



## 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. 207**

### **OSC Ref. C. 5850<sup>16</sup>**

17<sup>th</sup> May, 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. **Director, Housing Policy and Research (GMG/SEG 4) (Housing Policy Research and Monitoring Branch) - (Vacant)**, salary range: \$6,333,301 to \$8,517,586 per annum.
2. **Senior Engineer, Designs Pavements & Hydrology (SOG/ST 7) (Technical Audit and Special Projects Branch) (Not Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.

#### **1. Director, Housing Policy and Research (GMG/SEG 4)**

##### **Job Purpose**

The incumbent is required to provide support to the Senior Director and lead the development, amendment and implementation of housing policies, strategies, action plans and legislation. The incumbent is also required to recommend new policy initiatives and legislative provisions and assess congruence with international agreements. In addition, this job involves providing oversight for the undertaking of all research activities to inform the development of effective policies, legislation, programmes and strategies. This position also provides oversight and technical support for the development of Cabinet Submissions, Cabinet Notes, Ministry Papers, and other position papers, as well as provide technical and general information to the Minister, Permanent Secretary and Chief Technical Director as directed.

##### **Key Responsibilities**

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

- Develops and co-ordinates the preparation of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Organizes meetings, seminars, workshops, and international conferences;
- Prepares and oversees preparation of reports to the Ministers, Permanent Secretary, Chief Technical Director, Agencies, local and international organizations as directed;
- Co-ordinates actions arising from decisions of Steering Committees;
- Represents the Ministry at local, regional and international meetings, conferences, workshops, and seminars/fora, for example, the National Homelessness Committee, Caribbean Urban Forum, UN-Habitat Sessions and MINURVI;
- Assists with the recruitment of suitable staff;
- Conducts staff performance evaluation.

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

- Develops, reviews and amends policies to effectively address housing needs and other related issues, for example, the National Housing Policy and Implementation Plan, Housing Public Private Partnership Policy;
- Develops, reviews and amends legislation and regulatory proposals, for example, the Housing Act, Rent Restriction Act and Mortgage Insurance Act, Architect Registration Act and the Port Royal Brotherhood Act;
- Facilitates, encourages and conducts stakeholders' consultation in the formation of policies and legislations via public meetings;
- Undertakes risk assessments to inform policy and legislations;
- Liaises with Ministries Departments and Agencies (MDAs) e.g. National Housing Trust (NHT), Housing Agency of Jamaica Limited (HAJL), Jamaica Mortgage Bank (JMB) etc. to achieve coordination, collaboration and integration of government policies;
- Provides policy advice to the Minister(s), Permanent Secretary and Chief

- Technical Director through briefs, reports and meetings;
- Prepares highly technical documentation such as Cabinet Submissions, Cabinet Notes, Ministry Papers etc.
- Reviews and finalizes Cabinet Submissions, Cabinet Notes, Ministry Papers etc. drafted by Policy Officers;
- Attends Cabinet Committee meetings (Infrastructure, Legislative etc.) to justify Submissions for Cabinet's approval as required;
- Prepares the Ministry's Policy Register and Legislative Agenda to inform GOJ's National Registry;
- Facilitates the preparation of Country Reports for UN Habitat/UN ECLAC/MINURVI, for submission to the Ministry of Foreign Affairs and Foreign Trade, as well as the Ministry's delegation to those meetings;
- Co-ordinates and undertakes research on the country's human settlement agenda to inform policies, legislations, and position papers at the local, regional, and international levels;
- Co-ordinates the undertaking of socio economic and market surveys, via primary data collection methodologies;
- Co-ordinates and undertakes research to provide response to questions posed in the Houses of Parliament;
- Reviews Draft Socio-economic reports and provides comments to inform finalization of reports prepared by the Research Team;
- Participates in the Ministry's programme development and service delivery exercises;
- Undertakes requisite activities (research, documentation of information and design of programmes) to facilitate the implementation of signed international agreements relating to housing;
- Investigates and responds to public queries regarding settlement issues and problems;
- Co-ordinates, develops, and facilitates technical assistance for special projects being undertaken by the Section;
- Reviews Annual Reports and other progress reports submitted by Portfolio Agencies to inform submissions to Cabinet and tabling of reports in the Houses of Parliament, as necessary;
- Participates in the review of proposals submitted to the Ministry to undertake housing developments and provides written comments where necessary;
- Co-ordinates, prepares, and finalizes technical advice/response to requests from MDAs on policies, legislation, Cabinet Submissions, Notes and other official documents being drafted, to inform finalization of same;
- Assists in the provision of policy direction to Agencies (e.g. HAJL, JMB, UDC, Factories Corporation of Jamaica, Agro-Investment Corporation) under the ambits of the Ministry and other stakeholders;
- Participates in media interviews relating to the housing sector.

### ***Human Resources***

- 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 reviews the Section'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 Division, 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 Unit, 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 Unit;
- Serves on various committees internal and external to the Ministry;
- Performs other related duties as assigned from time to time.

