



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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24th July, 2024

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CIRCULAR No. 12/2024

Sir/Madam

Applications are invited from suitably qualified Officers to fill the post of **Chief Executive Officer (CEO) (GMG/SEG 6)** in the **St. Thomas (not vacant), Trelawny (not vacant) and Portland Municipal Corporations (vacant)**, salary range \$9,401,821 – \$12,644,404 per annum and any allowance(s).

Please see attached the relevant job posting.

Applications are to be submitted no later than 9th August, 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

1. STRATEGIC OBJECTIVES OF THE BRANCH:

The Office of the CEO is the command centre of the Local Authority. From here, the CEO provides leadership and oversight of the operations of the local authority to ensure that the approved decisions and directives of Council are implemented.

2. JOB PURPOSE

Reporting to the Mayor/Council, the Chief Executive Officer (CEO) is responsible for providing leadership and oversight of the operations of the local authority to ensure that the approved decisions and directives of Council are implemented. The CEO will therefore develop plans, systems and procedures to execute and administer the affairs of the local authority. More specifically, by harnessing the advice and expertise of senior officers within the authority and elsewhere, the CEO will provide advice and guidance on matters impacting the operations of the authority and make appropriate recommendations. In addition, the CEO will serve as the principal driver and agent of change in transforming the administrative operations of the local authority to provide optimal service to the inhabitants of the jurisdiction of the authority by devising strategies to continuously improve and expand revenue collection, enforcement of orders and by laws, local economic development, disaster mitigation, improvement of designated infrastructure and overall service delivery.

3. KEY OUTPUTS

- Policies formulated;
- Strategic & Corporate plans developed and monitoring mechanisms devised and implemented;
- Budgets developed & administered;
- Plans developed to implement and monitor the core/ technical operations of the Authority, e.g., infrastructure development, revenue enhancement, enforcement and civic order, sustainable development, disaster mitigation;
- Governance and accountability frameworks developed and implemented;
- Administrative mechanisms to support the business of Council and Committees implemented;
- Technical advice and guidance provided;
- Plans implemented to manage the resources of the local authority including human, finance, physical and intellectual;
- Periodic reports produced (quarterly, annually etc).

- Constructing/ Maintaining public infrastructure – roads, roadways, streetscapes, markets, parks, car parks, civic buildings, cemeteries, abattoirs
 - Social/human services – indoor/outdoor poor relief services
- Leads the implementation of administrative mechanisms to support the business of Council and Committees implemented;
 - Advises council/committees on established administrative procedures which are to be in place;
 - Develops a robust secretariat system to support the operations of Council and committees
 - Council meetings, sessions are organized
 - Records of council are created and stored
 - The confidentiality of Council business is maintained
 - Follow up on council/committee decisions are effected record and presented as required
- Provides technical advice and guidance:
 - Proactively assesses and analyses information, systems and procedures to provide advice to council
 - Develops position papers to inform Council on best practices and ways of improving service delivery to inhabitants
 - Conduct due diligence to understand issues impacting the various operations of the council and devise remedial strategies
 - Proposes rules, regulations, by-laws to Council to effectively support the use of authority and responsibilities
- Periodic reports produced (quarterly, annually etc.):
 - Prepares status reports to council on its various operational activities
 - Ensures that audit reports (responses to audit queries) are done and available council and audit committees
 - Ensures that reports are submitted to central ministry as per ministerial request
- Ensures all council records are systematically collected, stored and available for use/retrieval
- Leads and encourage organizational renewal and change to adopt improved ways of delivering service to the inhabitants;
- Assess all situations which may give rise to conflict of interests (real or imagined) and avoid such situations;

Human Resources Responsibilities

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the vision, mission and goals of the local authority;
- Provides effective leadership and guidance through planning, delegation, communication, mentoring, coaching and discipline;
- Ensures the provision of the appropriate physical resources to enable staff to undertake their duties;

Contact (Title)	Purpose of Communication
	local authority
Local Government Services Commission	<ul style="list-style-type: none"> • Provide information on human resource administration and development • Receive directives
Specified MDA's (eg Ministry of Finance)	<ul style="list-style-type: none"> • Receive circulars/orders
Media	<ul style="list-style-type: none"> • Provide coverage of specified civic events etc • Provide update/public relations
PDCs, CDGs, NGOs	<ul style="list-style-type: none"> • Engage and receive information for submission to Council
Inhabitants/General public	<ul style="list-style-type: none"> • Supply information on pertinent issues, receive information/data

7. AUTHORITY

- Devise internal systems to effectively implement the directives of Council
- Make recommendation to Council on ways to improve service delivery of the local authority to designated inhabitants
- Recommend budgetary commitment and controls actions
- Administer (approved) expenditures
- Effect disciplinary procedures of staff

8. REQUIRED COMPETENCIES

Core

- Highly developed professional disposition
- Good oral communication
- Good written communication
- Customer/citizen focused orientation
- Teamwork & Cooperation
- Unquestioned integrity
- Developed interpersonal skills
- Ability to build rapport with team/stakeholders to harness collective solutions
- Possess innovativeness in resolving disputes
- Possess the relevant skills to use and manipulate relevant ICT hardware and software

Technical

- Expert knowledge of the operations of the machinery of local authorities;
- Developed appreciation of the principles and practices of local government/governance
- Sound knowledge of the best practices and key pieces of legislation underpinning local authorities (eg, Local Governance Act, Local Government Unified Service Act, Parochial Revenue Fund Act)