



## Office of the Services Commissions

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### **CIRCULAR No. 167** **OSC Ref. C. 6276<sup>14</sup>**

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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 Local Government and Community Development**:

1. **Senior Director, Corporate Services (GMG/SEG 5) (Vacant) - Corporate Services Division**, salary range \$7,716,512 - \$10,377,851 per annum.
2. **Senior Director Agency Liaison and Monitoring (GMG/SEG 4) (Vacant) - Agency Liaison and Monitoring Division**, salary range \$6,333,301- \$8,517,586 per annum.
3. **Director, Employee Relations (GMG/SEG 1) (Vacant) - Human Resource Management and Development Division**, salary range \$3,501,526 - \$4,709,163 per annum.
4. **Payroll Manager (FMG/PA 1) (Not Vacant) - Finance and Accounts (Salaries) Division**, salary range from \$3,501,526 - 4,709,163 per annum.
5. **Senior Administrator (Pension Administration) (GMG/AM 4) (Vacant) - Corporate Services Division**, salary range \$2,803,771 - \$3,770,761 per annum.
6. **Paralegal Officer 1 (PLG/LS 4) (Vacant)**, salary range \$2,190,302 - \$2,945,713 per annum.
7. **Executive Secretary (OPS/SS 4) (Not vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
8. **Commitment Control Officer (FMG AT 1) (Vacant) - Finance and Accounts Division**, salary range from \$1,711,060 - \$2,301,186 per annum.
9. **Administrative Assistant (GMG/AM 2) (Not Vacant) - Corporate Services Division**, salary range \$1,711,060 - \$2,301,186 per annum.
10. **Assistant Human Resource Officer (Staffing) (GMG/AM 2) (Vacant) - Human Resource Management and Development Unit**, salary range \$1,711,060 - \$2,301,186 per annum.
11. **Assistant Administrator (Pension Administration) (GMG/AM 2) (Not Vacant)**, salary range from \$1,711,060- \$2,301,186 per annum.
12. **Customer Service Officer (GMG/AM 1) (Not Vacant) – Corporate Services Division (Facilities Management and Administration)**, salary range from \$1,439,455 - \$1,935,907 per annum.
13. **Driver (LMO DR 1) (Contract - 2 post) - Corporate Services Division (Facilities Management and Administration)**, salary range \$22,720 - \$30,556 per week.

#### 1. **Senior Director, Corporate Services (GMG/SEG 5)**

##### **Job Purpose**

Reporting to the Permanent Secretary, the Senior Director, Corporate Services, provides leadership and direction to the Division to facilitate development and implementation of effective and efficient strategies and policies, with the appropriate monitoring and evaluation techniques that will identify deviation. The incumbent is also responsible for providing technical support as it relates to the interpretation of certain Civil Service rules, regulations, conditions of service, pension and leave administration. The Director oversees the adequate staffing of all areas of operations, communication and information technology systems, procurement of goods and services, facilities

and office management and records management, in keeping with governmental requirements and to achieve the objectives of the Ministry.

### **Key Responsibilities**

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

- Plans, organizes and directs the work of the Division by overseeing the development of the Corporate, Operational, Work Plans and Budget;
- Implements and reviews the Division's policies, procedures and systems to meet the Ministry's goals and objectives;
- Develops, implements and maintains policies and procedures to guide the operations of the Division;
- Troubleshoots areas of potential discontent and takes proactive measures;
- Ensures timely submission of documents requested from the Division;
- Provides expert advice, briefings and support to the Permanent Secretary;
- Oversees the development and implementation of a comprehensive Human Resource strategy within the Ministry to facilitate corporate objectives;
- Facilitates the provision of an efficient Leave and Pension Administration Programme for the Ministry and local authorities;
- Ensures that property and office services are provided in a cost-effective manner;
- Ensures cost-effective and reliable security and transport services are provided;
- Oversees the provision of Information Technology Systems to transform and modernize the operations of the Ministry, Local Authorities and Agencies;
- Ensures that the Records Management function of the Ministry is in order to deliver reliable and accurate information to support decision making;
- Oversees the provision/development of timely and cost-effective public relations and communication strategies for the Ministry, Local Authorities and Portfolio Agencies;
- Represents the Ministry at local and international meetings, conferences and other fora as required;
- Co-ordinates the effective operations of the Units within the Corporate Services Division, their relationship with Local Authorities and Portfolio Agencies, and ensuring the delivery of high-quality service to both internal and external customers;

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

- Co-ordinates the development, implementation and maintenance of comprehensive Human Resource Policies and Practices within the Ministry, Portfolio Agencies and Local Authorities, to ensure optimum development of the human capital;
- Ensures the recruitment, direction and retention of staff in keeping with the changing needs of the organization;
- Oversees the implementation of Training and Development Programmes for staff, thereby ensuring that a skilled workforce is provided and the strategic objectives of the Ministry are satisfied;
- Oversees the implementation of a Succession Planning Programme to ensure continuity of skills, competencies and career advancement of employees within the organization;
- Guides the restructuring of Divisions, Branches and Sections/Units to meet the changing requirements of corporate objectives and strategies as identified in the corporate planning process;
- Ensures an efficient and accurate Leave and Pension Administration Programme within the Ministry and Local Authorities;
- Oversees the administration of discipline and grievance procedures, ensuring consistency, fairness and equity in the workplace;
- Provides consultations to senior management in the redesign of key positions to ensure that their contribution to the overall plan are optimized;
- Conducts regular staff meetings and ad-hoc meetings as necessary to discuss job scheduling and any other issues/problems that impact the Division, so as to provide solutions for achieving the objectives.
- Oversees the implementation of organizational changes and modernization measures necessary to strengthen the Ministry's abilities to fulfill its responsibilities;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Develops and manages the performance of the Division and staff, including transferring of skills, setting performance targets and monitoring performance;
- Ensures the development and implementation of an efficient Human Resource Management Information System database on all staff within the Organization;
- Facilitates the operations of a Documentation and Information Unit, ensuring that the relevant policies and best practices are implemented, as well as the codes of practice for Access to Information;
- Facilitates the implementation of change management initiatives and constantly monitors and reviews the Organization's operations, ensuring the relevance of business processes

