



CIRCULAR No. 204
OSC Ref. C. 5850¹⁵

15th 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 **Real Estate Authority of Jamaica (REAJ)/Real Estate Board:**

- 1. Inspector, Real Estate Dealers (Investigations) (Level 8) (Three Month Contract) (Not Vacant),** salary range \$5, 198,035- \$6,990,779 per annum.
- 2. Chief Accountant (Level 8) (Three-year Contract) (Vacant),** salary range \$5,198,035- \$6,990,779 per annum.
- 3. End User Support Officer (Level 6) (Three-year Contract) (Vacant),** salary range \$2,803,771 - \$3,770,760 per annum.

1. Inspector, Real Estate Dealers (Investigations)

Job Purpose

Under the supervision of the Senior Inspector(Real Estate Dealers and Developers), the Inspector (Investigation) contributes to the regulation and monitoring of the operations of real estate dealers, developers and salesmen across Jamaica in accordance with relevant GoJ policies and real estate legislations, specifically the Real Estate (Dealers & Developers) Act. Specifically, the incumbent applies surveillance techniques to detect, and produce evidence on, breaches of the Act for referral to the Authority for prosecution and other corrective actions.

Key Responsibilities

Technical/Professional:

- Engages in overt and covert islandwide surveillance to detect new or assess known breaches of the relevant Act, including unregistered development schemes, and to gather and supply evidence to facilitate prosecution of the perpetrators. This involves:
 - Co-ordinating the compilation of evidence and preparation of documents for court hearings;
 - Testifying on behalf of purchasers during court hearings;
 - Providing information to the police regarding matters that require their intervention.
- Validates applications from persons seeking to register as a real estate dealer, salesmen or developers or wishing to effect any change to their status by:
 - Checking and confirming relevant documentation supplied e.g. police records, bankruptcy statements, titles, proof of payment of fees and relevant approvals from the Municipal Corporation;
 - Conducting interviews to sensitize applicants of their responsibilities and the expectations of the REA, and to clarify items on their application;
 - Conducting site visits to confirm information on application forms;
 - Identifying and highlighting problematic areas regarding applications and making recommendations for resolution where possible.
- Facilitates the registration of developers by checking/monitoring the Municipal Corporation's sub-division and Building Register, as well as permits and licences from NEPA and the relevant Minister's office; and also notifying potential developers of the requirements under the Act;
- Ensures that Letters of Registration to developers, dealers and salesmen and Registration Certificates to dealers and salesmen are prepared and issued as directed;
- Vets applications from developers for the consent or discharge of the REAJ's interest in their property as a mortgagee, and makes recommendations;
- Examines, monitors and prepares reports on the operations of dealers and salesmen vis-à-vis the provisions of the Act and Regulations, to promote compliance.

- Examines and monitors the operations of real estate developers/vendors to ensure they comply with the provisions of the relevant Act and regulations by:
 - Visiting the offices of developers to ensure that required records are being maintained;
 - Ensuring that requirements in relation to reporting of lodgements to trust accounts, withdrawal of client's funds, execution of contracts and, where applicable, execution of a mortgage in favour of the Authority are met;
 - Verifying that subdivisions and housing units are complete by checking Partial Completion Certificates (PCCs) against site observations;
 - Preparing written reports on each inspection visit.
- Assists with the monitoring of dealers, developers and salesmen to ensure compliance with POCA and the Terrorism Prevention Act;
- Monitors publications and advertisements to detect illegal operators engaging in real estate business and development schemes; to determine whether registered real estate practitioners are compliant with provisions of the Act and regulations, and to identify issues that may affect the interests of a practitioner, a development scheme or the public at large;
- Conducts routine investigations of breaches of the relevant Act as required, or as directed by the Senior Inspector Real Estate Dealers and Developers;
- Responds to queries and information requests from industry personnel and members of the public;
- Receives, investigates and provides resolution to complaints from dealers, developers, salesmen, members of the public or other parties, as provided for under the relevant Act;
- Receives information on or identifies critical issues or breaches that will impact industry practitioners and the public at large, and follows-up with a written report;
- Contributes to the proper maintenance of the Registers of Salesmen, Dealers and Developers;
- Promotes the Authority's policies by making presentations at seminars, discussions and other fora to industry personnel and the public;
- Prepares documentation and other information to facilitate the resolution of either disputes among Salesmen, Dealers and Developers and/or their clients or appeals of decisions of the Authority.

