



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 13 **OSC Ref. C. 5850¹⁷**

15th January, 2025

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 following **vacant** posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Project Officer (GMG/SEG 3) (1 Year Contract) - Urban Renewal and Development Programme**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Records and Information Administrator (PIDG/RIM 5) - Documentation/Information and Access Services Branch, Corporate Services Division**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Project Officer (GMG/AM 3) (2 posts) - Technical Services, Projects and Housing Branch – Housing, Urban Renewal and Projects Division**, salary range \$2,190,302 - \$2,945,712 per annum.

1. Project Officer (GMG/SEG 3)

Job Purpose

The Project Officer will be central to the overall implementation of the Urban Renewal and Development Programme, from project design through to project completion and closure. Such responsibility will include ensuring project activities are sustainable, of the highest quality, and maximize value for money. The Project Officer will serve as the primary liaison with stakeholders and be responsible for the implementation of assigned projects, ensuring that they are delivered on time, within budget, to specification, and in keeping with Government guidelines. The incumbent will ensure that project objectives are met in keeping with the Ministry's vision for urban renewal.

More specifically, the Project Officer will report directly to the Senior Director, Urban Renewal and Development and conducts all project management duties in the execution and implementation of the Ministry's urban renewal projects.

Key Responsibilities

- Provides technical support in project planning, selection and implementation;
- Participates in project design, as well as development and preparation of project plans for targeted communities;
- Prepares Project Brief and related documents;
- Assists in the design and review of selection criteria/matrix for urban renewal projects;
- Reviews project proposals from external entities.
- Makes recommendations towards initiatives under the Urban Renewal and Development Programme;
- Designs scope of work for projects under the programme;
- Co-ordinates the preparation of Tender Documents and Tender Reports;
- Informs contractors of the standards and preferred techniques necessary for project implementation;
- Develops project schedules for activities, ensuring work is within project scope;
- Oversees and prepares Estimates for projects;
- Reviews and evaluates Estimates/Bill of Quantities submitted by contractors/suppliers;
- Develops a risk management plan for each project;
- Prepares and manages short form contractual arrangements with contractors;
- Prepares payment certificates and other relevant documents;
- Co-ordinates project meetings (as required) as part of the monitoring exercise for projects;
- Manages project resources for efficient use and in compliance with the Ministry's guidelines;
- Co-ordinates site assessments to project locations prior to implementation of projects;

- Monitors the implementation of all approved projects to ensure conformity and value for money;
- Prepares Progress Reports for projects being implemented;
- Prepares and submits Project Final/Closure Report for each project undertaken;
- Reviews documentation submitted to the Ministry to facilitate payment to contractors according to Ministry's guidelines;
- Prepares Practical Completion Certificates for all completed projects;
- Prepares Payment Certificates for projects completed under the programme;
- Provides onsite quality control, communicating and engaging with Ministry clients and contractors on all aspects of the project plans and progress;
- Manages project database for planning, tracking quality, time and resource utilization for projects;
- Liaises with key stakeholders regarding project design, objectives and implementation;
- Participates in workshops, seminars, meetings, etc.;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Possesses strong organizational skills
- Excellent time management skills
- Experienced in the use of standard computer applications

Technical:

- Knowledge of Project Management
- Knowledge and experience in Monitoring and Evaluation
- Knowledge of Central Government's operational procedures
- Knowledge of Public Procurement Policy and guidelines
- Knowledge and experience in preparing Project Estimates/Bill of Quantities

Minimum Required Qualification and Experience

- Bachelor's Degree from an accredited college or university in urban planning, construction management, project/programme management, or a related field;
- Five (5) years' experience in the Public/Private Sector working in a similar and/or related capacity.

2. Records and Information Administrator (PIDG/RIM 5)

Job Purpose

Under the general direction of the Director, Documentation/Information and Access Services, the incumbent is responsible for the accurate, secure and efficient management of information received and generated by the Ministry. The role also involves developing and maintaining effective systems to support the movement, maintenance and disposition of records.

Key Responsibilities

Management/Administrative:

- Contributes to the development of strategic plans/programmes/objectives/projects for the Branch (strategic, operational, monthly plans, projects performance reports and any other related documentation);
- Participates in meetings, seminars, conferences and workshops, as required;
- Assesses and evaluates records management systems to develop new methods or enhance existing practices for the efficient handling, protection, and disposal of official records and information;
- Contributes to quarterly and annual reports presented to the Records Management Committee, including operational statistics, current compliance rate, identified issues/risks and proposals for managing those risks;
- Develops Individual Work Plan in keeping with the Branch's Operational Plan;
- Supervises the operations of the Ministry's Records Centre and outstations;

Technical/Professional:

- Classifies and indexes records;

