



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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24th November, 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 **Director, Projects (Housing) (GMG/SEG 4)** in the **Technical Services, Projects and Housing Branch, Ministry of Economic Growth and Job Creation**, salary range \$5,597,715 - \$7,528,305 per annum.

Job Purpose

The Director, Projects (Housing) is responsible for instigating projects the Ministry will eventually pursue and implement through external agencies and coordinate and monitor projects to be internally executed. The incumbent is also responsible for managing the tendering process.

Key Responsibilities

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

Required Knowledge, Skills and Competencies

Core:

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

Technical:

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

Minimum Required Qualification and Experience

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

Special Condition Associated with the Job

- Required to undertake local and overseas travel.

Applications accompanied by résumés should be submitted **no later than Thursday, 7th December, 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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**