



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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OSC Ref. 310/04^{IV}

18th February, 2025

CIRCULAR No. 3/2025

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

1. **Director of Enforcement and Civic Order (GMG/SEG 2)**, salary range \$4,266,270–\$5,737,658 per annum and any allowance(s) attached to the post.
2. **Inventory Officer (PIDG/RIM 3)**, salary range \$2,190,302- \$2,873,866 per annum and any allowance(s) attached to the post.

Please see attached the relevant job posting.

Applications are to be submitted no later than 7th March, 2025 to:

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



MINISTRY OF LOCAL GOVERNMENT & COMMUNITY DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

| | |
|-------------|--|
| JOB TITLE: | Director, Enforcement & Civic Order |
| JOB GRADE: | GMG/SEG 2 |
| POST NUMBER | |
| BRANCH: | Enforcement and Civic Order |
| SECTION: | |
| REPORTS TO: | Chief Executive Officer |
| MANAGES: | Directly: Supervisor, Enforcement and Civic Order Indirectly: Enforcement Officer |

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE BRANCH:

To provide strategic technical leadership in support of the Local Authority's objectives and responsibilities in relation to the enforcement of laws and regulations, securing and safeguarding property and equipment, and maintaining civic order within designated areas under the local authority's jurisdiction.

2. JOB PURPOSE

Under the general direction of the Chief Executive Officer, the Director, Enforcement & Civic Order is responsible for providing strategic technical leadership, to ensure that the local authority achieves its goals/objectives in enforcing the laws and regulations and securing and protecting the property and equipment of the local authority. The Director is also responsible for devising plans to maintain civic order in designated areas under the jurisdiction of the local authority.

. KEY OUTPUTS

- Enforcement and Civic Order plan developed
- Property and Equipment of the Local Authority secured and protected
- Local Authority Laws Enforced
- Civic Order Maintained
- Investigations conducted
- Case Files Developed
- Enforcement Action conducted
- Technical advice/guidance provided to CEO/Council on portfolio matters
- Research conducted
- Reports produced
- Strategic and corporate plans of the authority supported
- Budget prepared
- Divisional work plans produced
- Performance monitored and evaluated

3. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Organizes patrol of designated streets, market districts, city centers and areas where investigation/intelligence suggest civic order is being or likely to be disturbed

- Leads enforcement teams to 'hot spot's such as bus/car termini to enforce the rules of the authority and to partner with the Jamaica Constabulary Force/other law enforcement agency/security personnel to treat with disruptions
- Develops property and security plans for the local authority
- Conducts research and recommends security systems – camera monitor, surveillance, electronic access
- Liaises with the fire department to ensure that the local authority buildings/facilities are not in breach
- Develops and implements plans of action to conduct enforcement activities for breaches of the codes, laws and regulations of the authority
- In partnership with other divisions/units (for e.g. commercial services) devises strategies to collect outstanding revenues from persons who owes moneys to the authority
- Enforce compliance with rules and regulations, not limited to zoning, land use, nuisance, health and safety, blight and other matters of public concerns which fall under the local authority
- Leads field investigations and inspection of property for violation/breaches and recommends to the Local Authority appropriate course of action
- Prepares case files and warning letters to tackle offending behaviour
- Develops strategies to deal with unauthorized vending, hawking, illegal signage/advertisement
- Ensures an accurate documentation and case files on all investigations, inspections enforcement activity to substantiate violations, including drawing diagrams and taking pictures as supporting evidence
- Prepares evidence in support of legal actions taken by the local authority
- Acts as witness in support of any legal action taken by the local authority to address offending behaviour or non-compliance with statutory regulations
- Conducts research to identify areas of concerns for civic order and implement preventative strategies
- Builds relationship with stakeholder to enhance trust and to receive information that can help the local authority in the enforcement and preservation of civic order endeavours
- Makes presentation to community organizations and groups
- Receives and handles citizens' complaints of unauthorized commercial enterprises
- Leads and maintains a professional decorum and display a positive attitude in all dealings with citizens,
- Leads the team in property tax collection drives
- Assesses environmental hazards such traffic congestion, stray or wild animals and recommends counteracting strategies
- Leads the enforcement division's participation in the strategic planning activities of the authority to enhance interconnections and partnership between programs and efforts, and ensuring alignment of the division's programs within the general and specific plans of the authority
- Participates in strategic planning, needs identification processes, impact assessment and evaluation of current and proposed program efforts, and capacity development needs.
- Ensures the effective development and maintenance of operating systems for division planning, service delivery, data collection, program evaluation, and reporting.
- Collaboratively develops the budget for the division by identifying budgetary needs, resources, and opportunities.