and structures, and that they are in keeping with the Vision, Mission and Goals of the Organization;

- Provides technical advice, recommendations and guidance to address operational weaknesses related to the Ministry and Portfolio Entities;
- Facilitates career development, training and staff recognition awards;
- Ensures the proper management and maintenance of all properties and assets, ensuring adherence to all Government guidelines;
- Ensures that all regulations in respect for procurement are met, and that best quality of goods and services are secured at the most competitive prices;
- Prepares periodic procurement monitoring reports to inform the Permanent Secretary and Senior Managers on significant diversion from the Government procurement policy and procedures;
- Ensures that maintenance of office and plant equipment will facilitate a harmonious and productive environment;
- Ensures that the recurrent need of each programme area, both in terms of goods and offices services, are determined for the Financial Year, and that purchases, custody and dispositions are carried out in a cost-effective way;
- Ensures that physical facilities and assets are managed effectively, so that the Ministry's operation are conducted in a secure, comfortable and functional work environment;
- Monitors the development and implementation of emergency procedures for the protection of staff members and properties;
- Ensures that Safety and Health standards are maintained by recommending equipment and safety measures to be pursued by staff;
- Ensures the provision of efficient and effective transportation of document and staff on Ministry's business;
- Keeps abreast of trends and makes recommendations for the adoption, where necessary, to enhance the overall operation of the Ministry;
- Ensures the development and implementation of an Information System Strategy for the Ministry, Local Authorities and Agencies;
- Promotes the use of Information Technology as an agent to transform and modernize the Ministry's operations and strategies;
- Facilitates the design and development of new enabling technologies to support key initiatives and cut across the Ministry and its departments;
- Participates in the development/establishment of appropriate policy, standards and general procedures in relation to review, appraisal, retention, tracking and retrieval of records, disposal, storage, maintenance and other aspects of Records Management;
- Participates in the establishment of a performance measurement mechanism for the Records Management system to identify whether or not the information is being managed efficiently;
- Ensures the provision of public access to Records/Information in keeping with the legislative requirements of Access to Information Act;
- Oversees the provision of an effective Public Relations Programme for the Ministry, local Authorities and Agencies;
- Ensures that the appropriate communication and knowledge management systems are in place to facilitate the dissemination of accurate and timely information within the Ministry, Local Authorities, Agencies to the media/general public;
- Ensures the provision of leadership and guidance to all Units, Departments and Divisions within the Ministry on communication and public affairs matters;
- Maintains effective working relations with external and internal stakeholders and clients, ensuring that the Division provides a consistently high level of service;
- Devises systems and customer service to assess the performance of the Division in keeping with the Citizens Charter and taking corrective action as necessary;

#### **Human Resource:**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiate corrective actions where necessary to improve performance and/or established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division and recommends Transfers, Promotion, Termination and Leave in accordance with established Human Resource Policies and Procedures;
- Develops and implements, in collaboration with the Human Resource Department, a programme of Succession Planning for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;

- Performs any other duties that may be assigned by the Permanent Secretary from time to time.

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

#### ***Core:***

- Strong leadership skills;
- Good interpersonal and people management skills;
- Excellent oral and written communication skills and strong persuasive and presentation skills;
- Excellent planning and organizing skills;
- Excellent problem-solving skills;
- Proficiency in the use of relevant computer applications;
- Sound judgment and integrity/ethics exercised in the performance of duties.

#### ***Functional:***

- Excellent knowledge of Laws and Regulations governing the operations of the Division;
- Excellent diagnostic and strategic management skills;
- Demonstrate initiative to solve operational issues;
- Knowledge of Local Government and local governance matters and in particular the Government of Jamaica's Local Government related programmes and activities;
- Knowledge of Human Resource Management Policies, Procedures and Regulations;
- Knowledge in procurement procedures and guidelines.

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

- Master's Degree in Public Administration/Public Sector Management/Business Administration or related disciplines from a recognized tertiary institution;
- Five (5) years of professional experience in a Senior Management position.

**OR**

- Ten (10) years in Human Resources or Operations.

### **Special Conditions Associated with the Job**

- Pressured working conditions with critical delivery deadlines;
- Works long hours.

