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16<sup>th</sup> September, 2024

**OSC Ref. 310/04<sup>IV</sup>**

**CIRCULAR No. 22/2024**

Applications are invited from suitably qualified Officers to fill the undermentioned posts in the  
**City Municipality of Portmore:**

1. **Disaster Coordinator (GMG/AM 4) - (Vacant)**, Salary range: \$2,803,771 - \$3,770,761 per annum and any allowance(s) attached to the post.
2. **Cashier (FMG/CS 1) - (Not Vacant)**, Salary range: \$1,439,455 - \$1,935,907 per annum.

**Applications are to be submitted no later than 27<sup>th</sup> September, 2024 to:**

Secretary  
Local Government Services  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> 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



## **PORTMORE CITY MUNICIPALITY**

### **JOB OPPORTUNITIES**

Applications are invited from suitable qualified persons to fill the following vacant posts at the Portmore City Municipality:

1. **Disaster Coordinator (GMG/AM 4) - (Vacant)**, Salary range: \$2,803,771 - \$3,770,761 per annum and any allowance(s) attached to the post.
2. **Cashier (FMG/CS 1) - (Not Vacant)**, Salary range: \$1,439,455 - \$1,935,907 per annum.

#### **1. Disaster Coordinator (GMG/AM 4) - (Vacant)**

##### **Job Purpose**

Under the direction and supervision of the Chief Executive Officer and working in close collaboration with the Regional Disaster Coordinator, Office of the Disaster Preparedness & Emergency Management (ODPEM); the incumbent is responsible for coordinating disaster management activities in the Parish. In particular, the incumbent is responsible for providing the Parish Disaster Committee, Government Agencies, the Private Sector and Voluntary organizations with the necessary advice and assistance in implementing disaster management measures and ensuring that they are fully conversant with and understand the sections of the Parish and National Disaster Plan relating to their particular organization or community.

The incumbent is also responsible for monitoring, on a continuous basis, existing disaster management arrangement to ensure adequate response in times of disaster; and to ensure there is readiness on the part of all concerned to cope with disaster situations or similar emergencies.

##### **Key Output**

- Risk management plans, programmes and initiatives.
- Communication and sensitization efforts aimed at increasing awareness among citizens towards community risks and mitigation strategies/practices.
- Recommendations on changes/improvements to be made to risk management practices and procedures to increase their effectiveness.
- Monthly reports on the risk management initiatives of the Municipality as well as the issues/complaints of citizens that have emerged and the status of efforts to resolve same.

##### **Key Responsibilities**

- Oversees the preparation of Disaster Plans for the parish, communities and key operations.
- Identify major disaster risk factors/situations and prepare mitigation strategies and interventions.
- Oversee process to identify and prepare Emergency shelters and response mechanisms.
- Be fully knowledgeable about the National and Parish Disaster Plans; and the disaster management measures that have been developed to cope with disaster

situations;

- Be the Secretary and Executive Advisor to the Parish Disaster Committee in his/ her parish;
- Maintain contact with coordinators of adjoining parishes, develop mutual aid plans through discussions, field visits, and be aware of situations/hazards, which could pass threats to his / her parish;
- Disseminate information received from ODIPERC and the Parish Disaster Committee of adjacent parishes to the Disaster Committee and advice the Committee accordingly;
- Meet and discuss with representatives of Parish Disaster Committees, government, private and voluntary organizations, disaster management plans and programs to be implemented by them and provide the necessary guidance for their implementation;
- Visit government, private and voluntary organizations to conduct on the spot observations and assessment of disaster management arrangements where necessary, make suggestions for improvements;
- Ensure that all the resources necessary, in case of a disaster or an emergency, are readily accessible, by examining existing facilities, equipment and supplies and making formal arrangements to secure their release from the government, private and voluntary agencies concerned;
- Develop and implement appropriate systems and procedures that will ensure effective distribution of items sent to his/ her parish by Head Office;
- Undertake, in collaboration with agencies concerned, a continuous assessment and reassessment of potential hazards in the particular parish and the resources available to cope with them. Where necessary recommend this corrective measure to be adopted;
- Undertake simulation exercises in the particular parish, in collaboration with organizations and persons that have been assigned disaster management responsibilities to test the effectiveness of disaster management and response measures and, where necessary, to improve on them;
- Undertake periodic review and update of Parish Disaster Plan based on simulations or actual events;
- Inform the Office of Disaster Preparedness and Emergency Management (ODPEM) about training needs of persons involved in disaster management activities;
- Prepare and submit monthly reports on the status of disaster management arrangements in the particular parish. These reports include information on: the number and condition of available shelters, equipment, vehicles, materials, supplies, medical facilities and volunteers and any deficiencies which have identified; areas or buildings which have been identified as constituting potential risks and the steps taken to cope with them; simulation exercises which have been undertaken and the results of these exercises; the adequacy or otherwise of communication systems within the parish;
- Prepare and submit, to the Chief Executive Officer for approval, quarterly itineraries and reports of planned visits within the parish;
- Liaise with Officers and Inspectors of the Public Assistance/ Emergency Relief Branch of the Ministry responsible for Social Security and with non- governmental organizations to ensure the existence of adequate disaster management and response measures, establish a good working relationship, and agree on response measures to be instituted in times of disaster;
- Liaise with zonal and community groups on disaster management activities and training for these groups;
- Coordinate, facilitate and direct response operations in his / her parish by close liaison with Senior Officers of the emergency services and forces, private and voluntary agencies with response and recovery functions using available resources and obtaining the participation of the people in affected area(s) as completely and as efficiently as possible;

