

Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 24 **OSC Ref. C. 5850¹⁵**

11th January, 2024

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, Squatter Management (GMG/SEG 3)** in the **Housing, Urban Renewal and Projects, Ministry of Economic Growth and Job Creation (MEGJC)**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

Under the general supervision of the Senior Director, Housing Management, the Director is responsible for planning, implementing and overseeing the functions of the Squatter Management Unit.

Key Responsibilities

Management/Administrative:

- Prepares the Unit's Annual Budget;
- Prepares the Unit's Strategic Business and Operational Plans;
- Prepares and submits Monthly, Quarterly and Annual Reports;
- Organizes and coordinates stakeholder meetings on behalf of the Unit;
- Oversees the development and implementation of the Unit's Strategic Business/Operational Plan, Budget and Individual Work Plans;
- Represents the Minister, Permanent Secretary, Chief Technical Director, Senior Director Housing Management at meetings, conferences, workshops and seminars;
- Make presentations on behalf of Unit;
- Provides management of the Unit;
- Participates in meetings, seminars, international and local fora, conferences and workshops as required.

Technical/Professional:

- Assists in the formulation of policy guidelines for management of squatter settlements;
- Co-ordinates activities in the implementation of Guidelines for dealing with Informal Settlers;
- Coordinate joint internal and external field visits to informal settlements;
- Finalize reports generated by the Unit;
- Organizes and attend meetings with various public and private sector entities to discuss matters pertaining to squatter management;
- Prepares presentations for Public Order Committee;
- Prepares submissions for Cabinet's approval;
- Finalizes plans/proposals prepared by the Community Development Officer;
- Reviews and evaluate the Squatter Management Unit's performance and its progress towards goals;
- Reports on all operational aspects of the Unit to the Senior Director;
- Prepares Strategic Plan in consultation with internal and external clients and relevant authorities;
- Provides leadership to staff through effective delegation and communication;
- Prepares article in draft for publication in newspaper and or broadcast.

Environmental:

- Represent the Ministry as Climate Change Focal Point;
- Participate in Strategic Environmental working groups;
- Participate in environmental stakeholder consultations on behalf of Ministry;
- Assist in reviewing relevant environmental documents;
- Make internal recommendations to environmental aspects of housing projects.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goal;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation and communication;
- Ensures the welfare, training and development needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and organizational goals;
- Performs any other related functions assigned by the Senior Director, Chief Technical Director or the Permanent Secretary.

Required Knowledge, Skills, and Competencies

- Good communication skills
- Ability to exercise a high degree of initiative, sound independent judgment and be able to work within established guidelines with minimal supervision.
- Very good interpersonal skills
- Good coordinating skills to enable incumbent to implement joint-agency programmes
- Ability to interpret and explain development, land use and other relevant regulations
- Sound knowledge of Natural Resource Management principles
- Sound Knowledge of Environmental Management issues and principles
- Good customer relation skills
- Good leadership skills

Minimum Required Qualification and Experience

- Bachelors Degree in Urban and Regional Planning or Squatter Management or related field with 5 years relevant work experience.

OR

- Masters' Degree in Urban or Regional Planning or Squatter Management related field as well as a minimum of three (5) years relevant experience.

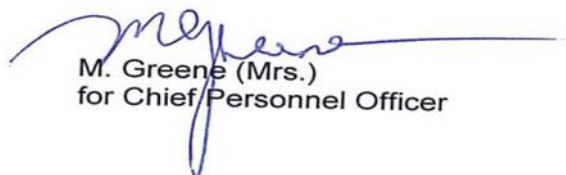
Applications accompanied by résumés should be submitted **no later than Wednesday, 24th January, 2024 to:**

**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.


M. Greene (Mrs.)
for Chief/Personnel Officer