



## 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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 137** **OSC Ref. C. 5850<sup>16</sup>**

**18<sup>th</sup> 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 be assigned to the post of **Senior Director, Housing Management (GMG/SEG 6) – (Not Vacant)** in the **Housing Management Branch, Ministry of Economic Growth and Job Creation**, salary range \$8,309,840 - \$11,175,811 per annum.

### **Job Purpose**

Under the general direction of the Chief Technical Director, the incumbent is required to provide overall guidance, leadership and monitoring of all activities related to the divestiture of the Ministry's Land and Housing Solutions, the national response to squatting and the facilitation of the Rental Industry. The incumbent supervises all technical functions of the Housing Management Branch of the Ministry ensuring that there is an integrated approach to housing access. The incumbent also provides policy support for the Real Estate Sector as well as technical and general information to the Minister, Permanent Secretary and Chief Technical Director.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Recommends participation of Divisional Representatives at relevant meetings, conferences, seminars and workshops;
- Prepares/oversees preparation of Reports to Ministers other Ministries, Permanent Secretary, Chief Technical Director, Agencies and international meetings and conferences;
- Oversees the development and implementation of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Represents Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops and seminars;
- Represents Minister on the Real Estate Board;
- Reviews Annual Reports from all Agencies under the Branches Portfolio;
- Monitors the use of the Housing Fund Expenditure to ensure the efficient delivery of planned programmes;
- Manages the resources in an efficient manner to ensure the delivery of the results outlined in the Corporate Plan for Housing Fund Expenditure;
- Participates in the development of the strategic direction of the Ministry;
- Represents the Ministry at meeting, conference and other fora, as required;
- Provides guidance/advice to the Permanent Secretary and manages planning and evaluation matters.

#### ***Technical/Professional:***

- Prepares and submits performance and other reports;
- Prepares Technical Briefs for the Permanent Secretary and Honorable Minister, as required;
- Prepare Cabinet Submissions and Cabinet Notes;
- Provide policy support for the Real Estate Board and the Commission of Strata Corporations;
- Facilitate the revision and/or development of legislation with respect to the Real Estate Sector;
- Develops and ensures the effective implementation and monitoring of special projects assigned to the Branch, such as the Social Housing Programme;
- Facilitates the marketing of Land declared by the Honourable Minister under the Local Communities Amenities Act and the Housing Act;
- Oversees community development activities in schemes developed by the Minister of Housing;
- Institutes and monitors the Ministry's Social Housing Programme to ensure that there is island wide reach;
- Facilitates socio-economic research, housing demand surveys and analysis for the formulation of new programmes and overall housing plans through the design, management and analysis of market demand surveys;

- Facilitates the planning and designing of Brownfield Housing Projects through community engagement;
- Evaluates projects through the conducting surveys to evaluate project performance and study issues to determine affordability and cost recovery;
- Develops economic and financial models to forecast and project pricing and other dynamic impacts and other movements within the Shelter Sector;
- Undertakes the general economic analysis on the cost, affordability and availability of housing being undertaken;
- Identifies new sites for projects in conjunction with professional and technical staff within the Ministry and Pra-Statal Organizations;
- Institutes programmes to ensure that the Country's housing stock is improved over time;
- Monitors and co-ordinates the portfolio of existing and new schemes to be developed;
- Monitors progress on the delivery of Titles;
- Oversees the development and implementation of plans and projects;
- Monitors and reports on the progress of Housing Plans and projects with regards to sales and other required agreements stipulated by international lending Agencies;
- Establishes working relationships with Financial Institutions and executing Agencies and monitors the impact of issues operating within the Housing Finance System;
- Co-ordinates the flow of funds as it relates to the monitoring of construction activities;
- Establishes and maintains links between the Ministry and Private Sector;
- Develops and implements strategies which will allow for the Public Private Partnership arrangements between the Ministry and the Private Sector;
- Prepares and reviews projects and proposals, guidelines and design criteria for the preparation of projects;
- Ensures that there are adequate policy guidelines for the divestment of property owned by the Minister of Housing;
- Chairs the Ministry's Land Divestment Committee;
- Ensures appropriate policies and regulatory frameworks are in place to address squatting;
- Oversees the implementation of a monitoring regime for squatting;
- Reviews draft Policies, Cabinet Submissions, Bills and provide comments;
- Represents the Ministry at Local and International level, for example, meetings of the High-Level Ministries of Latin American and the Caribbean (MINURIVI and (ECLAC));
- Plans, implements and manages (organizing, monitoring and directing the work of the Housing Directorate.

***Human Resource:***

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Develops and review the Branch's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support, as needed;
- Participates in the recruitment and selection of staff for the Branch;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Branch as well as the Ministry and the Government;
- Initiates disciplinary proceedings, where appropriate;
- Develops a job enrichment strategy for the Branch in collaboration with HR;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular staff meetings and ad hoc meetings, as necessary to discuss job scheduling and any other issues/problems that affect the Branch to provide solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Branch.

***Other:***

- Represents the Ministry at seminars, conferences (local and International), symposiums and technical working groups;
- Keeps abreast of trends and changes in the market to ensure proper planning and policy development and makes recommendations for adjustments, where necessary in the Ministry's development;
- Serves on various internal and external Committees and Technical Working Groups which

include:

- The Project Monitoring Committee;
- The Project Appraisal Committee;
- The Housing Agency of Jamaica Project Monitoring and Implementation Committee
- The Rent Assessment Board;
- The National PSUP Committee;
- The Squatter Monitoring Committee;
- The Economic Growth Council Sub-Committee;
- The Homeless Committee;
- The National Poverty Reduction Committee;
- Real Estate Board.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Competence in public speaking/presentations
- Excellent leadership skills
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Goal and results oriented

#### **Technical:**

- Ability to function outside of the office environment
- Knowledge of Housing policies, programmes and legislation
- Competence in preparation of Cabinet Submissions, Notes, Briefs and Reports
- Knowledge of GoJ practices related to Public-Private Partnership, Memorandum of Understandings and Memorandum of Agreements with local and international stakeholders with an interest in housing project development and interventions in squatter communities
- Good knowledge of Construction Industry and land use practices
- Experience in Policy Development procedures
- Knowledge and use of relevant Computer Applications
- Excellent Research and Analytical skills
- Experience in GoJ legislation procedures, policies and guidelines
- Excellent knowledge of Project Management
- Knowledge of Monitoring and Evaluation techniques

### **Minimum Required Qualification and Experience**

- Master's Degree in Physical Planning/Housing Administration/Urban and Regional Planning/Public Administration/Management Studies or similar field;
  - Post Graduate training in Policy Analysis and Development;
  - Training in Project Management;
  - Training in Monitoring and Evaluation Techniques;
  - Six (6) years' experience in a similar capacity.
- OR**
- First Degree in Public Administration/Public Sector Management or a similar Degree;
  - Post Graduate training in Policy Analysis and Development;
  - Training in Project Management;
  - Training in Monitoring and Evaluation Techniques;
  - Ten (10) years' experience in a similar capacity.

Applications accompanied by résumés should be submitted **no later than Tuesday, 2<sup>nd</sup> April, 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](mailto:human.resources@megjc.gov.jm)**

**Subject: Senior Director, Housing Management (GMG/SEG 6)**

**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.**

A handwritten signature in blue ink, reading "J Mendez". The signature is written in a cursive style with a large, stylized "J" and "M".

Jacqueline Mendez (Mrs.), JP  
Chief Personnel Officer