## **2. Senior Director Agency Liaison and Monitoring (GMG/SEG 4)**

### **Job Purpose**

Reporting to the Permanent Secretary, the Senior Director, Agency Liaison and Monitoring, directs the development, implementation and monitoring of the operational activities and strategic policy direction of the Local Authorities. The incumbent also provides oversight and effective liaison of the Portfolio Agencies, namely; National Solid Waste Management Authority (NSWMA), Office of Disaster Preparedness and Emergency Management (ODPEM), Jamaica Fire Brigade (JFB), Social Development Commission (SDC), Board of Supervision (BOS), Kingston and St. Andrew Municipal Corporation (KSAMC) and the Local Authorities, ensuring that management systems and procedures are in place, in keeping with the objectives of the Ministry and the Government

### **Key Responsibilities**

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

- Participates in the strategic direction of the Ministry;
- Leads the development of the Division's Operational Plan and Budget;
- Establishes, develops and maintains appropriate internal controls and reporting systems in order to manage the delivery of desired policy outcome and operational outputs to the required standard of performance;
- Provides technical advice to the Permanent Secretary;
- Provides oversight in the implementation of major strategic initiatives of the Division, ensuring appropriate monitoring and reporting systems are in place;
- Oversees periodic, programmatic reviews and makes adjustments where necessary to achieve stated objectives;
- Participates in the preparation of Cabinet Submissions, as is necessary, to facilitate discussions and approval of proposal to improve operation and/or when seeking financial resources;

- Collaborates with the Executive Team to periodically formulate/reviews operating policies and procedures to determine best practices;
- Represents the Ministry at local and international meetings, conferences and other fora as required;
- Represents the Permanent Secretary on International Committees, Board of Portfolio Agencies and Government Committees;
- Prepares and submits periodic performance reports and other specialized reports as required;
- Ensures timely submissions of all documents/information requested;
- Advises the Permanent Secretary on significant divergence from targets set in plans and facilitates the development of strategies to close performance gaps as they are identified;
- Advises the Permanent Secretary and other Senior Personnel on trends and changes which can impact the economic fortunes of the Councils and Agencies;

***Technical/Professional:***

- Facilitates the provision of liaison services to portfolio Agencies;
- Directs the monitoring and review of Agencies to ensure performance targets are agreed, including budget guidelines being met or revised if necessary;
- Oversees the monitoring and provision of technical advice and support to Local Authorities and Agencies with a view to enable these bodies to operate in an efficient and effective manner in accordance with the laws, regulations and policy guidelines;
- Ensures the coordination and monitoring and review of policies for service delivery/customer service within Agencies;
- Provides policy directives and ensures implementation and monitoring for fire protection, municipal policing and public order;
- Collaborates with the Technical Services and Finance and Accounts Division for the authorization of payments for capital projects, as it relates to infirmaries and the Jamaica Fire Brigade, National Solid Waste Management Authority, Social Development Commission, Office of Disaster Preparedness and Emergency Management;
- Interprets policies and provide technical guidance/advice internally and externally to ensure adherence to Regulations and Government policies;
- Provides advisory support to the political directorate on the Local Authorities and Agencies;
- Participates in the monitoring of projects and programmes within the Local Authorities and Agencies;
- Provides advice on procurement issues within Local Authorities/Agencies, prepares reports for the Contractor General and monitors investigation made from that office;
- Facilitates research on international local government best practices and make recommendations for the improvement of local practices;
- Facilitates institutional strengthening and capacity building with Local Authorities and Agencies;
- Ensures the implementation and monitoring of Social Welfare Services (Poor Relief Services);
- Ensures the monitoring and evaluation performance of the Local Authorities and Agencies in terms of their service delivery and participatory mechanisms;
- Maintains liaison with Central Government, Agencies and Statutory Bodies to strengthen collaboration with these entities in support of their working relationship with the Local Authorities and Agencies;
- Facilitates corporate governance best practices;
- Collaborates with the Governance Division in co-ordinating relation to governance processes and programmes, particularly in the areas of Parish Development Committees and Local Authorities;
- Participates in the preparation of publication and media reports as it relates to the activities of the Division;
- Provides assistance in the preparation of briefs for the Minister's international forums, conferences and conventions;
- Represents the Ministry on Inter-Ministerial Committees, as the need arises, in relation to the Local Authorities and Agencies;
- Facilitates the Board Appointments to Parish Council Services Commission, Municipal Services Commission and the Board of Supervision;
- Ensures the establishment and maintenance of appropriate internal controls to ensure the prudent management of resources within Agencies;
- Collaborates with the Technical Services and Physical Planning Division, monitors and reviews capital projects as it relates to infrastructure and facilities with the Agencies, ensuring that the Agencies submit to the strategic and Corporate Plans of the Ministry in collaboration with the Strategic Policy and Planning Division;
- Collaborates with the Technical Services and Planning Division for the maintenance/construction of properties that falls within the purview of the Agencies,
- As local Board of Health, develops and co-ordinates public cleansing policies to guide public health activities within abattoirs, cemeteries, markets and other public buildings;

- Facilitates the administrative process for the provision of remuneration of Councilors/Mayors travelling and pensions;
- Collaborates in the monitoring of policies and activities as it relates to street lighting administration;
- Ensures that any investigation or complaint with respect to the performance of Agencies is carried out and provide an avenue for redress;
- Examines and makes recommendations to the Permanent Secretary in respect to overseas travel by Councilors and Officers attached to the Local Authorities and staff within Agencies.

***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiate corrective actions wherever necessary to improve performance and/or established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division and recommends transfers, promotion, termination and leave in accordance with established human resource policies and procedures;
- Develops and implements, in collaboration with the Human Resource Department, a programme of Succession Planning for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Performs any other related duties that may be determined by the Permanent Secretary from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Strong leadership skills;
- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Proficiency in the use of relevant computer applications;
- Sound judgement and integrity/ethics exercised in the performance of duties.