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

### ***Core***

- Excellent leadership skills
- Excellent research and analytical skills
- Good interpersonal and people management skills
- Ability to analyze and interpret changes in the economic, political and social environment
- Excellent written and oral communication skills
- Excellent planning and organizing skills
- Excellent problem-solving skills
- Initiative
- Ability to lead and work as a team
- Ability to cope under pressured working condition and meet deadlines

### ***Technical***

- Excellent knowledge of Government's policy formulation, parliamentary procedures, legislative process, GOJ's Policies and Procurement Guidelines.
- Knowledge of programme monitoring and evaluation processes
- Knowledge of the operations of Government and Portfolio Agencies
- Knowledge of economic and social policies
- Sound knowledge of international trends and the changing environment.
- Risk Assessment Skills
- Sound knowledge of planning and policy development
- Competence in the preparation of Cabinet Submissions, Notes, Ministry Papers and Position Papers
- Sound knowledge of research methodologies
- Excellent analytical skills
- Competence in the preparation of technical reports
- Competence in the use of relevant computer applications including various analytical tool.
- Strong research and consultative skills

## **Minimum Required Qualification and Experience**

- Master's Degree in Planning, Development Studies or Earth Sciences
- Training in Policy Formulation and Management would be an asset
- Training in Supervisory Management would be an asset
- Four (4) years related work experience.

**OR**

- Bachelor's Degree in any one of the following; Development Studies, Urban and Regional Planning, Policy Development or related field
- Training in Policy Formulation and Management would be an asset
- At least six (6) years' experience in a similar capacity

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

- Pressure from various stakeholders with an interest in the Housing Sector.
- Extended working hours including selected weekends.
- Working in volatile communities

## **2. Senior Engineer, Designs Pavements & Hydrology (SOG/ST 7)**

### **Job Purpose**

Under the direction of the Senior Director, Technical Audit and Special Projects, the Senior Engineer, Designs, Pavements & Hydrology is responsible for providing technical advice on drainage and pavement design standards, specifications and workmanship for maintenance, rehabilitation and new construction of works carried out by the National Works Agency (NWA) and other implementing organizations. In addition, the Senior Engineer conducts monitoring and evaluating activities during and after the construction phase of said works to ensure that the scope of works are completed in accordance with contract documents and agreed/established work standards.

## **Key Responsibilities**

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

- Maintains a daily log of monitoring activities to track project progress and to verify that project schedules and outputs are achieved;
- Prepares, reviews and submits progress and other reports as required, and ensures timely submission of all documents/information to the Head of the Unit;
- Attends technical meetings and other fora as required;
- Contributes to the preparation of the Unit's Operational Plan and Budget;
- Contributes to the review/ development of operating standards and procedures to guide the unit.

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

- Evaluates design standards and technical specifications for road infrastructure construction, rehabilitation and maintenance to determine the technical, financial and economic feasibility of methods of construction and workmanship, and provide technical advice to the management of the fund;
- Carries out engineering studies, appraises technical procedures and regulations and makes recommendations where appropriate;
- Assists in identifying operational system deficiencies and recommends effective solutions to the Senior Manager, Technical Services;
- Co-ordinates and conducts site visits islandwide ensuring the inputs of all key stakeholders on road works and infrastructure development projects to:-
  - Ensure works are completing according to design, budget, time and schedule;
  - Ensure the procedures and materials used conform to established specifications;
  - Ensure accuracy of dimensions of structural installations and layouts, and recommends corrective action where necessary to meet desired results;
  - Act as the quality control and assurance to ensure that the project objectives are met;
  - Ensure that all the construction safety rules and regulations are being observed;
  - Carry out follow-up inspections as necessary;
- Investigates and resolves issues/problems that may arise utilizing appropriate conflict resolution approaches, and ensures that all relevant parties are consulted to avoid delays in project completion;
- Contributes to the design process of projects and provides technical advice on industry standards and practice;
- Provides support in conducting research to garner information for the preparation of development plans and/or to inform the internal planning process;
- Provides advice/guidance to the Senior Director on technical matters including design standards, specifications and scope of work;
- Provides advice/guidance to the Head of the Unit on technical matters including design standards, specifications and scope of work;
- Monitors work in progress using appropriate tools and mechanisms for quality control and provides timely feedback to the Manager;
- Carries out engineering studies, appraises technical procedures and regulations and makes recommendation where appropriate.

### ***Human Resource***

- Assists with providing guidance to ensure efficiency and effectiveness;
- Identifies skills/competency gaps and contributes to the development of staff;
- Participates in the recruitment of staff as needed.

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

### **Core**

- Excellent written and oral communication skills
- Mediation skills
- Decision making skills
- Problem solving skills
- Leadership
- Management and supervisory skills
- Interpersonal skills
- Good time management skills

- Analytical skills

#### **Technical**

- Knowledge in Project Management techniques and tools
- Sound understanding of Drainage and Pavement design techniques
- Sound knowledge of Hydrology

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

- B.Sc in Civil Engineering or equivalent qualification;
- Certification in Project Management;
- Knowledge of relevant computer applications including CAD, GIS and Microsoft Projects;
- Five 5 years' engineering and project management and infrastructure design experience.

#### **Special Conditions Associated With The Job**

- Islandwide travelling to conduct site visits;
- Exposure to conditions related to the construction industry such as (noise, disruptive conditions, dust, heat, unsociable behaviour.

Applications accompanied by résumés should be submitted **no later than Friday, 31<sup>st</sup> May, 2024 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
The Towers, 25 Dominica Drive  
Kingston 5.**

Email: [human.resources@megic.gov.jm](mailto:human.resources@megic.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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**