties to assist in maintaining Land Information System;
- Identifies Lot Boundaries to resolve boundary disputes;
- Conducts research, inspects and prepares reports for properties;
- Responds to queries and correspondence from internal/external customers relating to plans;
- Prepares reports for all surveys contracted above \$500,000 for submission to Integrity Commission;
- Prepares and submits Minute Sheets for re-allocation of funds to the Senior Director;
- Liaises with Survey Department on processing for Plans submitted for pre-checking; liaises with Commissioned Land Surveyors regarding outstanding plans;
- Undertakes searches in the Titles Office and Survey Department to locate information necessary for the survey execution;
- Prepares Monthly Reports on duties performed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

- Excellent knowledge in Land Surveying
- Knowledge in the principles of project management
- Knowledge in accounting
- Knowledge of the operational procedures of Central Government
- Excellent supervisory skills
- Good interpersonal and communication skills (both oral and written)
- Methodical and thorough in work approach
- Excellent organizational skills
- Excellent conflict/problem solving skills
- Experience in the use of standard computer applications
- Customer focused
- Responsible and results-oriented

Minimum Required Qualification and Experience

- Associate Degree in Surveying or applicable technical field;
- Two (2) years' work experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 10th October, 2023 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 7th Floor
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**