***Functional:***

- Excellent working knowledge of the operations of Government;
- In depth knowledge of Local Government and local governance matters and, in particular, the Government of Jamaica's Local Government related programmes and activities;
- Excellent analytical, diagnostic and constructive thinking skills;
- Excellent research capability and ability to create, compose and edit written material;
- Sound working knowledge of participatory techniques and stakeholders consultation;
- Ability to design, write and effectively communicate the requirement of complex processes to those involved in their management;
- Demonstrate initiative to solve operational issues;
- Excellent working knowledge of policy development skills, including research, evidenced based policy, formulation monitoring and evaluation processes;
- Working knowledge of Performance Management Systems, key outputs and performance indicators targets;
- A good working knowledge of policy formulation, monitoring and evaluation processes;
- The ability to think innovatively, analytically and constructively and be able to identify the correct causes of problems and their solutions;
- Have specific knowledge of Local Government Reform; principles and practices of modern public administration and development; Decentralized Processes; Municipal Services Operations; Relationships with Local Authorities/Local and Central Government; involvement and participation of Non-Governmental Groups and civil society in local governance;
- Good working knowledge of the operations of the Local Authorities;
- Excellent knowledge of Performance Management Processes;
- Good understanding of monitoring and evaluation methods;
- Excellent knowledge of the Policy and Planning.

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

- Master's Degree in Management, Economics, Public Administration or related disciplines from a recognized tertiary institution;
- Five (5) years of professional experience as a Senior Director.

### **Special Condition Associated with the Job:**

- Will have to travel to various Local Authorities (Parish Councils and Municipality of Portmore), Towns and Communities throughout the island, as required.

## **3. Director, Employee Relations (GMG/SEG 1)**

### **Job Purpose**

Reporting to the Senior Director, Human Resource Management and Development, the incumbent is responsible for administering all Industrial Relations matters for the Ministry, Agencies and Local Government Authorities, for the promotion of good labour practices and harmonious relations between Management, Workers, Trade Unions and Associations.

### **Key Responsibilities**

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

- Participates in the design and development of the Operational and Work Plans for the Division;
- Prepares briefs for the Management Team on claims served by Unions/Associations;
- Monitors the implementation of Heads of Agreement;
- Disseminates information to staff on changes in the relevant Acts, Regulations, Codes and Laws;
- Advises the relevant persons on the proper procedures for carrying out negotiations and on Salary and Benefit Agreements;
- Advises on the operation of Industrial Awards and Agreements.

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

- Represents the Ministry at meetings relating to negotiations, conciliations and arbitrations;
- Participates in the preparation of briefs on wage claims for submission to the relevant authorities;
- Prepares briefs for the Permanent Secretary and other Senior Officers;
- Conducts research and processes all Industrial Relations matters;
- Provides professional guidance and advice as required;
- Co-ordinates and chairs meeting at the local level on claims that do not have service wide implications;
- Studies and interprets relevant Industrial Legislation (the laws which are formulated by parliament to control industrial practices in the workplace);
- Keeps information up to date on changes to Labour Laws, Arbitration Decisions and anything that may affect Union and Management Relations;
- Examines and attempts to resolve Industrial Disputes and Grievances in the workplace;
- Maintains good relationship between employer, unions and employees;
- Researches past Arbitration Decisions, grievances and analyzes their effect on pending negotiations;
- Liaises with the relevant Ministries, Departments, Agencies and Local Authorities on Industrial Relations matters;
- Prepares reports on meetings;
- Represents the Ministry at Employee Relations Meeting/Forum;
- Advises employees on HR policies and procedures;
- Administers HR policies and procedures consistently;
- Assists with the implementation of Succession and Performance Management Programmes;
- Assists with the implementation of Job Evaluation Exercise;
- Investigates accidents and prepares reports for Management and other Local Authorities/Agencies;
- Ensures that Attendance Records are properly maintained throughout the Ministry;
- Administers employee benefits and welfare programmes (health, pension, employee assistance) within established guidelines;
- Prepares and analyzes Attendance Reports and recommends strategy for improving tardiness and absenteeism, where necessary;
- Develops and maintains an up-to-date manpower inventory;
- Assists with the processing of applications for recruitments;

- Assists with the Orientation Programme for new employees.

***Human Resource:***

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required Training and Development Programmes;
- Participates in the recruitment of staff for the Ministry and recommends transfers, promotion, termination and leave, in accordance with established Human Resource policies and procedures;
- Develops and implements in collaboration with the Human Resource Department, a Programme of Succession Planning for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goal;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills, and Competencies**

***Core:***

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Good customer relations skills;
- Excellent integrity and ethics exercised in the performance of duties;
- Strong negotiating skills.

***Functional:***

- Excellent knowledge of Government policies and procedures;
- Sound knowledge of contemporary Human Resource Management practices;
- Strong research and analytical skills;
- Excellent decision making and judgment skills;
- Ability to think creatively;
- Good knowledge of the various Local Government Laws and Systems;
- Good knowledge of Jamaican Labour Laws;
- Sound knowledge in the use of computer applications.

**Minimum Required Qualification and Experience**

- First Degree in Public Administration, Management Studies or other similar field from a recognized tertiary institution;
- Three (3) years' experience in a related field;
- Experience in the field of Industrial Relations would be an asset.