- Coordinate victims' registration verification and distribution of benefits;
- Evaluate the conditions at disaster sites to assess the needs of victims and determine assistance to be given;
- Undertake post-disaster surveys to assess extent of suffering and or damage and submit a written report to the Chief Executive Officer;
- Maintain constant contact with the ODPEM in times of disaster;
- The incumbent of the post is required to establish and maintain contact with the following persons: the Municipal Corporations and the representatives of government and non-government organizations having disaster management roles; the Red Cross and other voluntary organizations the Security Forces the Utilities and Fire Departments. Such contacts are needed to provide these the necessary information or advice on disaster management concepts and techniques and to discuss and agree on arrangements for the use of the facilities, equipment, etc. in times of disaster and to ensure the utmost cooperation with the agencies concerned;
- Implement and promote a parish public Education Programme in consultation with the Parish Disaster Committee and the Office of Disaster Preparedness;
- Monitor and report on existing mitigation projects in the parish, funded by international donor agencies/ government;
- Ensure the establishment and viability of district and community based disaster activities.
- In conjunction with the Fire Services and the Security Personnel, prepare adequate evacuation and rescue plans;
- Monitor the storage and disposal of hazardous materials, and other solid and liquid waste, in consultation with the ODPEM;
- Ensure rapid assessment of any post- disaster situation so as to advise on the declaration of disaster areas in parish.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Be prepared to work under challenging circumstances
- Analytical Thinking
- Exhibit fearlessness, firmness and flexibility
- Be a team player
- Strategic Management
- Sound problem- solving and decision making skills
- Excellent interpersonal skills
- Excellent written and oral skills
- Possess the ability to work on own initiative
- Be goal and detailed oriented

#### **Technical:**

- Knowledge of disaster management strategies and emergency response operation techniques.
- Practical experience in disaster management operations.
- High sensitivity to interpersonal relationships and should possess the ability to communicate with and motivate people effectively.
- Conversant with those provisions of the relevant Acts and Regulations such as the Local Government Act, Disaster Risk Management Act etc.
- Knowledge of up-to- date trends, concepts and techniques in disaster management.
- Working knowledge of maps, map reading and plotting of information on maps.
- Knowledgeable of records management techniques
- Efficiency and accuracy in preparing statements and reports

- Effective Public Speaking and or work experience in a similar capacity is a plus.

### **Minimum Required Qualification and Experience**

- First Degree in Urban and Physical Planning or Disaster Management or similar qualification
- 2 years' experience In Community/Disaster Risk Management

### **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines
- Long hours of work including weekends and public holidays
- Exposure to infrastructural projects (building roads works)
- Travelling within jurisdiction and ad hoc

## **2. Cashier (FMG/CS 1) - (Not Vacant)**

### **Job Purpose**

Under the direct supervision of the Director, Corporate Services or Accountant, the Cashier is responsible for receiving, issuing receipts for cash and cheques, the accurate collection and lodgement of all monies on the behalf of the Municipality.

Additionally, the incumbent will also be responsible to disburse cheques drawn on the Municipality's accounts.

### **Key Output**

- Ensure all fees are receipted and deposited to the specified Municipality's bank account on a daily basis.
- Ensure reconciliation of lodgements with receipts prepared.
- Ensure that all cheques are issued according to the relevant financial instructions.
- Ensure the safe keeping of all unissued cheques.

### **Key Responsibilities**

- Prepare and issue receipts for cash, wire transfers and cheques collected, ensuring that all amounts received are correct and receipts are properly drawn;
- Prepare lodgements for relevant bank accounts;
- Secure receipt books and payment received;
- Balancing of daily cash collected then posting total payments to the Epicor Systems;
- Maintains custody of cheques and valuables;
- Issues cheque(s) to payees upon proper identification;
- Ensures that payees are advised promptly whenever cheques are ready in order to eliminate the possibility of holding stale dated cheques;
- Ensuring that cheques for utility companies (electricity, water and telephone) are paid over promptly;
- Affix receipts upon receiving goods/service then attach to payment vouchers;
- Keep subsidiary ledger on which receipts of payment for lease and rental of the corporations properties are entered;
- Collect and record cash daily from building plans, etc.;
- Occasional and special assignments;
- Any other duties that may be assigned by the Director, Corporate Services or Accountant from time to time.

### **Performance Standards**

- Accounting standards and procedures are adhered to according to established

guidelines and standards.

- Key deliverables are produced within agreed time frame to required standards.
- Confidentiality and integrity are exercised.

**Required Knowledge, Skills and Competencies**

- Good interpersonal and customer relations skills.
- Excellent oral and written communication skills.
- Sound integrity, ethics exercised in the performance of duties.
- Knowledge of the FAA Act and other associated legislations.
- Knowledge of the Local Government (Financing and Financial Management) Act.
- Good knowledge of Government of Jamaica (GOJ) and Ministry policies and procedures.
- Knowledge of the Government Accounting procedures.

**Minimum Required Qualification and Experience**

- Four (4) CXC/GCE O' Level subjects inclusive of English Language and a numeric subject.
- Completion of the relevant training at MIND would be an asset.
- One (1) year experience in a comparable working environment.
- Certificate in Accounting from a post - Secondary Institutions and In-Service courses in Government Accounting and voucher preparations would be an asset.

Applications accompanied by resumes should be addressed and submitted **no later than Friday, September 27, 2024**

To:

Secretary  
Local Government Services Commissions  
Office of the Services Commission  
Ministry of Finance and the Public Service Building  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle,  
Kingston 4

**A CURRENT POLICE RECORD WILL BE REQUIRED FOR THE INTERVIEW**

**Please note that only short- listed candidates will be contacted.**

