



**OFFICE OF THE SERVICES COMMISSIONS**  
LOCAL GOVERNMENT SERVICES COMMISSION  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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6<sup>th</sup> September, 2024

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

**CIRCULAR No. 23/2024**

Applications are invited from suitably qualified Officers to fill the undermentioned vacant posts in the **St. James Municipal Corporation**:

1. **Information Management Specialist (MIS/IT 3)** with salary range \$2,190,302 - \$2,945,712 per annum and any allowance(s) attached to the post;
2. **Public Procurement Officer (GMG/AM 3)** with salary range \$2,190,302 - \$2,945,712 per annum and any allowance(s) attached to the post;
3. **Senior Internal Auditor (FMG/AS 4)** with salary range \$6,333,301 - \$8,517,586 per annum and any allowance(s) attached to the post;
4. **Assistant Superintendent (SOG/ST 4)** - post with salary range \$2,803,771 - \$3,770,761 per annum and any allowance(s) attached to the posts;
5. **Park Supervisor (SOG/ST 4)** with salary range \$2,803,771 - \$3,770,761 per annum and any allowance(s) attached to the post;

**Applications are to be submitted no later than 20<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



September 6, 2024

## Chief Executive Officers

Sir/Madam:

Applications are invited from suitably qualified persons to fill the following vacant posts at the St. James Municipal Corporation:

1. **Information Management Specialist (MIS/IT 3)** with salary range \$2,190,302 - \$2,945,712 per annum and any allowance(s) attached to the post;
2. **Public Procurement Officer (GMG/AM 3)** with salary range \$2,190,302 - \$2,945,712 per annum and any allowance(s) attached to the post;
3. **Senior Internal Auditor (FMG/AS 4)** with salary range \$6,333,301 - \$8,517,586 per annum and any allowance(s) attached to the post;
4. **Assistant Superintendent (SOG/ST 4)** - post with salary range \$2,803,771 - \$3,770,761 per annum and any allowance(s) attached to the posts;
5. **Park Supervisor (SOG/ST 4)** with salary range \$2,803,771 - \$3,770,761 per annum and any allowance(s) attached to the post;

### 1. Information Management Specialist (MIS/IT 3)

**Purpose:** Under the direction of the Director of Administration of the Municipal Corporation, the Information Management Specialist assumes responsibility to manage and coordinate activities of the Corporation's computer hardware, software and peripherals to achieve optimal level of performance.

#### **Key competencies:**

The job requires the holder to have the following competencies:

- Good knowledge of computer hardware, software, firmware and peripherals
- Excellent Human Relation, Management and Communications skills
- Good problem-solving skills
- Excellent oral and written communication skills
- Ability to use initiative
- Ability to work on a team

#### **Qualification and experience**

- A Bachelor's Degree in Computer Science or related field with emphasis on hardware maintenance or related discipline
- OR**
- Diploma in Computer Science or related field with at least two (2) years experience in computer maintenance and in administration of computer networks including intranet, internet, extranet and fiber optic cable
  - Experience in programming and system analysis
  - Training and knowledge in strategic Information Technology planning, systems design and large-scale project implementation

## 2. Public Procurement Officer (GMG/AM 3)

**Job purpose:** The Procurement Officer under the general supervision of the Director 1, Public Procurement, is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Corporation. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica Procurement Guidelines and procedures (Public Procurement Act 2015).

### **Key responsibilities:**

- Preparing tender notices and advertisements
- Preparing RFQ for goods, general services and minor works
- Obtaining quotations/tenders from appropriately qualified suppliers
- Representing procurement unit at tender closing and opening exercises as tender officer
- Maintaining procurement records in good order to facilitate audit and other reviews
- Preparing Quarterly Contracts Awards report to be submitted to The Integrity Commission's Office (QCA Report)
- Maintaining a database of all bonds and insurances and ensure that they are current at all times and take responsibility for the safe keeping and return all relevant documents

### ***Procurement Process Management***

### ***Vendor Management***

### ***Procurement Reporting***

### **Core Responsibilities**

- Integrity
- Communication Skills
- Interpersonal relations
- Team work and cooperation
- Initiative
- People Management Skills
- Problem Solving and decision-making skills
- Time Management Skills

### ***Required qualifications and experience***

- Diploma in Public Administration/Management Studies/ Accounting or any other related field.
- Three (3) years procurement experience, in a similar position

## 3. Senior Internal Auditor (FMG/ AS 4)

**Job Purpose:** Under the direction of the Chief Executive Officer of the Corporation, the Auditor is responsible for the independent appraisal and review of the standards by which the Local Authority's resources and assets are utilized. This would include the review of the financial and operational efficiency and effectiveness of the use of the resources entrusted to all members of the Local Authority, the assessment of the adequacy of the internal controls/risk management systems implemented within the Municipal Corporation and the monitoring and evaluation of the level of compliance with organizational policy/procedures and applicable Local Government and Government of Jamaica (GOJ) Acts, rules, regulations and standards.