Management:

- Develops individual Work Plan based on alignment to REAJ's overall plan;
- Prepares reports on activities as required;
- Updates computerized databases and utilizes the information as required;
- Undertakes any other duties that may be assigned by the Senior Inspector Real Estate Dealers and Developers.

Required Knowledge, Skills, and Competencies

Core:

- Strong interpersonal skills
- Strong oral and written communication skills
- Competence in public speaking/presentations
- Skilled at teamwork and co-operation
- Integrity

Technical:

- Sound knowledge of Surveying or Estate Management
- Sound knowledge of the Real Estate (Dealers & Developers) Act, the Registration (Strata Titles) (Amendment) Act, Gated Communities Act, Proceeds of Crime Act, Terrorism Prevention Act and other pertinent laws and practices related to the Real Estate Industry.
- Sound knowledge of the policies, procedures and legal framework of the Real Estate Authority.
- Sound knowledge of overt and covert surveillance techniques
- Good knowledge of court procedures
- Good knowledge of accepted/recognized monitoring and evaluation techniques
- Knowledge of current trends and practices in the Real Estate Industry
- Knowledge of GOJ legislative procedures
- Knowledge and use of relevant computer applications/ICT technologies
- Strong investigative/research, analytical and problem-solving skills, and judgement
- Dispute resolution skills.

Minimum Required Qualification and Experience

- First degree in Land Economy, Valuation Surveying (Estate Management) or equivalent qualification
- Training in Paralegal Studies and Investigative Techniques

- Two (2) years progressive experience in the Regulatory Sector, or in the armed forces at the level of an officer

OR

- An equivalent combination of qualifications & experience.

Special Conditions Associated with the Job

- May come in contact with difficult clients;
- Required to travel island wide to development schemes, dealer offices, municipal corporations and other approval agencies, Court offices, etc.

2. Chief Accountant (Level 8)

Job Purpose

Reporting to the Director, Finance and Accounting, the Chief Accountant manages the day-to-day operations of the Finance and Accounts Branch ensuring the effective, efficient and economical use of the organization's funds in the fulfilment of its corporate objectives. The incumbent oversees and assists in the implementation of the budget, ensuring a high standard of probity, propriety, regularity, transparency, accountability, the company's assets and value for money.

Key Responsibilities

Technical/Professional:

- Prepares and submits the budgets and cash flows in line with the guidelines of the Ministry of Finance and the Public Service, as well as in accordance with the organization's corporate plan, policy priorities and resource availability for review with the Director of Finance and Accounts for submission for approval;
- Assists with analysing the budget requests from the Divisions to determine that they reflect the level of allocations and guidelines established by the senior management team and are supported by realistic implementation plans where applicable;
- Assists in guiding the Division in the preparation of the narrative in support of the budgetary allocations, to ensure that it conforms with the specific purposes and performance indicators in the Corporate Plan;
- Supervises the preparation of payroll monthly;
- Manages the administration of monthly statutory payments and complete various annual returns;
- Ensures validity of the estimates of revenue, considering the reasonableness of the existing rates relative to current costs, trends of actual collection and any special factors that will affect future trends etc.
- Prepares Annual Estimates of Miscellaneous Revenues and/or Appropriations-in-Aid in the format stipulated by the Financial Secretary;
- Assists with the overall responsibility for cash management including:
 - Allocating the monthly and quarterly warrants in accordance with agreed priorities;
 - Implementing and maintaining an effective mechanism for containing expenditures within the warrant limits through a system of commitment, planning and control and communication;
 - Ensuring that appropriations-in-aid, if any, are fully realized.
- Monitors expenditure against approved budget and warrant allocation and implements mechanism to manage statutory and other approved deductions to prevent diversion of departmental revenue;
- Reviews on an on-going basis all bank accounts to ensure that there are no large idle cash balances;
- Reviews and approves monthly bank reconciliation for all operational bank accounts;
- Authorizes and approves all bills, claims and invoices ensuring the legitimacy and accuracy of all payments;
- Recommends cost-saving measures, and control systems for the operational use, maintenance, and security of all assets under the control of the organization;
- Supervises the implementation of a system for the maintenance of proper records of the organization's financial affairs, the preparation of monthly accounts, financial reports, and annual appropriation accounts, in accordance with the requirements of the Ministry of Finance and the Public Service, and in keeping with the Financial Administration Audit Act;
- Assists with the implementation of a sound system of management accounting and reporting to meet operational requirements of the organization;