**4. Payroll Manager (FMG/PA 1)**

**Job Purpose**

Reporting to the Director, Financial Accounts, the incumbent is responsible for administering the preparation of salaries for the Ministry in accordance with the relevant Acts and guidelines.

**Key Responsibilities**

***Management/Administrative:***

- Participates in the development of the Operational/Work Plans and Budget for the Unit;
- Ensures that incidences of overpayment, underpayment are eliminated and that proper controls exist for early detection of errors;
- Provides information and answers to queries in relation to salaries;
- Ensures that salaries and all deductions are paid on time in accordance with the relevant Acts;
- Ensures that annual returns such as income tax, NIS, NHT and Education Tax are made promptly at the end of the year;
- Oversees a record management system;



**Technical/Professional:**

- Reviews incoming files, memos, circulars and other correspondence related to the payment of salaries, to establish their validity and dispatch to staff with any necessary clarification or explanation;
- Reviews and checks Payroll Register for the monthly and fortnightly payroll to ensure the accuracy of the totals and the completeness of data posted to the system;
- Checks and reconciles Payroll Register against on and off Control Register for monthly and fortnightly paid staff;
- Certifies Payroll after carrying out all checks deemed necessary;
- Conducts detailed checks on all payment records, to ensure compliance with internal controls systems, procedures and financial regulations governing the payroll process;
- Uploads employees salary on the electronic banking (e-link) system;
- Prepares Annual returns, letters and information for past and present employees;
- Prepares adequate responses to audit queries and observations related to the payroll process;
- Ensures annual statutory returns are submitted to the relevant authority within established due date;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Prepares the finance directorate Estimate of Expenditure in respect of personal emoluments for staff and submit to the Director, Financial Accounts for review;
- Verifies the accuracy and legitimacy of amounts to be paid and certifies relevant payment vouchers and ensures disbursement of cheques on deduction listings;
- Ensures that statutory returns are remitted in accordance with the relevant statutory regulations by the established due date for the submission of the returns;
- Assists Programme Managers/Unit Heads with the development of their programme budget for personal emoluments by providing relevant information;
- Liaises with Human Resource Management Department and maintains up-to-date records of employment particulars of all staff whose salaries are paid by the Department;
- Liaises with other Ministries and Departments in respect of transfer of personnel and refund of salaries and any other pertinent information on the employee being transferred;
- Assists relevant staff in the ministry to obtain detail of staff salary, expenditure for the preparation on Annual Budgets and other management information reports;
- Prepares Annual Wage Bill Reports;
- Ensures adequate controls for the proper maintenance of all salaries and related records;
- Trains members of staff on all the complexities and intricacies regarding the computation of salaries and allowances.

**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 communication and delegation;
- Provides guidance to staff through mentoring and coaching;
- Ensures that staff is aware of and adhere to policies, procedures and regulations of the Ministry and Public Service;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Good customer relations skills;
- Sound integrity/ethics exercised in the performance of duties.

**Technical:**

- Excellent analytical and judgment skills;
- Excellent leadership skills;
- Excellent planning and organizing skills;
- Good problem-solving skills;
- Excellent knowledge in payroll preparation;
- Good knowledge of accounting principles, standards and techniques;
- Sound knowledge of laws, regulations and other relevant instructions governing the financial and operational aspect of the organization;
- Sound knowledge in the use of technology.

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

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 3; **or**
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University;

### **5. Senior Administrator (GMG/AM 4) (Pension Administration)**

#### **Job Purpose**

Reporting to the Director, Pension Administration the incumbent is responsible for providing administrative support and co-ordinating pension (Superannuation activities) within the Local Authorities including Mayors and Councillors, in keeping with established Superannuation policies and guidelines and in accordance with the relevant Acts and Regulations.

#### **Key Responsibilities**

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

- Participates in the development of Operational and Work Plans;
- Co-ordinates the preparation and processing of Superannuation within the Local Authorities;
- Examines pension documents to ensure conformity with Pensions Act;
- Checks advances and alimentary allowances for pensioners within the Local Authorities;
- Checks quantum of Pre-retirement Leave for pensioners including Mayors and Councilors within the Local Authorities;
- Checks pension submissions and computations;
- Disseminates information to the Local Authorities on changes in the Pension (Parochial Officers) Act;
- Ensures the preparation and dispatchment of advice letters to Local Authorities and relevant stakeholders;
- Prepares and submits letters of award to the Local Authorities and the relevant stakeholders;
- Prepares monthly pension reports;
- Collaborates with the Director in providing Pension Administration training;
- Participates in the identification and giving of advice to Officers to be retired in the Local Authorities;
- Prepares Pension Computation and Submissions and forward to the Cabinet for approval of pension/gratuity;
- Prepares reports on pension audits conducted within the Local Authorities;
- Performs any other related duties that may be determined time to time.

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

#### ***Core:***

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Good leadership skills;
- Good integrity/ethics exercised in the performance of duties.

#### ***Functional:***

- Excellent knowledge of the Public Service Regulations and Pension (Parochial Officer) Act;
- Proficiency in the use of relevant computer applications;
- Sound problem-solving and organizing skills.

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

- First Degree in Management Studies or Public Administration from a recognized institution;
- Training in Pension Administration;
- Three (3) years' experience in the related field.

### **Special Conditions Associated with the Job:**

- Travel to Local Authorities;
- Travel to the Ministry of Finance and the Public Service;
- Pressured working conditions with numerous critical deadlines.

