



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

CIRCULAR No. 512 **OSC Ref. C. 5850¹⁵**

6th December, 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 following **vacant** posts in the **Technical Services, Projects and Housing Branch, Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Engineer (SOG/ST 6)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Quantity Surveyor (SOG/ST 6)**, salary range \$4,594,306 - \$6,178,830 per annum.

1. Engineer (SOG/ST 6)

Job Purpose

Under the general direction of the Director, Technical Services, the incumbent is responsible for providing requisite engineering services and technical advice to the development of the Ministry's programmes, producing engineering designs and reports, and monitoring the development stage of the projects, ensuring conformity to design specification and standards.

Key Responsibilities

Management/Administrative:

- Prepares Annual/Quarterly/Monthly and general progress reports as required;
- Prepares Individual Work Plan based on strategic alignment with the Branch Strategic and Operational Plan.

Technical/Professional:

- Establishes operational objectives and guidelines for all engineering activities;
- Participates in meetings pertinent to role/function;
- Contributes to the development of the Unit's Annual Budget and Corporate Plan;
- Contributes to the preparation of operational reports;
- Conducts investigations of planned/proposed project development sites;
- Prepares engineering design drawings;
- Reviews and approves engineering designs for expansions to existing Ministry housing projects;
- Monitors implementation of projects to ensure conformity to design specifications;
- Investigates and assesses the engineering related concerns of purchasers of Ministry housing solutions as necessary to the Ministry;
- Reviews payment requests and approves payment on contracts where required;
- Prepares technical reports;
- Participates in the selection and induction of staff;
- Participates in site visits; monitors and assesses implemented projects to ensure conformance with design and cost estimates;
- Interprets blueprints, schematic drawings, layout and other visual aids;
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Possess strong organizational skills;
- Good interpersonal and communication skills;
- Task oriented and results driven;
- Good analytical and judgement skills;
- Good innovative ability;
- Team oriented.

Technical:

- In-depth knowledge of the building regulatory framework;
- Knowledge of the housing and construction Sectors;
- Knowledge of Urban Planning;
- Knowledge of the contract's administration process;
- Knowledge of project assessment and technical analysis;
- Knowledge of engineering regulations and standards;
- Knowledge and use of AutoCAD software and other engineering design software;
- Sound knowledge of the Building Code and I-Codes.

Minimum Required Qualification and Experience

- BSc. Degree in Civil Engineering, or related discipline;
- Training in Project Management;
- Five (5) years' professional experience.

Special Conditions Associated with the Job

- Required to conduct site visits;
- Exposure to hazardous elements in conducting site visits;
- May be required to work beyond normal working hours.

2. Quantity Surveyor (SOG/ST 6)**Job Purpose**

The incumbent will ensure that robust, accurate and innovative advice is delivered to clients to align their needs with the business objectives of the Ministry and to provide quantity survey expertise in the drafting of Ministry's construction contracts; prepare estimates and bill of quantities, manage the administration of contracts and appraise/approve contract payments, ensuring compliance with established standards, Ministry guidelines and regulations. The Quantity Surveyor is also required to carry out pre-contract and post-contract financial management for all building and civil works done by the Ministry and perform functions in relation to planning and implementing the projects that fall under the Ministry's Portfolio in accordance with established procedure and the necessary guidelines.

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

- Represents the Ministry at local, regional and international meetings, as directed;
- Prepares and delivers presentations on environmental issues, particularly in respect to trade and environment and waste and chemicals management issues at local and international fora, as directed;
- Develops Individual Work Plan based alignment with Division's Operational Plan.

Technical/ Professional:

- Prepares Technical Reports for new and ongoing projects;
- Prepares preliminary estimates for all building and civil engineering works;
- Conducts cost analysis for repair and maintenance of project work;
- Performs Risk Assessment, value management and cost control measures;
- Reviews the preliminary development budget to ascertain costing of proposed development and submit project proposals;
- Contributes to proposals aimed at obtaining approvals from the Ministry's Project Appraisal Committee (PAC);
- Develops, monitors and maintains accurate cost records for labour, materials and overall contract cost of Ministry's designs;
- Assists in co-ordinating designs for building and subdivision plans;
- Generates all necessary estimating data for the preparation of programmes and Annual Budgets;
- Prepares Tender and contract documents for submission for works to be conducted by the Ministry;
- Participates in site visits; monitor and assess implemented projects to ensure conformance with design and cost estimates;
- Conducts feasibility studies to establish client requirements;
- Analyzes and prepares accurate Bills of Quantities and contract documents for works to be conducted by the Ministry;

- Validates external bills;
- Oversees and actively participates in the tender process;
- Measures, evaluates and prepares Interim and final payment certificates for projects;
- Ensures that approved cost planning techniques are understood and implemented;
- Reviews and recommends claims for payments on contracts;
- Reviews and assesses all submissions, such as Technical Reports, Project Control Sheets and Practical Completion Certificates, for all projects within the designated region;
- Measures, evaluates and prepare Interim and final payment certificates for projects;
- Interprets blueprints, schematic drawings, layout and other visual aids;
- Maintains standards of output for supervisees, appraises performance and report to the Head of the Branch;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Possess strong organizational skills;
- Excellent oral and written communication skills;
- Methodical and thorough in work approach;
- Good analytical and judgement skills;
- Strong deductive reasoning and interpersonal skills;
- Highly developed team-oriented skills;
- Ability to use own initiative.

Technical:

- In-depth knowledge of the Master Builders JIC Agreement and labour rates;
- Sound knowledge of the Building Code and I-Codes;
- Knowledge of project planning and management techniques;
- Working knowledge of standard and specialized computer applications including AUTO CAD;
- Knowledge of the contract administration process and the established forms of contracts;
- Knowledge of Project/Construction Management;
- Knowledge of advanced estimating techniques.

Minimum Required Qualification and Experience

- Bachelors' Degree in Quantity Surveying;
- Five (5) years' job experience as a Quantity Surveyor;
- Experience in buildings, roads, bridges and any other civil works.

Special Conditions Associated with the Job

- Exposure to hazardous elements in conducting site visits;
- May be required to work beyond normal working hours.

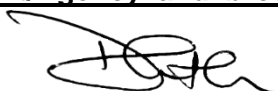
Applications accompanied by résumés should be submitted **no later than Tuesday, 19th December, 2023 to:**

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