- Ensures the establishment of adequate systems necessary for efficient accounting and control and the legitimacy and accuracy of all payments;
- Attends from time-to-time discussions called by the Finance Committee of the Board of Directors, the Office of the Prime Minister, the parent ministry, Finance Committee of Parliament regarding the budget;
- Leads in the preparation of appropriate schedules for the control of expenditure under various items approved;
- Oversees the accurate and correct application of the system of coding of accounts, and ensures that all expenditure is checked, approved and recorded on the appropriate schedule, that the expenditure is in accordance with Real Estate Board Policy, that payment is issued promptly, and the balance of unspent funds recorded;
- Ensures that goods and services ordered are appropriate when received and represent value for money to the organization;
- Guides the implementation of the systems for the prompt and efficient collection of all revenues due to the Real Estate Board and other functionalities of the organization;
- Monitors payments from developers, strata corporations and other bodies to ensure that the correct amounts are received and on a timely basis;
- Ensures the maintenance of a value book on a current basis and in accordance with the regulations;
- Undertakes regular inspection and review of revenue and expenditure schedules;
- Ensures monthly reconciliation of various accounts and schedules to ensure that the accounts remain in balance and represents a true and fair position of the values in the financial reports.
- Oversees the proper inventory of furniture and equipment and the maintenance of an asset register;
- Ensures that all invoices for payments are dealt with promptly and avoids any accumulation of debts;
- Ensures the timely preparation of annual returns of statutory payments and related statements;
- Prepares annual accounts including statements of deposits and advances for submission to the Board of Directors and the Internal and External Auditors;
- Ensures that contracts for the supply of goods and services are affected with optimum benefit to the Real Estate Board.

Management/Administrative

- Provides advice on accounting policies and procedures, so that there is a high level of compliance at all levels with best practice and statutory requirements;
- Assists in the development and updating of the strategic and operational plans of the organisation;
- Participates in the quarterly/periodic evaluation of employees in an effort to achieving the strategic and operational objectives;
- Advises the Director, Finance and Accounting and the Chief Executive Officer on the financial performance of the organization;
- Provides expert advice and specialist assistance to line managers as required;
- Prepares Progress, Annual, Special, and other reports as necessitate;
- Represents the organization at meetings, conferences, workshops and seminars as required.

Human Resource

- Supervises the performance of the branch/department and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, recommending training and other social interventions;
- Contributes to the development and implementation of succession planning framework in collaboration with the Director of Finance and Accounting through the developmental framework and documentation;
- Ensures that the department's staff has sufficient and appropriate resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the department provides a consistently high level of service;
- Participates in job rotation strategy for the division in collaboration with the Human Resources Management Unit;
- Prepares and conducts presentations on the role of the department for the orientation programme;
- Contributes to the motivation of direct reports by coaching and mentoring.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills.
- Strong analytical and problem-solving skills.
- Ability to work through people.
- Strong leadership skills.
- Comprehensive knowledge of computer applications and accounting software.
- Training in financial systems and budget preparation.
- Ability to manage the preparation of final accounts.
- Excellent working knowledge of investment markets and portfolio management
- Sound knowledge of financial and accounting principles and practices including the FAA Act, Public Bodies Management Act and Regulations
- Ability to work with minimum supervision.

Minimum Required Qualification and Experience

- First Degree in Accounting or Management from a recognized tertiary institution **and**;
 - Five (5) years post-graduation experience in accounting at a Senior Level
- OR**
- ACCA Level 2 **and**
 - A minimum of five (5) years post-graduation experience in accounting at a Senior Level

3. End User Support Officer (Level 6)

Job Purpose

Reporting to the Director Records and Information Management Services, the End User Support Officer provides support to the organization for computers and other user devices such as tablets and peripherals including printers, projectors and scanners, ensuring that they are well maintained and problems are dealt with in a manner which causes minimum disruption for the users.

