



Office of the Services Commissions

Local Government Services Commission

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-932-5980/ 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

OSC Ref. 310/04^{IV}

7th August, 2024

CIRCULAR No. 12/2024

Applications are invited from suitably qualified Officers to fill the post of **Chief Executive Officer (CEO) (GMG/SEG 6)** in the **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 16th August, 2024 to:

Secretary

Local Government Services

Office of Service Commission

Ministry of Finance and the Public Service Complex

2nd Floor, G Block

30 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).

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Leads and collaborates with senior and technical officers/teams to define and translate national policy priorities to that of the local authority to ensure alignment;
- Leads the development of the strategic, business plans and associated budgets of the local authority ensuring alignment with the priority as set by Council;
- Encourages and develops capacity in the local authority to conduct independent research and policy analysis;
- Serves as ambassador of the mission, vision and policy priorities of the local authority and develops and maintains relationships with stakeholders who readily impacts the policy parameters of the Authority;
- Builds and leads a high-impact policy team with clearly defined objectives, roles and responsibilities;
- Conducts assessments and reviews to identify the strengths and weaknesses of the Authority and develop strategies for improvements;
- Ensures that plans clearly articulate objectives, activities, required resources, risks and mitigation strategies;
- Manage the day to day operations of authority;
- Engages technical and experts to understand the nuances of their functions and provide assistance to resolves issues: resources constraints, staffing challenges, conflicts with agreed policies and shifting priorities;
- Ensures that systems are implemented to align individual work plans, with unit, corporate and strategic plans;
- Fosters an open communication environment and build rapport with staff and actors in the external environment so that data/information can be received to put the Council on notice on emerging issues;
- Develop risk profiles and systems to bring to the attention potential areas of administrative abuse/misuse of resources and make recommendations for remedial actions;
- Researches, investigates and suggests new system improvements;
- In collaboration with the technical and senior officers and as approved by council, devise/develop, execute plans to implement the core operational activities of the Authority including
 - Ensuring that civic order is enforced and maintained
 - Promoting civic and cultural events
 - Identifying, collecting, optimizing sources of revenues
 - Developing commercial/business income plans
 - Facilitating sustainable development of the specified jurisdiction – parish, city or town
 - Disaster mitigation and emergency management

- 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;

- Recommends transfers, secondment, and leave of direct report;
- Implement a system to assess, monitor and improve performance of staff;
- Champions the use of human resource software to effectively manage transactional activities.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

5. PERFORMANCE STANDARDS

- Technical advice/guidance and recommendations provided are sound and supported by qualitative/quantitative data;
- Strategic plans/ work plans conform to established procedures and implemented according to established rules;
- Council secretariat business are administered in accordance with established rules and guidelines
- Systems/practices/procedures developed to manage the day to day operations of the local authority are agreed upon, implemented in a timely manner and accord to agreed standards;
- Reports are evidence-based and submitted in a timely manner;
 - Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Senior/Technical Officers	• Give directions • Receive reports • Develop and maintain effective working relationships • Collaborate, exchange information, provide strategic advice, support and feedback
General Staff	• Develop and maintain effective work and industrial relation environment • Provide advice/update and exchange information

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministry of Local Government and Community Development	• Receive policy directives • Obtain clarification on best practices to inform advice and actions
Mayor Council	• Take directives • Provide advice on best practice for implementation of policies • Provide updates/information on matters impacting the

Contact (Title)	Purpose of Communication
	local authority
Local Government Services Commission	• Provide information on human resource administration and development • Receive directives
Specified MDA's (eg Ministry of Finance)	• Receive circulars/orders
Media	• Provide coverage of specified civic events etc • Provide update/public relations
PDCs, CDGs, NGOs	• Engage and receive information for submission to Council
Inhabitants/General public	• 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)

- Strategic and corporate planning skills;
- The ability to develop organizational best practices/operational guidelines/rules
- Adequate financial and accounting skills, especially relating to public accounting principles and practices
- Strong appreciation for organizational change and change management skills
- Good project management skills (from inception to implementation and assessment)
- Well developed skills in stakeholder engagement
- Adequate knowledge of the prevailing social, economic, political and environmental issues
- Excellent human relations, problem solving, research, and policy analysis formulation skills

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Masters degree in Management/Business Administration/Public Management or closely related discipline
- Project Management and Change Management Training
- At least Seven (7) years progressive work experience, Four (4) at least of which should be at a senior management level in the private or public sector

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The work of CEO is demanding. It carries a high degree of stress in harnessing the administrative demands of the local authority;
- Work requires adequate local travels (e.g., meetings, site visits) and occasionally overseas. Frequent time away from family/friends is therefore inevitable.
- The work environment requires multi-stakeholder interactions and there requires political sensitivity, objectivity and neutrality at all times. The CEO is therefore under added pressure from public and stakeholder scrutiny;
- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure.