- Monitors division budgets to ensure that identified program goals and objectives are achieved;
- Ensures the proper creation, maintenance, sharing, storage, and use of divisional records and information
- Ensures that information/data requested under the Access to Information Act and other laws such as request from auditors are provided
- Ensures that data are handled in keeping with Data Protection Act

Human Resources Responsibilities

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the vision, mission and goals of the local authority;
- Provides effective leadership and guidance through planning, delegation, communication, mentoring, coaching and discipline;
- Ensures the provision of the appropriate physical resources to enable staff to undertake their duties
- Recommends transfers, secondment, and leave of direct report
- Monitors the performance of staff and ensures timely review of performance and intervention;
- Motivates, supports, and coaches division staff to an optimum level of performance in areas that include leadership, community and family engagement, system improvement, resource development
- Takes lead in facilitating organizational change and encourage and support staff in the transitions;
- Models the values of the division, including participative management, excellent customer service, teamwork, collaboration, work/life balance, and respect for community diversity, culture and norms.
- Develops individual work plans
- Ensure that the work plans for staff in the division are developed and delivered to the human resource unit
- Works with division staff to establish program goals, priorities, and work plans.
- Monitors and review the performance of direct reports and ensure that this is also done for the division as a whole.
- Fosters the continued development of staff through in-house training or through collaboration with external stakeholders such as the Board of Supervision
- Plays a lead role in the disaster and emergency relief efforts of the local authority

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

4. PERFORMANCE STANDARDS

- Enforcement and Civic Order plan developed and implemented as agreed by the local authority
- Property and Equipment of the Local Authority secured and protected from damage or theft
- Local Authority Laws Enforced
- Civic Order Maintained to avoid/minimise public disruptions

- Investigations conducted in accordance with established procedures and presented to the local authority
- Case Files Developed in accordance with establish procedures and presented to the local authority
- Partnerships and collaborations with stakeholders are structured in accordance with established rule and guidelines, are professionally maintained
- Technical advice/guidance and recommendations provided to the local authority are sound and supported by qualitative/quantitative data or relevant laws/rules
- Strategic and corporate plans of the authority supported is supported by relevant data/information which his presented on time and in the required format
- Divisional plans and budget are developed collaboratively, presented in the recommended format and delivered on time
- Individual work plans and those of officers in the division are developed and performance monitored according to established principles
- Reports are evidence-based and submitted in a timely manner;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

5. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

| Contact (Title) | Purpose of Communication |
|---|--|
| CEO/Local Authority | <ul style="list-style-type: none"> • Receive instructions/directions • Provide updates on status of division and or assignments; • Advice on new issues or development and propose alleviating strategies |
| Chief Financial Officer Human Resource Officers/Director Corporate Services Chief Engineering Officer | <ul style="list-style-type: none"> • Provide guidance • Provide status/upate • Provide advice/update and exchange information |
| Staff | <ul style="list-style-type: none"> • Provide leadership and direction • Exchange ideas for service improvement |

External Contacts (required for the achievement of the position objectives)

| Contact (Title) | Purpose of Communication |
|---|--|
| Ministry of Local Government and Community Development/Board of Supervision | <ul style="list-style-type: none"> • Receive policy directives • Receives clarification/guidance |
| Community groups Members of business community | <ul style="list-style-type: none"> • Provide information • Receive intelligence |
| PDCs, CDGs | <ul style="list-style-type: none"> • Engage and receive information to inform strategies and programmes |
| Inhabitants/General public | <ul style="list-style-type: none"> • Supply information on pertinent issues, receive information/data |

6. AUTHORITY

- Enter upon premises to serve notices and stop orders
- Collect fees on behalf of the Local Authority and issue receipt
- Remove illegal billboards/signs
- Effect disciplinary procedures of staff
- Makes recommendation to the local authority
- Other authority vested in keeping with being appointed as a district constable

7. REQUIRED COMPETENCIES

Core

- Highly developed professional disposition
 - Good oral communication
 - Good written communication
 - Customer/citizen focused orientation
 - Teamwork & Cooperation
 - Unquestioned integrity
 - Developed interpersonal skills
 - Ability to build rapport with team/stakeholders to harness collective solutions
 - Possess innovativeness in resolving disputes
 - Possess the relevant skills to use and manipulate relevant ICT hardware and software
- Technical