Key Responsibilities

Technical/Professional:

- Installs Computer Hardware:
 - Reads hardware installation manuals and releases notes;
 - Plans installation time;
 - Installs equipment using given procedures;
 - Tests correctness of installation;
 - Notifies supervisor and users of successful installation;
 - Notifies supervisor and users of any problems which may delay installation;
 - Documents flaws or updates in installation or release notes.
- Installs Computer Applications:
 - Reads software installation manuals and releases notes;
 - Checks for adequacy of resources, disk, memory, etc.
 - Plans installation time;
 - Installs application using given procedures;
 - Tests the correctness of installation;
 - Notifies supervisor and users of successful installation;
 - Notifies supervisor and users of any problems which may delay installation;
 - Documents flaws or updates in installation or release notes.
- Provides technical support for users:
 - Troubleshoots technical user problems with computer applications, computers and peripherals;
 - Implements solutions to solve or prevent user problems;
 - Documents all temporary/permanent solutions;
 - Maintains technical support user knowledge base to facilitate user self-service.
- **Maintains Personal Computers and Peripherals:**
 - Cleans and services personal computers as per maintenance schedule;
 - Ensures that all workstations are protected by UPS;
 - Effects repairs of PCs and peripherals through vendors when necessary and especially during warranty period;

- Ensures availability of working spares;
- Maintains inventory of all personal computers and peripherals throughout the REB;
- Maintains log of devices on loan to users and ensures they are returned in proper working condition;
- Installs software patches and maintains up-to-date anti-virus software protection on all PCs and mobile devices;
- Invokes device lockdown procedures (where applicable) when reported as lost or stolen;
- Provide users with information on care of equipment.
- Provides communication cabling and connectivity support:
 - Installs cables for linking computers/workstations to the network;
 - Ensures that computers/workstations are properly connected to the network;
 - Maintains database of relevant network addresses along with workstation inventory;
 - Ensures CUGs are functional for calling and internet (where applicable) and users are conforming to established usage protocols.
- Performs job enrichment tasks as assigned from time to time:
 - Serves on project teams and task forces when required;
 - Keeps abreast of new technology in the field;
 - Carries out technical and procedural presentations;
 - Undertakes any other duties that may be assigned by the Director, Records and Information Management Services.

Required Knowledge, Skills, and Competencies

Core:

- Strong leadership and decision-making skills.
- Understanding of complex information and requirements.
- Excellent written and oral communication skills.
- Ability to develop creative procedures necessary to deal with emergent situations.
- Skilled in managing external relationships/partnerships.
- Excellent research and analytical skills.
- Strong interpersonal skills.
- Ability to effectively express ideas and information, listen actively, receive feedback and respond in a timely and professional manner in order to effectively assist in the realization of the REA's objectives.
- Teamwork and cooperation skills.
- Excellent organizing skills.
- Integrity
- Ability to work on own initiative.

Technical:

- Good trouble shooting and diagnostic skills.
- Ability to work with a team on projects.
- Working knowledge of the hardware, software, application and integration of:
 - Communication equipment inclusive of switches, hubs and cabling plants;
 - TCP and IP protocols and networking systems;
 - Ethernet-shared media LANs.
 - Mobile devices
- Working knowledge of REAJ ICT operating environments.
- Effective oral and written and communication skills, especially in regards to interaction with non-technical users.

Minimum Required Qualification and Experience

- Diploma in Information Technology or equivalent technical qualification from a recognized institution. e.g., COMPTIA (A+ Certification)
 - Two (2) years' work experience supporting networked workstations and PC applications.
- OR**
- Equivalent combination of qualifications and experience.

Special Conditions Associated with the Job


- Lifting and transporting moderately heavy objects, such as computers and peripherals.
- Occasional pressure to meet deadlines to resolve issues.
- May be required to work late or on weekends to meet deadlines and address emergencies.

Applications accompanied by résumés should be submitted no later than **Friday, May 29, 2024**, via:

<https://rebcsc.bamboohr.com/jobs>

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**