



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. 169 **OSC Ref. C. 5850¹⁶**

14th May, 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 **Negril/Green Island Area Local Planning Authority, Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Assistant Physical Planner (SOG/ST 5) (Two Posts)**, salary range \$3,501,526 - \$4,709,163 per annum.
2. **Help Desk Officer (GMG/AM 2)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Assistant Physical Planner (SOG/ST 5)

Job Purpose

Under the direction of the Physical Planner, the incumbent will work to ensure compliance with established laws, regulations and policies related to physical planning by providing sound advice, co-ordinating research activities, preparing reports, project proposals, and generally supporting the execution of physical planning assessments, monitoring and supporting enforcement.

Key Responsibilities

- Examines all building applications to ensure that the designs conform to the provision of the regulations and in accordance with the Town & Country Planning Authority/Negril/Green Island Development Order;
- Maintains a register of plans examined with detailed comments on the acceptability or otherwise of the structures;
- Recommends to the Planner the applications for which approval should be given;
- Ensures that all applications are channelled to the relevant authorities;
- Checks building application register to determine if an application for planning permission has been made to the Authority and the status of the application;
- Receives signed notices and serves them on the appropriate persons, or posts them on the structures;
- Conducts routine inspection of building construction and other developments approved by the Authority within the Development Order Area, and issues notices to the developer, as may be required;
- Re-visits site premises at the end of the prescribed three (3) or twenty-eight (28) days period, to record compliance or non-compliance to notice;
- Maintains records and card index system on progress reports of inspection of properties and development in progress;
- Maintains a register of all inspections showing the times and dates of each inspection, with a record of the principal site personnel contacted, the stage of construction, violations or breaches noted;
- Maintains a current register of planning permissions issued, to be in a position to determine whether a project under construction has received all related approvals;
- Reviews all applications to ensure that all application requirements are met and are in accordance with all documentation submitted;
- Measures floor area of developments proposed and under construction, and ensures requirements as required by the relevant agencies;
- Ensures that the applications are properly recorded and filed;
- Compiles monthly report of developments in the Development Order Area;
- Assists with complaints, queries, etc pertaining to buildings, and be responsible for correspondence dealing with building plans;
- Attends meeting with agencies impacting on regional development for the purpose of facilitating information in the absence of the Secretary/Manager & Planner;
- Works closely with hoteliers and developers in Negril, by giving advice on matters related to the Development Order Area;
- Provides information to schools, service clubs, etc. explaining the Authority's role in the development process as it affects development in the area;
- Updates Arcs GIS Internal database on a daily basis;

- Performs any other duties when called upon.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Methodical and detail orientated
- Demonstrates professionalism
- Ability to work well under pressure and meet tight deadlines
- Good problem-solving skills

Technical:

- Knowledge of the development planning process
- Knowledge in taking measurements for developments, calculating plot area ratio etc.
- Knowledge of information technology and general troubleshooting for web-based systems
- Ability to read blueprints

Minimum Required Qualification and Experience

- Bachelor's Degree in Physical Planning, Geography, Land Management, Urban and Regional Planning or related field.
- Two (2) years' experience in a related position.

Special Conditions Associated with the Job:

- Some amount of travel to conduct site visits in environmentally unfriendly places and exposure to the elements
- The working environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure.

2. Help Desk Officer (GMG/AM 2)

Job Purpose

Under the direction of the Physical Planner, the incumbent is responsible for the effective operations of the AMANDA/JDAP system to facilitate the processing of all development applications.

Key Responsibilities

- Registers and logs all applications into the AMANDA/JDAP system daily, following assessment and payment;
- Scans all applications, including drawings and supporting documents, into the AMANDA/JDAP system daily;
- Ensures the acquisition and scanning of all necessary supporting documents for respective applications;
- Monitors the AMANDA/JDAP system for efficiency and accurate use by officers;
- Follows up with respective officers to update the AMANDA/JDAP system from their desks;
- Ensures timely processing of all applications within specified time frames, in collaboration with the Physical Planner and City Engineer;
- Informs clients of the status of their applications;
- Maintains a complaint log database, follows up on issue resolution, and provides updates to clients;
- Provides limited technical assistance to in-house users experiencing difficulties with the system;
- Assists clients in utilizing the AMANDA/JDAP system;
- Updates the Excel database in the City Engineer's Registry promptly with records of received applications;
- Provides complete and up-to-date data to facilitate the preparation of weekly, monthly and quarterly reports;
- Attends bi-weekly sittings of the Building & Town Planning Committee;
- Attends AMANDA/JDAP meetings and other meetings, as directed by the Physical Planner;
- Prepares weekly, monthly and quarterly reports, in collaboration with the Planning Co-ordinator and Physical Planner;
- Develops and maintains User Manuals for the AMANDA/JDAP system, to be issued to relevant stakeholders and users within the Negril Development Order Area;
- Secures all data by completing database backups;

- Processes complaints by logging respective issues in the database, contacting relevant officers to resolve issues, and conducting follow-ups for issue resolution and client updates;
- Any other duties assigned by the Physical Planner.

Required Knowledge, Skills, and Competencies

Core:

- Oral and written communication skills
- Customer-focused and able to manage direct client interface
- Excellent Interpersonal skills
- Ability to work well under pressure and meet tight deadlines
- Good problem-solving skills

Technical:

- Knowledge of the development planning process
- Ability to read blueprints
- Knowledge of information technology and general troubleshooting for web-based systems
- Ability to interact with diverse stakeholders
- Proficient in the use of Microsoft Office Suite {e.g. Word, Excel, Access}

Minimum Required Qualification and Experience

- Diploma in Construction Management, Urban/Physical Planning or related discipline
- One (1) year experience in the development application process, development planning

Applications accompanied by résumés should be submitted **no later than Wednesday, 28th May, 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**