



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 340 **OSC Ref. C. 6123⁴**

4th September, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** posts in the **Administrator-General's Department**:

1. **Case Attorney (Grade 6)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Property Administrator (Grade 4) (2 posts)**, salary range \$2,803,771 - \$3,770,760 per annum.

Job Purpose

The incumbent will direct and control the administration of estates in accordance with the Law and in the best interest of Beneficiaries.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Section's Operational Plan, monitors performance against assigned portfolio targets and recommends changes, as necessary, to facilitate shift in priorities and/or attainment of established targets;
- Contributes to the development/review of operating policies and procedures for the Section to facilitate effective administration of estates;
- Manages the assignment of case files to work teams, ensuring adequate distribution in terms of complexity and volume; periodically analyses the assigned portfolio of cases and makes recommendations, as necessary, to enable effective management and timely closure of cases;
- Prepares reports, position papers, and other documents for internal and external reporting, as required;
- Contributes to the review and response to internal and external audit findings and manages implementation of accepted recommendations relevant to assigned area of responsibility;
- Establishes and maintains effective working relationships with the Courts, NLA and other relevant government and private sector organizations, to facilitate the effective administration of cases;
- Represents the AGD at meetings, conferences and other fora, as required.

Technical/Professional:

- Conducts regular meetings with teams to review and discuss their Work Plans, provides technical and administrative guidance, as necessary, to help teams to effectively execute their plans and achieve assigned targets;
- Reviews and signs off on case plans, providing guidance to Case Officers to ensure the plans are implementable and in the interest of beneficiaries and other relevant parties; facilitates the conduct of internal and external meetings/contacts to assist Case Officers with the management of their cases;
- Liaises regularly with Legal, Trust Accounting and Property Management Sections to assess status of portfolio of assigned cases and facilitate effective collaboration among the Sections and Case Officers in the management and timely closure of cases;
- Reviews case files submitted for action, provides feedback and ensures completeness of activities before submitting for further action;
- Provides close supervision and guidance to team members in the management of high-risk cases, to ensure adequate attention is given to minimise risk and facilitate timely closure;
- Examines and comments on opinions submitted by external attorneys to protect the interest of beneficiaries and creditors; ensures compliance with the laws relating to the AGD and internal policies;
- Accompanies Case Officers on visits to beneficiaries, as necessary;
- Liaises with Social Worker and monitors progress of cases referred from the portfolio for intervention, provides support within the scope of authority to facilitate the work of the Social Worker;
- Attends court as necessary on behalf of the Agency.

Human Resource:

- Conducts orientation of new Case Officers and other staff assigned to the Department;
- Ensures the adherence of staff to established Agency and Section policies and procedures;
- Provides leadership to staff by setting clear work objectives, conducting performance appraisals, providing timely feedback, engaging in regular communication and providing support, as necessary, to enable the effective execution of their responsibilities and the achievement of their objectives;
- Implements initiatives to promote teamwork and cooperation in the Department, and contributes to building an environment which stimulates, motivates and keeps employees highly engaged;
- Communicates, in a timely manner, the Agency's strategy, objectives and priorities to staff within their span of control.

Other:

- Contributes to the periodic review of the legislations guiding the administration of estates as required;
- Participates in public education/relations programmes such as road shows, expos, conferences, as directed;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Demonstrates technical proficiency in the Laws of Succession
- Excellent interpersonal skills with demonstrated capability to interface and maintain effective relationships internally and externally
- Excellent oral, written communication and presentation skills
- Strong analytical skills, with keen eye for detail
- Excellent planning and organizing skills, with the ability to work under pressure and meet tight deadlines
- Demonstrates independent judgment, proactiveness and decisiveness, anticipating and resolving problems using a logical and methodological approach
- Excellent people management skills with ability to engage staff and build effective teams
- Proficiency in the use of relevant computer software

Minimum Required Qualification and Experience

- Attorney-at-Law (qualified to practice in Jamaica)
- Two (2) years' related work experience
- Two (2) years' practice in the Laws of Succession, with management experience
- Certificate in Management Studies or equivalent qualification & training

2. Property Administrator (Grade 4)**Job Purpose**

The incumbent will co-ordinate the management of Estate properties and supervise the activities of Property Agents to achieve the Agency's goals and objectives.

Key Responsibilities***Management/Administrative:***

- Takes formal possession of properties, prepare and submit reports within specified timeframes;
- Maintains current listing of all properties in assigned portfolio;
- Visits all estate premises in assigned portfolio annually;
- Prepares reports on all property visits conducted;
- Reports theft, arson, malicious or other damage, and illegal possession of premises to Property Manager and the Operations Section;
- Prepares requests for estimates on properties assigned from external contractors and submit to the Property Manager;
- Liaises with Operations Section and Legal Services Section on estate matters;
- Keeps abreast with new construction technologies and recommended improvements in property maintenance;
- Interviews and screens tenants for new tenancy;
- Prepares rental agreement for Property Manager's authorisation;

- Meets with Property Agents monthly to review their performance;
- Reviews and monitors all tenants in arrears;
- Submits requests to the Legal Services Section for Demand Letters and Notices to Quit;
- Writes File Notes of all correspondence of property matters on rent files;
- Recommend rental rates for annual review;
- Reviews the necessary Real Property Legislation, particularly the Rent Restriction Act;
- Prepares and submit property expenses in relation to insurance premium, property taxes, commission to Property Agents and other property expenses;
- Assists with property valuation for insurance purposes;
- Prepares monthly report on properties assigned;
- Maintains manual and electronic property files;
- Attends court as required;
- Performs other related duties as assigned from time to time by the Property Manager.

Required Knowledge, Skills and Competencies

- Good knowledge of property maintenance and administration
- Good knowledge of the Laws of Real Property
- Good understanding of Rental Accounting
- Working knowledge of relevant computer applications
- Good communication and interpersonal skills
- Good negotiating skills

Minimum Required Qualification and Experience

- Two (2) years' related experience in Property Management/Administration;
- Degree in Real Estate Management and Valuation (formerly Land Economy Valuation Surveying) or equivalent qualification/training.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th September, 2024 to:**

**Director
Human Resource and Administration Executive
Administrator General's Department
12 Ocean Boulevard
Kingston**

Email: hadmin@agd.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**