



**OFFICE OF THE SERVICES COMMISSIONS**  
**LOCAL GOVERNMENT SERVICES COMMISSION**  
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26<sup>th</sup> June, 2024

**OSC Ref. 310/04<sup>IV</sup>**

**CIRCULAR No. 9/2024**

**Chief Executive Officers**

**Sir/Madam**

Applications are invited from suitably qualified Officers to fill the vacant post of **Inspector of Poor (SWG/PS 3)**, salary range \$5,198,035 – 6,990,779 per annum and any allowance(s) attached to the post in the **Portland Municipal Corporation**.

Please see attached the relevant job posting.

**Applications are to be submitted no later than 12<sup>th</sup> July, 2024 to:**

**Secretary**  
**Local Government Services**  
**Office of the Services Commissions**  
**Ministry of Finance and the Public Service Complex**  
**2<sup>nd</sup> 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

**PORTLAND MUNICIPAL CORPORATION  
JOB OPENING – INSPECTOR OF POOR (SWG/PS 3)**

**Applications are invited from suitable qualified persons to fill the post of Inspector of Poor (SWG/PS 3) (Vacant with effect from 9<sup>th</sup> July, 2024) at the Portland Municipal Corporation, salary range \$5,198,035.00 - \$6,990,779.00 a year and any allowance(s) attached to the post.**

**Job Purpose:** Under the direct supervision of the Chief Executive Officer, and in accordance with the Poor Relief Laws and Rules of the Board of Supervision, the incumbent has the responsibility of providing care for the most destitute and vulnerable in Society and to administer Poor Relief in accordance with the Poor Relief Law:

**Key Areas of Responsibilities:**

- Ensure the administration of the Poor Relief to all persons on the Outdoor Roll and Indoor Roll of the parish managed. To ensure the administration of Temporary Poor assistance to all qualified applicants throughout the parish managed.
- Ensure the administration of Indigent Housing to qualified persons under the programme.
- Investigate the need of Emergency Relief assistance to all qualified persons in the parish managed and submit through Board of Supervision to Central Emergency Relief Service for attention.
- Conduct special investigations for eligibility for Government Assistance by other Ministries and Departures (Accounting General's case).
- Receipt and control of subvention and indigent housing grants.
- Authorization of admission of all persons to the Infirmaries and Golden Age Home.
- Advisor to the Poor Relief Committee, the Municipal Corporation on policy and recommendations for amendments to the Poor Relief Law.
- Responsible to operate an imprest for payment to paupers.
- Liaising with the Area Officer or Training Officer in the Ministry of matters relating to training.
- Attending all Poor Relief Committee Meeting and presenting applications of poor persons for adjudication.
- Supervise preparation of yearly and half yearly reports to the Board of Supervision.
- To respond in times of disaster and emergencies to offer assistance to victims who suffered loss.

- Attend regular meetings of the Poor Relief committee, Parish Council Board, Finance Committee.

**Key Competencies;**

- Sound knowledge of the Poor Relief Act and Regulations of the Board of Supervision and any other laws associated with the administration of relief to the poor, destitute and disenfranchised.
- Basic knowledge of accounting principles
- Have an aptitude to work among the socially disadvantaged
- Good Communication skills
- Sound knowledge of management principles and practices
- Innovativeness
- Excellent interpersonal skills
- Excellent planning and organizational skills

**Working Conditions**

- Typical office environment
- Field Officer
- The Applicant is required to possess a motor vehicle and a valid driver's license to carry out official duties.

**Minimum Required Qualification and Experience:**

- The incumbent should possess the Board of Supervision Diploma in Human Resource Services for the Poor Relief Officers along with the basic qualifications for entry into the Civil Service – (four CSEC/GCE subjects inclusive of English Language and a numeric subject.
- The incumbent should possess at least five (5) years' experience as a practicing Poor Relief Officer and should possess a working knowledge of the Poor Relief Act, Rules and Regulations.

Applications accompanied by resumes should be submitted **no later than 12<sup>th</sup> July, 2024 to:**

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