## **6. Paralegal Officer 1 (PLG/LS 4)**

### **Job Purpose**

Under the general direction of the Senior Paralegal, the Paralegal Officer is responsible for providing administrative and legal support to Legal Officers responsible for the Housing Portfolio, by creating and maintaining support systems and processes which assist the work of the Legal Officers.

### **Key Responsibilities**

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

- Assists in the preparation of legal documents, under the guidance of the Paralegal and Legal Officers;
- Drafts all legal documents – sale agreements, lease agreement, instruments of transfer etc. relating to the sale or lease of property;
- Liaises with external clients to track the progress of sale agreements to ensure timely completion;
- Liaises with external clients to track the progress of lease agreements and ensure timely completion;
- Ensures retention schedules for legal documents/files relating to land sub-divisions and housing developments are strictly adhered to and files are stored securely and easily retrievable;
- Liaises with National Land Agency and other Departments as required when conducting searches for land titles and ensures documents received are checked for accuracy;
- Serves as liaison with other GOJ entities including LAMP, Local Authorities and NLA;
- Conducts research into legislation and other sources of law as directed;
- Meets with walk-in clients and assists in providing updates on their matters before escalating;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents in preparation for legal hearings and consultations;
- Provides information to stakeholders and other parties subject to maintaining confidentiality and/or upon the instructions of the Legal Officers where necessary;
- Processes general inquiries and requests as directed;
- Maintains the files and records in a confidential, secure and reliable manner in accordance with established Records Management principles to ensure expeditious retrieval of files.

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

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.
- Performs any other related duties that may be assigned from time to time.

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

#### ***Core:***

- Good interpersonal and team management skills;
- Good oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Good planning and organizing skills;
- Good judgment and decision-making skills;
- Proficiency in the use of relevant computer applications.

#### ***Technical:***

- Basic knowledge of the English Legal System, including Commercial, Criminal and Civil Proceedings;
- Good knowledge of conveyancing practices;
- Good knowledge of drafting legal documents;
- Good knowledge of legal research and methods;

- Working knowledge of GOJ operations and Public Sector issues;
- Working knowledge of relevant computer systems and their applications.

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

- Training OR Qualification in Legal or Paralegal Studies;
- Five (5) CSEC subjects including English Language;
- Three (3) years' experience in a law office or legal environment.

### **Special Conditions Associated with the Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally to attend conferences, seminars and meetings.

## **7. Executive Secretary (OPS/SS 4)**

### **Job Purpose**

Reporting to the Senior Director, the incumbent is responsible for providing administrative and secretarial service to ensure that the office is operated in a most effective and efficient manner, by controlling and monitoring all documents, files and communication.

### **Key Responsibilities**

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

- Receives, opens, sorts and distributes incoming correspondence and materials;
- Maintains an electronic date retention and tracking system;
- Develops and maintains a filing system that facilitates easy access, retrieval and security of files;
- Reviews and checks correspondence and reports prepared for the Senior Director's signature, to ensure that all pertinent matters have been investigated;
- Prepares interim replies to correspondence of a routine nature and composes for signature replies to public complaints or other matters that have no impact on policy decision;
- Prepares for the Senior Director's signature, letters of appointments and appreciation;
- Types Cabinet Submissions, Speeches and Budget presentation;
- Takes dictation and transcribes Minutes of meetings and distributes to the relevant officers;
- Prepares weekly itinerary and maintains an appointment diary/calendar to facilitate smooth and effective communication between the Senior Director and internal/external customers;
- Coordinates arrangements and preparation for meetings chaired by the Senior Director;
- Monitors telephone calls, appointments and visitors to the Office;
- Seals and dispatches secret and classified correspondence;
- Follows-up on files and correspondence leaving the Office;
- Provides prompt, efficient and effective delivery of support services;
- Performs any other related duties that may be assigned from time to time.

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

#### ***Core:***

- Excellent oral and written communications skills;
- Good interpersonal and customer relations skills;
- Excellent planning and organizing skills;
- Excellent integrity/ethics exercised in the performance of duties.

#### ***Functional:***

- Proficiency in the relevant computer skills;
- Excellent shorthand and typing/writing skills;
- Good knowledge of filing systems and methods;
- Excellent knowledge of protocol for meetings.

### **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 five (5) years' general office experience;

**OR**

- Graduation 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 five (5) years' general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficiency 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 five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

## **8. Commitment Control Officer (FMG AT 1)**

### **Job Purpose**

Reporting to the Director, Management Accounts, the incumbent is responsible for the preparation of the Commitment Control Register.

### **Key Responsibilities**

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

- Participates in the allocation of carry-on warrant based on inescapable expenditure and participates in the allocation of the approved budget in accordance with initial commitment plans;
- Maintains a detailed commitment control register for programmes/activities within the Ministry in two parts, to indicate the funds available under the plan of priorities, the payment made, the un-discharged commitment and the balance available on the voted provisions and on the warrants;
- Blocks figures to various activities, as required;
- Examines commitment requisition from Programme Managers against available cash and commitment planning and enters in registers if commitment is in order or advises the Director of insufficient funds when necessary;
- Enters discharge when payment of commitments are processed and posts all expenditure vouchers to register, providing progressive balances;
- Submits monthly or weekly analytical reports to the relevant officers to enable the review of un-discharged commitment (including unpaid bills) against the warrant issued to date and against likely future warrant releases based on the pattern of releases to date;
- Assists with inserting information on FINMAN, to generate Commitment Vouchers;
- Inserts Vote-on to generate Journal Vouchers;
- Assists with return funds to various activities when balances remain on the FINMAN System and amounts will not be utilized;
- Assists with posting of commitment and warrant allocations on FINMAN for all Heads of Estimates;
- Advises the Commitment Control Officer when a payment needs to be directly paid;
- Prepares monthly departmental status reports for Programme Managers on the funds available under their respective programmes to facilitate decision making;
- Inserts cash on FINMAN/current capital A and B;
- Prepares monthly reports of undischarged commitments to Programme Managers in order to ascertain the need for returning funds to the relevant activities;
- Posts the commitments, warrant allocations and other journals on the FINMAN for all Heads of Estimates.
- Performs any other related duties that may be assigned from time to time.

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

#### ***Core:***

- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Good customer relations skills;
- Sound integrity/ethics exercised in the performance of duties.

#### ***Functional:***

- Excellent technical skills;

- Excellent planning and organizing skills;
- Skilled in operating a computerized accounting system

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

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

## **9. Administrative Assistant (GMG/AM 2)**

### **Job Purpose**

Reporting to the Director, Employee Relations, the incumbent is responsible for providing assistance in directing and controlling the administrative functions, so as to ensure effective management and implementation of all activities of the Unit in keeping with its objectives.

### **Key Responsibilities**

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

- Receives, opens, sorts and distributes incoming correspondence and other materials/documents;
- Maintains an electronic data and retention tracking system;
- Acknowledges, conducts research for relevant information and prepares replies as instructed;
- Develops and maintains a filing system to facilitate easy access and retrieval;
- Reviews and checks correspondence and reports prepared for signature and ensures that all pertinent matters have been dealt with;
- Maintains an appointment diary to facilitate smooth and effective communication between the manager and internal/external customers;
- Scrutinizes all correspondences for deadlines and follow-up action;
- Provides information concerning the Unit to related Agencies, officers and consultants;
- Participates in researching documents, regulations and other materials to provide basic information to the Director and other Office Managers in the Unit in preparation of Work Plans, meetings and assignments;
- Provides prompt, efficient and effective delivery of support services;
- Takes and transcribes Minutes of meetings and distributes to the relevant officers;
- Participates in organizing/arranging training sessions with persons from the Local Authorities, the Ministry and related Agencies;
- Contacts officials within Local Authorities, related Agencies and other Ministries requesting information as instructed;
- 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;
- Good interpersonal skills;
- Good customer relations skills.

#### ***Functional:***

- Proficient in the relevant computer applications;
- Sound knowledge of filing systems and methods;
- Good initiative and analytical skills.

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

- Associate Degree in Business Administration or Business Studies from a recognized tertiary institution or equivalent qualifications;
- Three (3) years' experience in a similar capacity

## **10. Assistant Human Resource Officer (GMG/AM 2) (Staffing)**

### **Job Purpose**

Reporting to the Director of Staffing, the incumbent processes staffing activities and employee benefits.

### **Key Responsibilities**

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

- Prepares Submission for presentation at the Human Resource Executive Management Committee (HREMC);
- Prepares various advisory letters to all employees within the Ministry for example, appointment/acting/secondment/transfer/release;
- Requests P45 and Salary Particulars from Ministry/Departments/Agencies for staff members being assigned to the Ministry;
- Prepares letters of request for indebtedness/bankruptcy status from various institution, for instance, Jamaica Civil Service Association (JCSA);
- Provides assistance with the Recruitment and Selection process;
- Prepares memorandum such as acting/temporary employment for the Permanent Secretary's approval;
- Prepares memorandum such as acting/temporary employment for salary payment subsequent to the receipt of the Permanent Secretary's approval;
- Prepares letters to the National Intelligence Bureau for background checks to be conducted on new employees joining the Ministry;
- Prepares monthly reports;
- Schedules appointments for first appointees;
- Prepares Job Letters for Embassies, Banks and other organizations;
- Prepares documents for the completion of interim and final probationary period;
- Schedules medical examination appointments and notifies officers;
- Maintains and updates acting allowance log;
- Performs any other related duties that may be assigned from time to time.

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

#### ***Core:***

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Good customer relations skills;
- Good integrity/ethics exercised in the performance of duties.

#### ***Functional:***

- Proficiency in the relevant computer applications;
- Sound problem-solving and organizing skills;
- Sound judgment and initiative;
- Sound planning and organizing skills.

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

- Certificate in Public Administration or Human Resource Management; **Or**
- Diploma in Public Administration or Human Resource Management;
- Two (2) years' experience in the related field.

## **11. Assistant Administrator (Pension Administration) (GMG/AM 2)**

### **Job Purpose**

Reporting to the Director, Pension Administration the incumbent processes separation benefits (Superannuation) within the Local Authorities including Mayors and Councillors in accordance with the relevant Acts and Regulations.

## **Key Responsibilities**

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

- Participates in the development of Work Plans;
- Disseminates information to the Local Authorities on changes in the Pension (Parochial Officers) Act;
- Examines Pension documents to ensure conformity with Pension Acts;
- Calculate the quantum of Pre-retirement leave for Officers in the Local Authorities including Mayors and councillors;
- Calculates and prepares advance and allowances for Pensioners within the Local Authorities;
- Prepares and dispatches advice letters to the Local Authorities and the relevant stakeholders;
- Prepares and submit letters of award to the Local Authorities and the relevant stakeholders;
- Performs any other related duties that may be assigned from time to time.

