



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

OSC Ref. 310/04^{IV}

CIRCULAR No. 13/2024

Chief Executive Officers

Sir/Madam

Applications are invited from suitably qualified Officers to fill the vacant post of **Physical Planner (SOG/ST 5)**, salary range \$3,501,526 – \$4,709,163 per annum and any allowance(s) attached to the post in the **St. Thomas Municipal Corporation**.

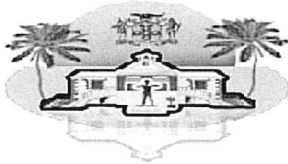
Please see attached the relevant job posting.

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



St. Thomas Municipal Corporation
11 Church Street
Morant Bay P.O.
St. Thomas

JOB DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Job Title: PHYSICAL PLANNER
Grade: (SOG/ST 5)
Department: PLANNING
Direct Reports: DIRECTOR OF PLANNING

PHYSICAL PLANNER (SOG/ST 5)

Physical Planner (SOG/ST 5) Post No. 128262 – salary range: \$3,501,526

Under the general directions of the Director of Planning the Physical Planner will be responsible for data collection and information on planning and development issues at the local level.

Key Responsibilities

- Assist in data collection required to prepare a comprehensive sustainable development plan for the local authorities.

Maintain relevant documentation in respect of

- Development of projects and programmes being undertaken or contemplated in the parish;
- Industrial initiatives by the private sector in the service of the parish.

Summary of Duties

Under the direction of the Director of Planning, the incumbent is responsible for:-

- Assisting personnel in the inspection Enforcement and Security unit as it relates to the breaches of Court action and otherwise;
- Utilize GIS and the appropriate tracking system and other appropriate technology in carrying out his/her duties.
- Assist in the preparation of quarterly reports and all permit application process for Central Government. This should include all outstanding applications for the period, reason why they are outstanding etc;
- Provide the necessary notices and stop orders required for enforcement purposes. Active participant in the Parish Development Committee (PDC's) and other Development Committees;
- Examine building plans and subdivision application submitted to the Corporation for approval as they relate to the enforcement of development orders made and recommendation to the Planning Committee.

Knowledge, Experience and Competencies Required