### ***Management/Administrative Responsibilities:***

- Overseeing the development and implementation of strategic audit plans, policies, operating budgets and operating procedures for all efficiency and compliance reviews
- Managing the relationship with relevant agencies (e.g.: Auditor General's Department, Integrity Commission) and ensures that the interactions with these are aligned with the principles of compliance as expressed in relevant laws and procedures

- Ensuring resources allocated to the Audit Unit are effectively employed and value for money obtained
- Providing technical advice the CEO, the Municipal Corporation, and other key stakeholders on audit, control and risk management issues
- Keeping abreast of local and international trends, changes, in areas of responsibility and recommends/initiates their adoption and adaptation where necessary to meet the objectives of the organization or to serve as benchmark for the organization
- Engaging in continuous knowledge development regarding sector rules, regulations, best practices, tools, techniques and performance standards
- Consolidating pre- and post-audit findings according to audit cycle
- Testing adherence to the policies and procedures of the Municipal Corporation and designated portfolio entities

### ***Technical/Professional Responsibilities***

- Assisting the Municipal Corporation in determining the best selection of controls to manage the risks facing the organization. This assistance is limited to the provision of advice and recommendations to the chairperson of the Municipal Corporation, Councillors and CEO
- Analyse and interpret financial and operating statements/reports in order to assess performance against established standards in efficiency, effectiveness and the use of resources
- Reporting to the Corporation and external agencies (e.g.: The Auditor General, the Integrity Commission) on the appropriateness of the policies, programmes and activities of the Municipal Corporation.
- Ensuring the existence of a system implemented by management to identify and analyse major risks and test, and reports on the effectiveness of this system
- Monitor and report on management's response towards and implementation of recommendations for improvement
- Review and report on the compliance of operatives with established policies and procedures
- Expressing informed opinions on the working of the system of internal control
- Ensuring regular examination of Assets and master inventory control system of the Municipal Corporation
- Examining the financial programmes to ensure compliance with FAA and Local Government Financing and Financial Management Acts
- Assessing performance risks on critical business processes of the Municipal Corporation
- Monitoring compliance with adherence to GOJ Procurement standards, guidelines and regulations
- Develop and ensure the smooth operation of 'follow-up' system that focuses on the prompt resolution of identified deficiencies by the accountable officers
- Review and report on the accuracy, timelines and relevance of the financial information provided to management, compliance reports for standards, as well as the achievement of the Municipal Corporation's mandate
- Conducting ad-hoc reviews and special investigations into the use of resources entrusted to the Local Authority and the value for money obtained in major activities
- Conducting independent investigations that are sensitive and complex involving suspected violations of statutes and or policies etc.
- Establishing risk-based audit programmes to identify major risks and recommend actions to mitigate the same
- Authorize/approve payment/purchase requisitions, claims requests, etc. related to unit

### ***Human Resource Management***

- Providing leadership and guidance to staff through effective planning, delegation, communication, mentoring and coaching
- Conducting performance management process and recommends training and other development programmes for immediate reports
- Participating in the recruitment of staff for the Unit within the span of control and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Ensuring staff are effectively utilized to achieve organizational objectives and enhance their professional and/or personal development
- Ensuring welfare and developmental needs of staff within the span of control are clearly identified and addressed to ensure the maintenance of cadre of highly motivated and productive employees
- Supervising Junior Auditors assigned to engagements providing guidance to ensure high quality audit deliverables
- Ability to lead and motivate team members
- Performing any other duties that may be assigned

### ***Key Outputs***

- Audit Plans and budgets
- Operational and compliance audit reports
- Financial audit reports
- Risk-based audit programmes
- Recommendations on weaknesses in control/risk management system and measures to take to correct such deficiencies
- Technical advice

### ***Key Competencies***

- Thorough knowledge of all applicable GOJ rules and regulations governing the operation of Municipal Corporations
- Knowledge of operating procedures in each business unit of the Municipal Corporation within the Local Authority
- Sound knowledge of GOJ Procurement Guidelines, Local Government Financing and Financial Management Act
- Proficiency in the use of accounting and other relevant computer applications
- Knowledge of financial and business analysis techniques
- Sound technical knowledge
- Excellent interpersonal relations, communication and report writing skills
- Expertise at interpreting financial reports
- Sound knowledge of business and operational risks and control processes and procedures
- Excellent investigative, research, analytical and problem-solving skills
- Ability to pay keen attention to details
- Demonstrates honesty, integrity and sound judgement
- Excellent time management skills
- High level of professionalism and confidentiality

### ***Qualifications and experience***

- Bachelors of Science Degree in Finance, Management, or Accounting, Business Administration with emphasis on Business Analysis, Accounting Principles with five (5) years relevant experience or equivalent professional qualification from a recognized institution.

