



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. 57 **OSC Ref. C. 5850¹⁷**

6th February, 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 **vacant** post of **Community Development Officer (GMG/SEG 1)** in the **Social Services Unit, Ministry of Economic Growth and Job Creation (MEGJC)**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

Under the general supervision of the Senior Community Development Officer, the incumbent is responsible for organizing and overseeing the relocation/regularization of selected families onto Housing Solutions. The incumbent also create opportunities through planned programmes so that residents can access developmental help in the physical and economic planning of Communities, as well as train selected householders from condominiums to assume responsibilities as Executives of the Co-operatives.

Key Responsibilities

- Conducts socio-economic/market surveys;
- Co-ordinates the settlement of Unit Holders into new/existing Communities;
- Assists in the sensitization of Unit Holders to Ministry policies and regulations, as well as their rights and obligations;
- Acts as liaison between Communities and providers of social development services in education/skills training, family life and counselling, health, small business development and venture capital funding;
- Conducts occupancy audits in order to verify land;
- Plans, designs and implements all aspects of the Social Housing Programme;
- Participates in the preparation of the Unit's Budget and Operational Plan;
- Prepares Status/Monthly Reports;
- Prepares mortgage payments and utilities correspondences;
- Liaises with Legal Department re the preparation of Sales Agreements;
- Initiates collection drives and develops strategies to improve collection levels;
- Manages/updates Scheme Accounts;
- Develops and implements strategies for resolving mortgage, boundary and covenant disputes;
- Establishes and monitors Management Committees (Citizen Associations);
- Investigates breaches of regulation such as encroachment and illegal occupancy, prepares and submit reports;
- Dispatches demand notices;
- Organizes Community Health Fairs;
- Participates in the preparation of official submissions and briefs;
- Works with Ministry directorate in planning and implementing strategies for removal/regularization of unauthorized settlers (squatters);
- Participates in relocation exercise for persons at risks;
- Prepares submissions, in collaboration with the Director, Social Services, for presentation to the Ministry's Executive Body on how to deal with matters like ninety (90) day cash sales and delinquent and other issues that would reduce arrears;
- Liaises with Homeowners and Community Groups through Community Development Officers, with a view to offer counselling and other steps required to achieve voluntary compliance;
- Approves arrangements made by Compliance and Investigation Officers with delinquent householders for payment of arrears in installment;
- Utilizes occupancy surveys to inform the arrears and recovery programme;
- Conducts damage assessments;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of conflict resolution techniques
- Excellent communication and human relations skills
- Excellent problem-solving skills
- Working knowledge in the use of computer applications
- Employs initiative and is results driven
- Knowledge in Ministry and Central Government operational procedures
- Excellent knowledge of Lot Identification
- Excellent knowledge of Public or Community Relations
- Knowledge of the LICA Act
- Excellent knowledge in implementing Social Development Programmes
- Excellent knowledge of the operations of financial institutions
- Knowledge of Property Management/Land Use
- Knowledge of Debt Management

Minimum Required Qualification and Experience

- Bachelors Degree in Business Administration with a Finance or Marketing Major;
- Training in Investigative Techniques;
- Five (5) years' working experience with two (2) years in a similar capacity.

Special Conditions Associated with the Job

- High risk locations (Inner City Schemes-violence prone);
- Long hours of work;
- Constricted deadlines.

Applications accompanied by résumés should be submitted **no later than Wednesday, 19th February, 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@megjc.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**