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

### ***Core:***

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Good integrity/ethics exercised in the performance of duties.

### ***Functional:***

- Excellent knowledge of the Public Service Regulations and Pension (Parochial Officer) Act;
- Proficiency in the use of relevant computer applications;
- Sound problem-solving and organizing skills.

## **Minimum Required Qualification and Experience**

- Certificate in Management Studies or Public Administration from a recognized institution;
- Training in Pension Administration;
- Two (2) years' experience in the related field.

## **Special Conditions Associated with the Job**

- Travel to Local Authorities;
- Travel to the Ministry of Finance;
- Pressured working conditions with numerous critical deadlines.

## **12. Customer Service Officer (GMG/AM 1)**

### **Job Purpose**

Reporting to the Asset and Office Manager, the incumbent is responsible for providing and maintaining effective and efficient service to the Ministry's customers, in accordance with the Citizens Charter.

## **Key Responsibilities**

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

- Logs visitors in and out of the Ministry and issues security passes;
- Screens and directs customers and calls to the relevant officers;
- Resolves complaints and refers grievances to the designated Divisions for investigation;
- Follows-up on complaints received by the Ministry to ensure that issues are resolved;
- Responds to customers' enquiries regarding the services provided by the Ministry, or directs queries to the relevant Departments, Agencies or Local Authorities;
- Resolves customers' enquiries as it relates to service standards;
- Monitors Suggestion Box to ensure that complaints/suggestions are noted and dealt with;
- Participates in conducting Customer Service Survey to ascertain the quality of service being extended to the public;
- Attends Customer Service workshops organized by the Public Sector Modernization Unit for Customer Service Officers within the Local Authorities;
- Performs any other related duties that may be assigned from time to time.



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

#### ***Core:***

- Excellent oral and written communication skills;
- Good interpersonal skills;
- Good customer quality focus;
- Good integrity/ethics exercised in the performance of duties.

#### ***Functional:***

- Good knowledge of the services provided by the Ministry, and its portfolio responsibilities;
- Sound knowledge of the Citizen's Charter;
- Proficiency in the relevant computer applications;
- Good decision-making skills;
- Good judgment and initiative.

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

- Certificate/Diploma in Customer Service from a recognized tertiary institution;
- One (1) year experience in a similar capacity.

### **13. Driver (LMO DR 1) - (2 posts)**

#### **Job Purpose**

Reporting to the Transport Manager, the incumbent is responsible for providing support to the Administration and Facilities Management Unit by transporting Office Attendants to deliver and collect correspondence and goods to and from the various private and public sector organizations within the corporate areas on a daily basis. The individual is also responsible for transporting officers to meetings when required within the corporate and rural areas.

#### **Key Responsibilities**

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

- Transports the Office Attendants to deliver and collect correspondence and goods on behalf of the Ministry and from private and public sector organizations;
- Transports officers employed to the Ministry to meetings when required in Kingston and rural areas;
- Participates in unloading of equipment and goods from vehicles;
- Participates in the setting up of equipment where necessary or as is required;
- Transports assigned officers to financial institutions to lodge cheques for salary payments and deliver statutory and voluntary deductions as instructed;
- Takes Government vehicles on behalf of the Ministry to the Transport Licensing Authority (Examination Depot) for the Certification of Fitness to be granted;
- Takes Government vehicles to the Directorate of Electrical and Mechanical Services (DEMS) at the National Works Agency for inspection and obtain final approval for repairs;
- Updates the daily assignment motor vehicle logbook as it relates to duties carried out;
- Reports to the Transport Manager any mechanical/electrical malfunctioning of the vehicles;
- Reports all minor and major accidents involving the Ministry's vehicles;
- Participates in disaster response programmes by assisting the attendants in closing storm shutters, preparing emergency facilities, and transporting officers and equipment;
- Recommends areas for cost containment and reduction
- Performs any other related duties that may be assigned from time to time.

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

#### ***Core:***

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Good customer relations skills;
- Good integrity/ethics exercised in the performance of duties.

#### ***Functional:***

- Certification of competence from DEMS;
- Well mannered;
- Conscientious and flexible;
- Good work ethics;
- Good deportment.

**Minimum Required Qualification and Experience**

- Secondary/High school graduate;
- Three (3) years' driving experience (accident free).

**Special Conditions Associated with the Job:**

- Must possess a General Driver's License;
- Required to drive to rural areas when required.

Applications accompanied by résumés should be submitted **no later than Thursday, 2<sup>nd</sup> May, 2024 to:**

Senior Director  
Human Resource Management and Development  
Ministry of Local Government and Community Development  
61 Hagley Park Road  
Kingston 10

Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.gov.jm)

**ONLY PERSONS WITH THE REQUISITE QUALIFICATIONS AND EXPERIENCES ARE TO APPLY.**

**PERSONS WHO PREVIOUSLY APPLIED FOR THE FOLOWING POSTS NEED NOT APPLY.**

- Senior Director Agency Liaison and Monitoring (GMG/SEG 4)
- Senior Administrator (Pension Administration) (GMG/AM 4)
- Director Employee Relations (GMG/SEG 1)
- Assistant Administrator (Pension Administration) (GMG/AM 2)
- Driver (LMO DR 1) (Contract)

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