



## 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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 172** **OSC Ref. C. 4860<sup>11</sup>**

15<sup>th</sup> 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 **Ministry of Labour and Social Security**:

1. **Parish Administrator – Public Assistance (SWG/PS 3) – (St Thomas Local Office)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Social Services Administrator 2 (SWG/SSA 2) – (Trelawny Local Office)**, salary range \$3,501,526- \$4,709,163 per annum.
3. **Social Services Administrator 1 (SWG/SSA 1) – (Hanover Local Office)**, salary range \$2,803,771 - \$3,770,761 per annum.

#### **1. Parish Administrator – Public Assistance (SWG/PS 3) – (St Thomas Local Office)**

##### **Job Purpose**

Under the direct supervision of the Parish Manager – Social Security, the Parish Administrator - Public Assistance, is responsible for ensuring the efficiency and effectiveness of the operations of the Public Assistance Division at the Parish level. This Senior Officer in the Local Office, monitors and guides the work of the Public Assistance Team of Professional Social Workers, Social Service Administrators, and Records Information Management Officers, to ensure efficient customer service delivery, and that socio-economic assessments of applicants and beneficiaries are conducted in accordance with established standards. The Parish Administrator also ensures appropriate social interventions, timely delivery of benefits, case referrals and follow-ups, in accordance with case management guidelines.

##### **Key Responsibilities**

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

- Holds supervisory responsibility for PA processes in Local Office, including those related to:
  - PATH and PATH Appeals
  - Rehabilitation Assistance Grant
  - Compassionate Assistance Grant
  - Emergency Assistant Grant
  - Education and Social Intervention (ESI) Grant
  - STEPS to Work
  - Entrepreneurship Grant
  - Confirmations for Adjustment to families on BMIS
  - Social Pension
  - Social Intervention Programme
  - Tertiary Grants
  - Any other contributions/benefits/claims assigned by MLSS to PA portfolio;
- Assigns and monitors case load of cadre of Social Workers within the Local Office;
- Ensures that Treatment Plans are prepared by Social Workers, for clients requiring short, medium and long-term task centered interventions;
- Ensures the development and documentation of Individualized Development Plans for at-risk PATH beneficiaries that identify their priorities, desired outcomes and the strategies and resources that will be needed to attain these outcomes;
- Co-ordinates, guides, monitors and evaluates activities relating to operations of PATH and other social intervention programmes, and implements corrective measures, when necessary;
- Ensures selection of clients, in accordance with eligibility criteria established for the respective Programmes;
- Monitors and evaluates activities related to PATH and Compassionate, Emergency Relief, and Rehabilitation Programmes;

- Ensures the timely provision of information, counselling and career development support to guide clients in selecting the best course of action to meet their individual development needs;
- Ensures that beneficiaries of PATH and other social intervention programmes of the Public Assistance Division, are identified and linked with the referral services, resources and opportunities identified, as appropriate for addressing their needs;
- Ensures that case management support is provided to clients of each programme in the assigned parish, including home and field visits;
- Ensures that assistance to beneficiaries of PATH and other social intervention programmes is delivered on a timely basis and in accordance with eligibility criteria established;
- Plans, guides, monitors and evaluates the work of the cadre of Social Workers, to ensure performance is in accordance with standards established;
- Plans, guides, monitors and evaluates the social work case management functions of the Division within the Local Office, to ensure compliance with established case management standards;
- Conducts spot checks through field visits, to evaluate Social Work related activities within the Parish;
- Represents the Ministry at workshops, seminars, health fairs and meetings of community groups and other organizations, to promote PATH and other social intervention Programmes of the Ministry;
- Provides mentoring, coaching and knowledge transfer to team of Social Workers and Social Services Officers, within the Local Office;
- Attends and participates in training for disaster management;
- Assists the Parish Manager in co-ordinating and monitoring the distribution of relief supplies to victims of disasters;
- Participates in policy formulation by making recommendations for improvement in the delivery of programmes;
- Verifies and approves Travelling and Subsistence claims submitted by Social Workers;
- Prepares monthly progress reports for submission to Parish Manager;
- Liaises with the National Insurance Division and other agencies, to ensure that benefits are not duplicated;
- Ensures safe custody of cheques related to benefits and grants under portfolio;
- Identifies training needs of staff and ensures implementation of appropriate training programmes;
- Performs any other duties and responsibilities that may be determined from time to time.

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

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

- Strong administrative skills
- Ability to motivate others
- Strong leadership skills
- Good oral and written communication skills
- Excellent interpersonal skills

#### ***Technical:***

- Computer literate
- Knowledge of Social Work Principles and Practices
- Understanding of case management and social intervention strategies
- Ability to analyze reports and data
- Competent in public education and outreach activities

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

- Bachelor's Degree in Social Work;
  - Five (5) years progressive work experience, two (2) of which should be at a supervisory level;
  - Training in Leadership and Change Management, would be an asset;
- OR**
- Bachelor's Degree in Social Sciences, Public Administration and/or Management;
  - Certificate in Social Work;
  - Five (5) years progressive work experience, two (2) of which should be at a supervisory level in the Private or Public Sector;
  - Training in Leadership and Change Management, would be an asset;

**OR**

- An equivalent combination of qualifications and experience relevant to the job.

