



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

24th July, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 15/2024

Chief Executive Officers

Sir/Madam

Applications are invited from suitably qualified Officers to fill the vacant post of **Planning Coordinator (GMG/AM 2)**, salary range \$1,711,060 – \$2,301,186 per annum and any allowance(s) attached to the post in the **St. Thomas Municipal Corporation**.

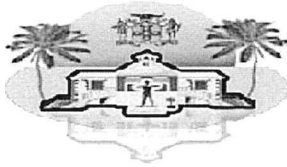
Please see attached the relevant job posting.

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: PLANNING Coordinator
Grade: GMG/AM 2
Department: PLANNING DEPARTMENT
Direct Reports: DIRECTOR OF PLANNING

Job Purpose:

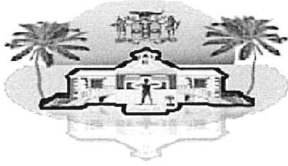
Under the direction of the Director of Planning, the Planning Coordinator is to ensure that the policies of the Corporation are adhered to as it relates to planning and development within the parish of St. Thomas. The incumbent should ensure that development applications are properly checked against the relevant regulations; efficiently maintained via the appropriate database system; circulated to the relevant authorities. The Officer is required to liaise with the relevant agencies on their recommendations and ensuring that the processing of applications is carried out within the stipulated timeframe with the approval of the Municipal Corporation.

Key Outputs:

- Monitors the processing of all building and subdivision applications and subsequent requests that are submitted to the Local Planning Authority.
- Ensures the proper maintenance of all manual registers, electronic registers, databases, or any other system.
- Prepares a monthly list of subdivision applications for the Physical Planning and Environmental Committee for its decisions.
- Compiles draft conditions of approval for subdivision applications.
- Monitors and process requests for Certificate of Completion for the release of titles.
- Liaises with the officers of the Planning Department and commenting agencies for the effective execution of assigned tasks.

Responsibilities and Duties

- Maintains the Corporation's Development Application Register
- Reviews and assess all building and sub-division applications to ensure that such applications are completed in accordance with the relevant regulations.
- Ensures that applications are circulated to the relevant agencies and is done according to established standards.



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Knowledge and Experience

- Knowledge of the Building Act of the Local Authorities, Town and Country Planning Act, Local Improvement Act and all other acts and regulations governing the administration of the Planning Department.
- Strong knowledge of Microsoft Office Suite
- Awareness of the Application Management and Data Automation (AMANDA) System would be an asset.
- At least three (3) years' experience in an organization with Physical Planning Functions

Qualification

The incumbent should possess a Diploma in Planning Technology from a Tertiary Institution.