



Office of the Services Commissions

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CIRCULAR No. 128 **OSC Ref. C. 5850¹⁴**

13th March, 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/be assigned to the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Community Development Officer (GMG/SEG 1) (Vacant) – Social Services Unit (Montego Bay Regional Office)**, salary range \$3,094,839 - \$4,162,214 per annum.
2. **Senior Secretary (OPS/SS 3) (Not Vacant) – Land Administration Management Branch**, salary range \$1,550,136 - \$2,084,761 per annum.

1. **Community Development Officer (GMG/SEG 1)**

Job Purpose

Under the general supervision of the Senior Community Development Officer, the incumbent is responsible for organizing and overseeing the relocation/regularization of selected families onto Housing Solutions. Create opportunities through planned programmes so that residents can access developmental help in the physical and economic planning of Communities. Train selected householders from condominiums to assume responsibilities as Executives of the Co-operatives.

Key Responsibilities

- Conducts socio- economic/market surveys;
- Co-ordinates the settlement of Unit Holders into new/existing Communities;
- Assists in the sensitization of Unit Holders to Ministry policies and regulations as well as their rights and obligations;
- Acts as liaison between Communities and providers of social development services in education/skills training, family life and counselling, health, small business development and venture capital funding;
- Conducts occupancy audits in order to verify land;
- Plans, design and implements all aspects of the Social Housing Programme;
- Participates in the preparation of the Unit's Budget and Operational Plan;
- Prepares Status/Monthly Reports;
- Prepares mortgage payments and utilities correspondences;
- Liaises with Legal Department re the preparation of Sales Agreements;
- Initiates collection drives and develops strategies to improve collection levels;
- Manages/updates Scheme Accounts;
- Develops and implements strategies for resolving mortgage, boundary and covenant disputes;
- Establishes and monitors Management Committees (Citizen Associations);
- Investigates breaches of regulation such as encroachment and illegal occupancy, prepares and submit reports;
- Dispatches demand notices;
- Organizes Community Health Fairs;
- Participates in the preparation of official submissions and briefs;
- Works with Ministry directorate in planning and implementing strategies for removal/regularization of unauthorized settlers (squatters);
- Participates in relocation exercise for persons at risks;
- Prepares submissions in collaboration with the Director, Social Services for presentation to the Ministry's Executive Body on how to deal with matters like ninety (90) day cash sales and delinquent and other issues that would reduce arrears;
- Liaises with Homeowners and Community Groups through Community Development Officers with a view to offer counseling and other steps required to achieve voluntary compliance;

- Approves arrangements made by Compliance and Investigation Officers with delinquent householders for payment of arrears in installment;
- Utilizes occupancy surveys to inform the arrears and recovery programme;
- Conducts damage assessments;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent knowledge of conflict resolution techniques
- Excellent communication and human relations skills
- Excellent problem-solving skills
- Working knowledge in the use of computer applications
- Employs initiative and is results driven

Technical:

- Knowledge in Ministry and Central Government operational procedures
- Excellent knowledge of Lot Identification
- Excellent knowledge of Public or Community Relations
- Knowledge of the LICA Act
- Excellent knowledge in implementing Social Development Programmes
- Excellent knowledge of the operations of financial institutions
- Knowledge of Property Management/Land Use
- Knowledge of Debt Management

Minimum Required Qualification and Experience

- Bachelors Degree in Business Administration with a Finance or Marketing Major
- Training in Investigative Techniques
- Five (5) years working experience with two (2) years in a similar capacity

Special Conditions Associated with the Job

- High risk locations (Inner City Schemes-violence prone;
- Long hours of work;
- Constricted deadlines.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general direction of the Senior Director Land Administration Management, the incumbent is responsible for providing secretarial services to the Land Administration Management Section.

Key Responsibilities

Technical/Professional:

- Arranges appointments and meetings for the Senior Director;
- Maintains Appointment Diary by scheduling appointments and cancelling;
- Opens, sorts, dates and directs incoming correspondence;
- Records all incoming and outgoing correspondence and files in correspondence and file registers;
- Maintains a proper Third Copy Filing System;
- Composes and type routine letters;
- Operates facsimile and printer;
- Receives and directs telephone calls and visitors to appropriate officers;
- Records and prepares Minutes of meetings;
- Orders and maintains stock of stationery for the Section;
- Maintains Attendance Register;
- Prepares monthly Attendance Reports;
- Arranges overnight accommodation for Travelling Officers;
- Prepares Minute Sheet Submissions for UDC and FCJ transactions requiring the Honourable Prime Minister's approval;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to use own initiative
- Methodical
- Good interpersonal skills

Technical:

- Computer skills
- Typing skills
- Office Practices and procedures
- Minutes recording skills

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
OR
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

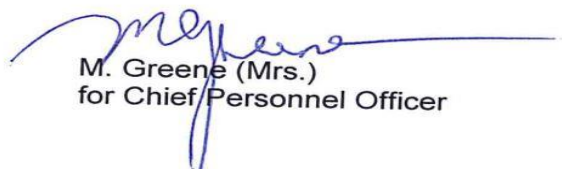
Applications accompanied by résumés should be submitted **no later than Tuesday, 26th March, 2024 to:**

**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