



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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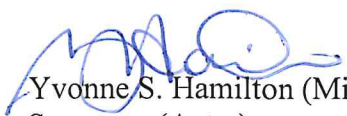
Applications are invited from suitably qualified Officers to fill the vacant post of **Director, Physical Planning and Sustainable Development (GMG/SEG 4)**, salary range \$6,333,301 - \$8,517,586 per annum and any allowance(s) attached to the post in the **Kingston and St. Andrew Municipal Corporation**.

Please see attached, the relevant job posting.

Applications are to be submitted no later than the 6th June, 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.


Yvonne S. Hamilton (Miss)
Secretary (Actg.)
Local Government Services
for Chief Personnel Officer



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

JOB TITLE:	Director, Physical Planning and Sustainable Development
JOB GRADE:	GMG/SEG 4
POST NUMBER	
BRANCH:	Physical Planning and Sustainable Development
SECTION:	
REPORTS TO:	Chief Executive Officer
MANAGES:	Physical/Urban Planner GIS Technician Physical Planning Coordinator Help-Desk Officer Database Technician Administrative Assistant

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 develop the required plans and programmes to design communities or other physical spaces that enhance the quality of life and experience of users and local inhabitants and ensure that Local Authorities, guided by national legislation and policy, execute their function of urban, rural and town planning in a manner which embodies sustainable development and advances Jamaica's national goals within their jurisdiction.

2. JOB PURPOSE

Under the general direction of the Chief Executive Officer, the Director, Physical Planning is responsible for providing strategic technical leadership to ensure that the local authority achieves its goals/objectives in urban/town planning in a sustainable manner.

By doing this, the Director, in collaboration with the team will translate related policies to develop various plans and programmes to design/layout communities or other designated spaces to enhance the quality of life and experience of users/local inhabitants.

Additionally, the Director will act as expert adviser on urban planning/design matters and will lead in providing technical guidance on city planning design layout and related matters by collaborating with technical expertise within and outside the Local Authority to ensure that proposed plans/designs of council and development plans submitted for approval accord with local and national laws and the requirements of the Local Authority.

3. KEY OUTPUTS

- Urban/Regional/Community plans/designs completed
- Technical advice providing on physical planning and related matters
- Data/information and expertise provided to develop the strategic and corporate plans of the authority
- Development plans reviewed/assessed
- Sustainable development plans produced
- Feasibility studies done
- GIS/Maps prepared
- Budget developed and monitored
- System maintained for building applications and development orders
- Periodic reports produced (quarterly, annually etc)
- Branch work plans produced
- Performance monitored and evaluated

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Leads in the provision of technical advice on physical/urban planning, including the development of rural towns and town centres
- Produces and an overall integrated physical development plan/framework for the approval of council and use of council in its deliberations related council business
- Collaborates with the Chief Engineer and other officers to develop a sustainable development plan/framework
- Guides the design and development of plans and related maps/diagrams for community development – including upgrading of existing recreational spaces such parks, cultural/heritage sites et cetera
- Interprets and implements the policies of the Local Authority to facility the operations of the physical planning division
- Maintains Operational Policies and procedures to support the work of the division. On-going reviews to ensure that they are kept in line with changes in the profession as well as the local and international industry
- Leads the development or creation of integrated public spaces promoting appropriate uses and design layout that enhances the experiences of citizens
- Ensures the research of physical planning models, sustainable development models and relation with development application.
- Mainstreams sustainable development principles into Rural development, spatial planning, and disaster risk management
- Provides advice and reviews on development applications
- Directs the local planning physical processes and prepares policy frameworks for approval of council
- Collaborate with other technical officers at the Authority in design local planning policies and programmes
- Advices Council on the integration/intersection of its physical planning proposals with central government (or private sector) development plans and make recommendations for synergistic relations, areas of collaboration/mutual benefits.
- Ensures compliance with the regulatory requirements for physical planning
- Liaises with the parent ministry for direction and communicates with the CEO/Council on pertinent matters
- Promotes the use GIS systems and technologies to improves accuracy in designs, estimates and projections
- Takes lead in ensuring that the physical planning division provides the relevant data and information to the CEO/Strategic planner to develop the requisite strategic and corporate plans and monitoring mechanisms of the authority;
- Ensure that all Branch/unit/work plans are developed and used as a guide to manage Branch/unit and individual work targets
- Develop the Branch budget provide budget input to inform the overall technical and infrastructure budget of the authority;
- Participates in the preparation of technical papers, Cabinet Submissions and other relevant documentation from the Division.

