



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
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29th May, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 7/2024

Chief Executive Officers

Sir/Madam

Applications are invited from suitably qualified Officers to fill the vacant posts in the **Hanover Municipal Corporation**:

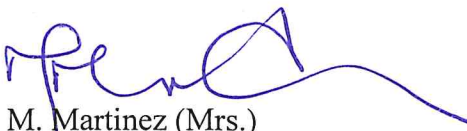
1. **Community Programmes Coordinator (GMG/AM 3)**, salary range \$2,190,320–2,945,712 per annum and any allowance(s) attached to the post.
2. **Assistant Superintendent (SOG/ST 4)**, salary range \$2,803,771 – 3,770,761 per annum and any allowance(s) attached to the post.

Please see attached the relevant job postings.

Applications are to be submitted no later than 7th June, 2024 to:

Secretary
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4

Please note that only short-listed applicants will be contacted.


M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer

The Hanover Municipal Corporation invites applications from suitably qualified persons to fill the following vacancies:

- 1. COMMUNITY PROGRAMMES COORDINATOR GMG/AM 3 SALARY RANGE \$2,190,320.00 - \$2,945,712.00**
- 2. ASSISTANT SUPERINTENDENT SOG ST 4 SALARY RANGE \$2,803,771.00 - \$3,770,761.00**

1. COMMUNITY PROGRAMMES COORDINATOR GMG AM 3

JOB SUMMARY:

Under the direction of the Chief Executive Officer, the Community Programmes Coordinator is responsible for developing and implementing an effective public relations programme and communication strategies to inform, educate and make the citizens generally aware of the programmes and activities of the Corporation. He or she is responsible for arranging civic/ceremonial events, follow-up complaints by members of the public and ensuring that information is provided to the public under the Access to Information Act.

REQUIRED QUALIFICATIONS/EXPERIENCE

- ✚ Degree in Mass Communication/public relations
- ✚ or Diploma in Mass Communication or one of the Behavioural Sciences.
- ✚ Plus 3 years' experience in Public Relations or Journalism.

2. ASSISTANT SUPERINTENDENT SOG/ST 4

JOB SUMMARY

Under the direction of the Chief Engineering Officer, the Assistant Superintendent Buildings is responsible for the planning, execution and finalization of work programmes for the Hanover Municipal Corporation in accordance with the relevant policies and guidelines governing the operations of the Corporation. The incumbent is also required to supervise the Work Overseers assigned under his/her watch.

REQUIRED QUALIFICATIONS AND EXPERIENCE

The incumbent should possess:

- Diploma in Construction Engineering or related discipline from the University of Technology or a recognized University.
- A minimum of three (3) years' experience in the construction field would be an asset.

Applications accompanied by resumes are to be submitted no later than Friday, 7th June, 2024 to:

**Secretary
Local Government Services Commission
Ministry of Finance and the Public Service
2nd Floor G Block
30 National Heroes Circle
Kingston 4**

PLEASE NOTE ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED.