



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 95** **OSC Ref. C. 6276<sup>14</sup>**

**4<sup>th</sup> March, 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 be assigned to the following **non-vacant** posts in the **Ministry of Local Government and Community Development**:

1. **Structural Engineer (SOG/ ST 7) - Technical Services and Major Projects**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Auditor (FMG/AS 2) - Internal Audit Division**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Executive Secretary (OPS/SS 4) - Strategic Policy, Planning and Reform Division**, salary \$2,190,302- \$2,945,712 per annum.
4. **Executive Secretary (OPS/SS 4) – Central Administration Division**, salary range from \$2,190,302- \$2,945,712 per annum.

#### **1. Structural Engineer (SOG/ ST 7)**

##### **Job Purpose**

The Structural Engineer is responsible for supervising the implementation of building infrastructure works and any consultant hired. The incumbent will ensure that work plans, schedules and quality standards are maintained, in addition to:

- preparing engineering designs for new buildings, retaining walls and supervise the rehabilitation and maintenance of existing structures;
- conducting site visits and attending site meetings;
- assessing technical standards;
- developing corrective strategies for engineering/technical defects and reviewing plans, diagrams and engineering designs completed by the Civil Engineers and other professionals, and
- assist in developing project proposals.

##### **Key Responsibilities**

- Monitors and co-ordinates the implementation of the technical supervision and construction of building contracts with the Superintendent Roads and Works of each Local Authority and other designated officers in the Agencies, to ensure compliance with all project requirements;
- Liaises with the Consultants contracted to implement various components of the Project, islandwide, on behalf of the Ministry by;
  - Attending monthly meetings to plan and review project implementation, and troubleshooting any problems that may arise in accordance with Ministry requirements, ensuring that Project objectives are being achieved by the contractors;
  - Monitoring and co-ordinating inspection of on-going construction works to ensure adherence to design specifications; to meet project objectives and quality standard; ensuring that the required deadlines are being achieved;
  - Resolving construction related problems, in conjunction with Technical Director, to eliminate possible delays;
  - Convening meetings with consultants, as required, if problems with Project implementation arise;
- Designs and prepares structural details that are required for any public buildings and markets, as required;

- Approves work completed by contractors, in conjunction with Superintendents in the Local Authorities and designated officers in the Agencies;
- Advises the Technical Director on the progress of all projects, identifying problems arising and recommending corrective action to be taken, where necessary;
- Prepares monthly progress reports for all assigned projects;
- Co-ordinates with Public Health Department, Jamaica Public Service, National Water Commission, Telecommunications providers, regarding the provision of utilities; convenes meetings and undertakes required activities to ensure timely implementation of services;
- Provides building maintenance inspection and makes recommendations, as required;
- Co-ordinates various disciplines to conduct site surveys;
- Prepares structural designs, working drawings and materials and construction specifications;
- Prepares schedule of materials for placing orders;
- Provides technical supervision of jobs assigned during construction, including periodic site inspections, attending site meetings, issuing of variation orders;
- Undertakes any other duties necessary for the satisfactory completion of infrastructure rehabilitation.

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

#### ***Core:***

- Ability to work under pressure to meet deadlines
- Excellent interpersonal skills
- Ability to work with teams
- Ability to communicate effectively in both oral and written forms

#### ***Functional:***

- Highly developed skills in engineering designs
- Highly developed team skills
- Highly developed Project Planning and Management skills
- Contract Management Skills
- Competence in industry computer applications

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

- B.Sc. Degree in Structural/Civil Engineering or the successful completion of Parts A and B of the examination of the Institution of Civil Engineers,
- Complete any other professional or statutory requirements that may arise from time to time i.e. Be a Registered Professional Engineer
- A minimum of five (5) years experience in Civil Engineering with at least 3 years experience in Structural design of buildings and bridges, retaining structures, Piers, Explosives Stores and other Civil Engineering Structures.

### **Special Conditions Associated with The Job:**

- Will be required to travel the entire island on special assignments, where necessary
- Will be required to work long hours, after hours and on weekends and public holidays, when the need arises

## **2. Auditor (FMG/AS 2)**

### **Job Purpose**

Reporting to the Senior Auditor, the incumbent participates in performing internal audit functions at the Ministry, its Local Authorities and Agencies. The incumbent is also responsible for participating in examining both financial and operational transactions, records and documents, to determine compliance with provisions of relevant laws, regulations, policies and rules, reports on internal controls and, where necessary, recommend appropriate measures to be taken.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Conducts operational and financial audits and special assignments to assess the adequacy, efficiency and effectiveness in achieving the desired objectives and compliance with relevant laws and policies;

- Prepares working papers, ensures that those of the Junior Auditors are properly prepared, compiled and submitted for review;
- Follows-up, as directed, on responses to audit findings, to ensure that deficiencies are corrected, improved procedures are implemented, and internal controls are being adhered to;
- Participates in the development of Work Plans and itineraries;
- Participates in discussions with management as it relates to audit findings;
- Prepares Risk Assessment to evaluate controls implemented by the Ministry, Local Authorities and Agencies;
- Participates in quality assurance programmes.
- Performs such duties and responsibilities as may be assigned from time to time.

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

#### ***Core:***

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills.
- Excellent ethics/integrity is exercised in the performance of duties
- Proficiency in the use of relevant computer applications.

#### ***Functional:***

- Excellent technical skills;
- Excellent analytical skills;
- Good use of technology;

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

- First Degree in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent *and no experience*;
- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus at least two (2) years auditing or accounting experience.

## **3. Executive Secretary (OPS/SS 4) - Central Administration Division**

### **Job Purpose**

Reporting to the Permanent Secretary, the incumbent is responsible for providing administrative and secretarial service, and managing the routine functions of the office.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Receives, opens, sorts and distributes incoming correspondence and materials;
- Maintains an electronic date retention and tracking system;
- Develops and maintains a filing system that facilitates easy access, retrieval and security of files;
- Reviews and checks correspondence and reports prepared for the Permanent Secretary's signature, to ensure that all pertinent matters have been investigated;
- Prepares interim replies to correspondence of a routine nature and composes replies to public complaints or other matters that have no impact on policy decision, for signature;
- Types Cabinet Submissions, Speeches and Budget presentation;
- Takes dictation and transcribes Minutes of meetings and distributes to the relevant officers;
- Prepares weekly itinerary and maintains an appointment diary/calendar to facilitate smooth and effective communication between the Permanent Secretary and internal/external customer;
- Co-ordinates arrangements and preparation for meetings chaired by the Permanent Secretary;
- Monitors telephone calls, appointments and visitors to the office;
- Seals and dispatches Secret and Classified correspondence;
- Follows-up on files and correspondence leaving the office;
- Provides prompt, efficient and effective delivery of support services;
- Performs any other duties that may be assigned;

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

### ***Core***

- Excellent oral and written communications skills.
- Good interpersonal and customer relations skills.
- Excellent planning and organizing skills.
- Excellent integrity/ethics exercised in the performance of duties.

### ***Functional***

- Proficiency in the relevant computer skills
- Excellent shorthand and typing/writing skills.
- Good knowledge of filing systems and methods.
- Excellent knowledge of protocol for meetings.

## **Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;

**OR**

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

## **4. Executive Secretary (OPS/SS 4) – Strategic Planning Unit**

### **Job Purpose**

Reporting to the Senior Director, the incumbent is responsible for providing administrative and secretarial service to ensure that the office is operated in a most effective and efficient manner, by controlling and monitoring all documents, files and communication.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Receives, opens, sorts and distributes incoming correspondence and materials;
- Maintains an electronic date retention and tracking system;
- Develops and maintains a filing system that facilitates easy access, retrieval and security of files;
- Reviews and checks correspondence and reports prepared for the Senior Director's signature, to ensure that all pertinent matters have been investigated;
- Prepares interim replies to correspondence of a routine nature and composes replies to public complaints or other matters that have no impact on policy decision, for signature;
- Prepares for the Senior Director's signature, letters of appointments and appreciation;
- Types Cabinet Submissions, Speeches and Budget presentation;
- Takes dictation and transcribes Minutes of meetings and distributes to the relevant officers;
- Prepares weekly itinerary and maintains an appointment diary/calendar to facilitate smooth and effective communication between the Senior Director and internal/external customer;
- Co-ordinates arrangements and preparation for meetings chaired by the Senior Director;
- Monitors telephone calls, appointments and visitors to the office;
- Seals and dispatches Secret and Classified correspondence;
- Follows-up on files and correspondence leaving the office;
- Provides prompt, efficient and effective delivery of support services;
- Performs any other duties that may be assigned;

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

### ***Core***

- Excellent oral and written communications skills.
- Good interpersonal and customer relations skills.
- Excellent planning and organizing skills.
- Excellent integrity/ethics exercised in the performance of duties.

### ***Functional***

- Proficiency in the relevant computer skills
- Excellent shorthand and typing/writing skills.
- Good knowledge of filing systems and methods.
- Excellent knowledge of protocol for meetings.

## **Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;

**OR**

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Monday, 17<sup>th</sup> March, 2025 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Local Government and Community Development  
61 Hagley Park Road  
Kingston 10**

Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.gov.jm)

**ONLY PERSONS WITH THE REQUISITE QUALIFICATIONS AND EXPERIENCES ARE TO APPLY.**

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**