- Design systems to collect and maintain Branch records so that access can be easily had to inform decisions or otherwise;
- Participates in site visits
- Collaborates with the CEO to ensure that systems put in place to promote and delivery customer service are maintained;
- Ensures that research is done to assess the sustainability and environmental impact of all works/projects;
- Fosters an open communication environment and build rapport with staff and actors in the external environment so that data/information can be received to put the CEO and Council on notice on emerging issues;
- Carry out environmental scans, maintain currency with sustainable development issues (including climate change, natural hazards, environmental conservation and transportation), and identify emerging issues for policy action;
- Leads Branch divisions on sustainable development and ensures that research is done in the design and execution of projects.
- Keeps abreast of international best practices in civil engineer and its impact on the city and community development
- and related science with a view to improving the efficiency and effectiveness of the breadth and in achieving objectives

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;
- Takes lead in facilitating organizational change and encourage and support staff in the transitions;
- Develops individual work plans
- Ensure that the work plans for staff in the division are developed and delivered to the human resource unit
- Monitors and review the performance of direct reports and ensure that this is also done for the division as a whole.

Other Responsibilities

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

5. PERFORMANCE STANDARDS

- Physical planning sustainable development plan produced on time and presented for approval
- Urban/Regional/Community plans/designs completed at the agreed time and presented for approval
- Feasibility studies done
- GIS/Maps prepared and presented on time
- Development plans reviewed/assessed according to the established principles and recommendations made
- Technical advice/guidance and recommendations provided are sound and supported by qualitative/quantitative data;
- Branch plans and budget are developed collaboratively, presented in the recommended format and delivered on time
- Strategic plans/ cooperate plans conform to established procedures and implemented accorded to establish rules;
- 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.

6. INTERNAL AND EXTERNAL CONTACTS

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

Contact (Title)	Purpose of Communication
CEO	<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
Physical planner GIS Officer	<ul style="list-style-type: none"> • Provide leadership and direction; • Develop and maintain effective work and industrial relation environment • Provide advice/update and exchange information

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

Contact (Title)	Purpose of Communication
Ministry of Local Government and Community Development – technical services	<ul style="list-style-type: none"> • Receive policy directives • Receives clarification/guidance
MDAs and private sector, NGO's	<ul style="list-style-type: none"> • Receives updates, information to better collaborate on technical project/infrastructure work in the parish
NEPA	<ul style="list-style-type: none"> • Receive information on sustainable development issues/concerns
PDCs, CDGs, NGO	<ul style="list-style-type: none"> • Engage and receive information to inform sustainable development plans

and Sustainable Development

- Training in Leadership and Change Management would be an asset

OR

- A Bachelor's Degree in in physical planning, geography or equivalent qualification.
AND
- Five (5) years progressive work experience, three (3) of which should be at the managerial level in the private or public sector with demonstrated understanding of Physical Planning and Sustainable Development
- Training in Leadership and Change Management would be an asset

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The work of the director of planning is demanding. It carries a high degree of stress in managing the physical planning issues of the local authority.
- Some amount of travel to conduct site visits in environmentally unfriendly environment 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.

7. AUTHORITY

- Signs off on development plans
- Collaborate with external technical expertise to inform internal plans and programmes
- Devise branch control systems
- Recommend budgetary commitment and controls actions
- Effect disciplinary procedures of staff
- Makes recommendation to the procurement committee

8. 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 development planning
- Appreciation of civil engineering
- Working knowledge of financial management principles and practices
- Good knowledge of the regulatory controls and approval processes for building development/approval;
- Good appreciation of the operations of the machinery of local authorities;
- Good knowledge of relevant legislation: eg Town and Planning Act
- Well-developed skills in stakeholder engagement
- Adequate knowledge of the prevailing social, economic, political and environmental issues
- Excellent human relations
- Good problem solving

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Masters' Degree in in physical planning, geography or equivalent qualification.
AND
- Three (3) years progressive work experience, two (2) of which should be at the managerial level in the private or public sector with demonstrated understanding of understanding of Physical Planning