- Expert knowledge in the principles and practices of community policing
- Knowledge of the building code and related laws
- Good knowledge of a range of local government rules and regulations
- Good knowledge of community engagement
- Excellent promotional and public education skills
- Adequate ability to conduct social research
- Well-developed skills in stakeholder engagement and collaboration
- Good appreciation of the operations of the machinery of local authorities;
- Developed appreciation of the principles and practices of local government/governance
- Good knowledge of relevant legislation: Poor Relief Act, Public Health Act, By-laws of the authority, Rules of the Board of Supervision
- Adequate knowledge of the prevailing social, economic, political and environmental issues
- Good investigative skills and report writing
- Excellent human relations
- Good problem solving

8. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in security science or a related discipline
- Training in security practices and procedures
- At least 5 years progressive work experience, at least three of which should be at supervisory level
- Appointment as a district constable would be a key asset

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- This job requires collaborative efforts to engage communities of various social and political challenges.
- Exertion of physical strength
- Exposure to boisterous behaviour and criminal elements. Threat of danger to life
- Leading supervisees to conduct site visits removing illegal signs and serving notices
- Adequate travel to engage in community meetings to promote social services

These duties may be varied from time to time in accordance with the needs of the service, and especially during emergencies/public holidays when it may be necessary to extend responsibilities to meet the need of the local authority.



MINISTRY OF LOCAL GOVERNMENT & COMMUNITY DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

| | |
|-------------|--|
| JOB TITLE: | Inventory Officer |
| JOB GRADE: | PIDG/RIM 3 |
| POST NUMBER | |
| BRANCH: | Corporate Services |
| SECTION: | Human Resource Management and Administration |
| REPORTS TO: | Office Manager |
| MANAGES: | |

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE SECTION:

To provide the Local Authority with support functions of human resource management and administration, documentation management and access to information, general administration, security as well as property management and administration in creating an efficient and effective service delivery organization, with well-trained and customer-focused staff.

2. JOB PURPOSE

Reporting to the Office Manager the Inventory Officer is responsible and accountable for the inventory management of designated supplies and/or raw materials in the Corporation's Storage/Office ensuring that operating procedures and company policies are adhered to.

3. KEY OUTPUTS

- Supplies dispatched
- Minimal loss of stock
- Inventory records maintained.
- Reports submitted

4. KEY RESPONSIBILITY AREAS

- Ensure that the designated area is kept clean and inventory items are neatly stacked on shelves.
- Ensure stocks are issued to minimize loss to the company.
- Perform regular adhoc checks on inventory items.
- Compare order acknowledgement with requisition before processing.
- Allocate stock Divisions in an equitable manner in consultation with the Office Manager
- Supervise the picking of items in accordance with end-users requirements to ensure accuracy before items are packed.
- Ensure that sensitive items are properly packed for safe delivery.
- Co-ordinate the receipt of inventory being transferred from the storage to the designated area.
- Ensure that goods are in accordance with specifications outlined on supplier's invoice.
- Ensure proper storage methods in order to maintain stock in good condition.

- Responsible for the security and safety of designated stock.
- Undertake frequent and regular physical inspection of designated inventory items in the Unit to prevent unnecessary damage to stock and/or unnoticed time expiration.
- Maintain accurate stock records for each designated item to include all damages, loans, batch numbers and expiry dates where applicable.
- Prepare monthly reports and the submission on critical items, slow-moving items, and soon-to-be expired stock.

Other Responsibilities

Performs other related duties as assigned by the Office Manager.

5. PERFORMANCE STANDARDS

- Supplies are dispatched on a timely basis.
- Loss of stock as a result of damage, expiration and theft is minimal.
- Inventory records are accurately maintained.
- The storage area is kept clean and well organised.
- Reports are submitted in a timely manner.

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts

| Contact (Title) | Purpose of Communication |
|---|--|
| Office Manager | <ul style="list-style-type: none"> • To obtain directives. To provide reports and information |
| Divisional/Unit & Agency Heads; Other staff | <ul style="list-style-type: none"> • Advise on matters relating to Inventory Management and Maintenance |

7. AUTHORITY

- Disseminate supplies upon request and approval

8. REQUIRED COMPETENCIES

- Ability to communicate effectively, both orally and in writing.
- Ability to organize work and people in order to produce timely and pertinent reports on a regular basis.

- Excellent analytical skills.
- Well developed interpersonal skills.

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- 5 CXC's including English Language & Mathematics
- Specialized training in Inventory Management
- Three (3) years' experience in related field

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The incumbent is exposed to dust when repeatedly retrieving supplies.
- Physical effort required to:
 - Remove and return supplies to storage
- Required to work beyond normal working hours when it is necessary to meet critical deadlines.