**Or**



- ACCA Level 2
- At least five (5) years' relevant post qualification experience
- At least five (5) years' experience in a Supervisory position

#### **4. Assistant Superintendent (SOG/ST 4)**

**Purpose:** Under the direct supervision of the Superintendent, the Assistant Superintendent assists in establishing and implementing projects and programmes within the municipality in accordance with the appropriate statutes, regulations and by-laws and policies.

- Supervising and giving technical advice to The Works Overseer and other technical staff under his supervision
- Implementing works that are of technical nature and above the level of a Works Overseer
- Implementing, supervising and inspecting construction, maintenance, renovation, upkeep etc. works being done to all parochial properties inclusive of roads, bridges, drains, buildings, public beaches, cemeteries etc.
- Preparing of estimates, requisitions, bill of quantities and contract documents to effect works on all parochial infrastructures inclusive of buildings, land and civil components
- Preparing of bills / certificates for payment to work contractors and suppliers of goods and services satisfactorily done on the Corporation's behalf.
- Procuring goods and services in accordance with the Government Procurement Guidelines
- Preparing and implementing monthly work programmes
- Preparing and submitting to the Superintendent and / or Deputy Superintendent (Roads and Works), monthly report, weekly itinerary, project status and summary of all meetings attended
- Investigating, preparing, and submitting breach reports for all suspected breaches to the Superintendent and/or his Deputy
- Serving notice(s) for acts that are in contravention of the Parochial Roads Act
- Investigating and submitting reports to the Superintendent on complaints of matter affecting the Corporation's parochial responsibilities, including damage reports after disasters
- Professionally advising the Corporation and technical issues relating to infrastructural and civil development
- Interfacing with the public in an advisory capacity on matters relating to infrastructural and civil development
- Attending along with or representing the Superintendent and/or Deputy Superintendent (Roads and Works) at meetings, site visits, tours or any other occasions when requested by either of them

#### **REQUIRED SKILLS & COMPETENCIES**

- Knowledge of building principles and practices, including pertinent specialties
- Must have knowledge of the various development application processes
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Problem solving skills to gather relevant information to assist in solving practical problem
- Ability to work on several projects or issues simultaneously
- Ability to work independently or on a team environment as needed
- Ability to use interactive computer systems to aid applicants in the submission of applications

### **Qualification and experience**

- Diploma in Construction Engineering or related discipline from the University of Technology or a recognized Institution, or
- Experience in interpreting maps, subdivision, building plans and other spatial plans  
Minimum of two (2) years' experience in carrying out major infrastructure work

#### **5. Park Supervisor (SOG/ST 4)**

**Job Purpose:** Under the direction of the Superintendent, Road and Works Department, the Parks Supervisor is responsible for the general maintenance and supervision of the Stadium and Parks grounds.

### **JOB RESPONSIBILITIES**

- Conducted routine maintenance, including park clean up, containerized, stored and removed/ disposed of in the required manner.
- Supervise Ground and Maintenance Staff in the execution of their duties
- Ensure that grounds and hedging are cut and maintained to the required standards.
- Monitor and reports all leaks, broken pipes, restroom malfunction, etc. to the Plumber for repairs.
- Monitor bulbs and electrical outlets for replacement/repairs as needed.
- Submit monthly reports of maintenance activities at the Catherine Hall Stadium.
- Monitor perimeter fencing for any damage or breach.
- Any other duties that may be assigned from time to time.

### **REQUIRED QUALIFICATION AND SKILLS**

- Diploma in Construction Engineering or related discipline from the University of Technology or a recognized University and graduate of a secondary institution with at least four (4) subjects at the CXC/GCE 'O' Level including English Language and a numeric subject, or
- Diploma in Mechanical/Electrical Engineering/Landscaping from a recognized Tertiary Institution with two (2) years' experience in Landscaping with at least four (4) subjects at the CXC/GCE 'O' Level including English Language and a numeric subject.

### **REQUIRED KNOWLEDGE AND EXPERIENCE**

The incumbent should have working knowledge of major general maintenance and supervision.

Applications accompanied by Résumés should be submitted no later **20<sup>th</sup> September, 2024**  
**to:**

**Secretary  
Local Government Services Commission  
Office of the Services Commission  
Ministry of Finance and Public Service Complex  
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