- Assists in researching information, as requested, to facilitate access;
- Collaborates with staff to gather suggestions for improvements and identify records management issues;
- Develops, implements and administers specific plans to ensure compliance with the Ministry's records management policies and standards;
- Designs and delivers records management training and awareness programme;
- Assists in designing and directing a Vital Records Management Programme;
- Collaborates with the Director to develop and maintain policies, plans, standards and procedures for managing all types of applicable records, documents and data, in accordance with established Records Management Standards;
- Develops a Records Disaster Preparedness and Recovery Plan;
- Maintains and updates the Ministry's Retention and Disposition schedule, ensuring it is current;
- Evaluates findings and recommends changes or modifications to procedures, utilizing knowledge of operational functions, referencing systems and filing methods;
- Analyses records to determine their administrative usage, fiscal or historical value, and develops and implements appropriate procedures;
- Ensures appropriate systems and procedures are in place for an efficient records management programme;
- Develops and maintains a records management retention schedule for the Ministry;
- Reconciles and corrects indexing errors and anomalies, advises end users and records staff on procedural and content issues and ensures the security and preservation of records in storage;
- Co-ordinates a variety of special projects and tasks related to records management and archiving activities;
- Develops databases and electronic systems to support all records management functions, liaising with the ICT Branch for the design and control of such system;
- Establishes methods for retaining, protecting and identifying records, ensuring compliance with established records standards;
- Develops a system to ensure records/information are easily accessible, when needed;
- Designs and implements appropriate systems and procedures to enhance the delivery of documented information within the Ministry.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, and initiates corrective actions, when necessary;
- Participates in the recruitment of staff and recommends transfers, promotions, terminations, and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to officers through effective planning, delegation, communication, training, mentoring, and coaching;
- Facilitates the welfare and development of Staff in the Branch;
- Establishes and maintains a system fostering a culture of teamwork, employee empowerment, and commitment;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the HRM&D Branch;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Capable of prioritising
- Strong Analytical skills
- Good leadership skills
- Good organizational skills
- Good problem-solving skills

Technical:

- Excellent knowledge of Records Management practices in the Public Sector
- Sound knowledge of computer operating systems, the Internet and database technology (design, software and structure)
- Excellent knowledge of the relevant legislations - Access to Information Act, Archival Act, FAA Act, Legal Deposit, Intellectual Property Right etc.
- High level of technical expertise in relation to the components of an effective records management programme and information literacy skills

Minimum Required Qualification and Experience

- Graduate from recognized University with a Degree in Library or Archival Studies, plus training in computer information systems with at least five (5) years' experience in the field;
- OR**
- First Degree and Post-graduate Diploma in Library or Archival Studies and seven (7) years' experience in the field and training in computer information systems;
- OR**
- Any combination of training and experience that would yield the necessary skills needed at this level.

3. Project Officer (GMG/AM 3) (2 posts)

Job Purpose

The incumbent is responsible for facilitating partnership between GoJ/Private Sector and Non-Governmental Organizations, supporting the implementation of strategies for the development and construction of adequate and affordable housing solutions, in keeping with National Housing Policies and other relevant policy and strategies of GoJ.

Key Responsibilities

Management/Administrative:

- Prepares annual/quarterly/monthly reports for meetings;
- Develops individual Work Plan in keeping with the Branch's Operational Plan, HRM&D's established format and PMAS principles.

Technical/Professional:

- Provides administrative and technical support for the co-ordination and monitoring of projects;
- Develops project plans and proposals for low to middle income housing projects;
- Assists in preparing project status reports;
- Initiates surveys, layout designs, engineering designs, bills of quantities and pricing;
- Identifies Ministry's lands applied for and advises as to the suitability for housing;
- Liaises with external technical agencies to facilitate effective project co-ordination;
- Attends site meetings, conducts site visits and ensures compliance with technical standards;
- Assists in preparing Tender documents and Tender reports;
- Liaises with project partners, associated agencies, and internal technical teams to ensure the development, planning and management of Ministry and privately developed projects;
- Inspects and assesses projects to determine their potential for upgrading;
- Assists in identifying suitable lands for acquisition by the Ministry;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Possesses strong organizational skills
- Experienced in the use of standard computer applications
- Results oriented
- Excellent administrative skills

Technical:

- Knowledge in Project Management, Monitoring and Evaluation
- Knowledge of Central Government's operational procedures
- Knowledge of research techniques
- Experience in AUTO CAD and Draughting
- Excellent knowledge in sub-division/building design

Minimum Required Qualification and Experience

- Bachelors Degree in Civil Engineering, Construction Management or any other related field;
- Five (5) years related working experience (subdivision/ building design).

OR

- Associate Degree in Civil Engineering, Construction Management or any other related field;
- Eight (8) years related working experience (subdivision/building design).

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th January, 2025 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megic.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**