



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 29 **OSC Ref. C. 5850¹⁶**

12th 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 be assigned the post of **Senior Director, National Development, Planning Policy and Monitoring (GMG/SEG 5) - (Not Vacant) – National Development, Planning Policy and Monitoring Branch** in the **Ministry of Economic Growth and Job Creation (MEGJC)**, salary range \$6,820,273 - \$9,172,509 per annum.

Job Purpose

The incumbent will be responsible to develop appropriate town and country planning policies, legislation, standards and programmes for the Ministry and monitor their effective implementation towards the achievement of a sustainable natural and built environment. The position also serves as a focal point for planning activities at the Central Government level and guides and facilitates planning at the local level.

Key Responsibilities

Management/Administrative:

- Formulates, co-ordinates and monitors activities, Work Plans etc. relating to the Division's activities;
- Prepares regular Progress Reports on the activities of the Division;
- Organizes, conducts and participates in meetings, seminars, conferences and workshops as required;
- Represents the Ministry at international and national levels on matters relating to Town and Country Planning/Urban and Regional Planning and sustainable development;
- Develops the Strategic, Operational Plans and Budget of the Division based on alignment with the strategic direction of the Ministry.

Technical/Professional:

- Oversees and leads in the development of the required policies and legislations to support the national and local planning mechanism;
- Co-ordinates and monitors the Planning process at the Central and Local Government level;
- Provides technical assistance to the Minister and the Ministry and provides guidance and advice to Agencies, local authorities and local planning authorities on matters pertaining to planning;
- Establishes policy outcome indicators during the planning process and the use of these indicators to inform the next cycle of planning;
- Prepares and/or review position papers for Government on planning and other development related matters;
- Advises and makes recommendations on planning related problems/activities as they relate to the Branch and the Ministry;
- Directs the implementation of changes approved to the planning system by the Minister and Cabinet;
- Directs development and monitoring of projects and programmes along with other appropriate Government Ministries, Departments and Statutory Bodies;
- Oversees the integration of spatial planning with general social and economic planning and ensure that they reinforce each other through liaising with key actors charged with the implementation of sector development plans ;
- Develops a more effective legislative framework to support the planning, execution and monitoring of national plans for sustainable development (including development plans and development orders) at both the local and central government level;
- Participates in meetings of the Legislation Committee in order to defend legislations);
- Monitors International Agreements regarding planning and development and assesses their congruence with local and regional laws and policies;
- Leads in clearly defining the roles and responsibilities to support the required institutional

arrangements for town and country planning, land use management and land development and to promote an integrated approach to the planning and management of land resources;

- Oversees and leads site inspections for the monitoring of policies and strategies undertaken by the portfolio of the Ministry's Agencies;
- Oversees the processing and assesses applications for subdivision of land for confirmation by the Honourable Minister;
- Facilitates the processing and Hearing of appeals to the Minister against refusal of applications for subdivision and development of land and enforcement notices for planning breaches;
- Provides strategic alignment, policy direction, co-ordination and monitoring of the operations of Agencies and all bodies under the Planning Portfolio of the Ministry, such as the National Environment and Planning Agency and the Negril Green Island Area Local Planning Authority (including the preparation of Annual reports for submission to Cabinet and tabling in the Houses of Parliament);
- Establishes task forces/committees and sub-committees to address matters relating to the development approvals process and planning;
- Keeps abreast of trends and changes in Town and Country Planning and adopt or recommend changes where necessary to improve the quality of service and productivity.

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 goals;
- Participates in the recruitment of staff for the Branch 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, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Branch.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organization's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Branch for the Orientation Programme;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent presentation, oral and written communication skills
- Good interpersonal and leadership skills
- Results and goal oriented
- Excellent analytical skills
- Excellent teamwork skills
- Good problem solving and decision-making skills

Technical:

- Excellent knowledge of policy development and analysis and monitoring
- Good knowledge of Town and Country Planning
- Strategic thinking
- Sound knowledge of the Development Planning and Approval Process
- Knowledge of relevant computer applications

Minimum Required Qualification and Experience

- Masters Degree in Physical Planning, Geography, Land Management, Urban and Regional Planning or related field;
 - Six (6) years' experience in a related field.
- OR**
- Bachelors Degree in Physical Planning, Geography, Land Management, Urban and Regional Planning or related field;
 - Ten (10) years' experience in a related field.

Special Condition Associated with the Job

- May be required to commute to various development sites to oversee site inspections and work beyond usual working hours.

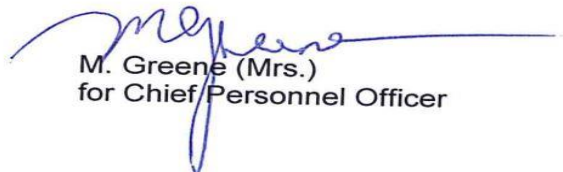
Applications accompanied by résumés should be submitted **no later than Thursday, 25th January, 2024 to:**

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.



M. Greene (Mrs.)
for Chief Personnel Officer