**Special Conditions Associated with Job**

- May be required to work long, irregular hours, including during natural disasters and on public holidays;
- May be required to travel to remote/volatile areas or long distances, alone, to conduct work assignments, including in a post-disaster environment.

**2. Social Services Administrator 2 (SWG/SSA 2) – (Trelawny Local Office)****Job Purpose**

The incumbent will provide assistance to disadvantaged groups and individuals, by investigating their circumstances (including those involved in appeals and additions) and submitting recommendations for targeted interventions through the appropriate public social assistance programmes available within the Ministry of Labour and Social Security; also offering limited case management services.

**Key Responsibilities**

- Targets applicant for PATH benefits;
- Manages caseloads of assigned PATH beneficiaries;
- Assists in convening meetings with Principals, Guidance Counsellors and Health Centre personnel, to devise strategies to aid beneficiary compliance;
- Assists in ensuring that assistance to PATH beneficiaries is delivered on a timely basis;
- Assists in the preparation of reports on cases to be submitted to Appeals Committee;
- Assists in identifying and referring PATH beneficiaries and applicants to appropriate social intervention programmes;
- Inspects/Assesses suitability and monitors shelters housing victims of disasters;
- Informs Public Assistance Administrator of challenges encountered in the field;
- Participates in seminars, training sessions and workshops;
- Attends meetings, exhibitions, exposition and conferences of community groups and other organizations, to promote PATH and other Public Assistance Programmes of the Ministry;
- Supports activities related to Social Pension and other Public Assistance services, in keeping with established procedures;
- Performs any other duties and responsibilities that may be determined from time to time.

**Required Knowledge, Skills and Competencies**

- Excellent report writing skills
- Effective interviewing, investigating, analyzing and monitoring techniques
- Computer literacy
- Effective oral and written communication skills
- Knowledge of social intervention programmes and Public Assistance Division functions
- Good case management skills

**Minimum Required Qualification and Experience**

- Associate Degree in Social Services;
- Five (5) CXC/GCE O' Level subjects, including Mathematics and English Language;
- Three (3) years' related work experience.

**Special Conditions Associated with Job**

- May be required to work long, irregular hours, including during natural disasters and on public holidays;
- May be required to travel to remote/volatile areas or long distances, alone, to conduct work assignments, including in a post-disaster environment.

### **3. Social Services Administrator 1 (SWG/SSA 1) – (Hanover Local Office)**

#### **Job Purpose**

The incumbent will provide assistance to disadvantaged groups and individuals, by investigating their circumstances and submitting recommendations for enrolment in targeted interventions through the appropriate public social assistance programmes available within the Ministry of Labour and Social Security.

#### **Key Responsibilities**

- Targets applicant for benefits;
- Conducts socio-economic assessment through home visits of applicants selected for PATH benefits;
- Manages caseloads of beneficiaries;
- Solicits documentary evidence of age, illnesses, etc., for applicants and beneficiaries of welfare programmes;
- Assists in convening meetings with Principals, Guidance Counsellors and Health Centre personnel, to devise strategies to aid beneficiary compliance;
- Assists in ensuring that assistance to beneficiaries is delivered on a timely basis;
- Assists in identifying and referring beneficiaries and applicants to appropriate social intervention programmes;
- Interviews and investigates applicants for other Rehabilitation Grants, Compassionate Grants and benefits offered by the Public Assistance Division;
- Inspects/Assesses suitability and monitors shelters housing victims of disasters;
- Informs Parish Administrator - Public Assistance, of challenges encountered in the field;
- Participates in seminars, training sessions and workshops;
- Attends meetings, exhibitions, exposition and conferences of community groups and other organizations, to promote PATH and other Public Assistance Programmes of the Ministry;
- Supports activities related to Social Pension and other Public Assistance services, in keeping with established procedures;
- Performs any other duties and responsibilities determined from time to time.

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

- Good report writing skills
- Effective interviewing skills
- Computer literacy
- Effective oral and written communication skills
- Knowledge of Public Assistance Division programmes
- General knowledge of Ministry's programmes

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

- Certificate in Social Services;
- Four (4) CXC/GCE O'Level subjects including a numeric subject and English Language;
- Two years of related work experience.

#### **Special Conditions Associated with Job**

- May be required to work long, irregular hours, including during natural disasters and on public holidays.
- May be required to travel to remote/volatile areas or long distances alone to conduct work assignments, including in a post-disaster environment.

Applications, accompanied by résumés, should be submitted via: <https://www.lmis.gov.jm/> **no later than Thursday, 29<sup>th</sup> May, 2025**, and addressed to:

**Senior Director, Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4**

The complete Job Descriptions may be viewed on the Website:- [www.mlss.gov.jm](http://www.mlss.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**