



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}

19th May, 2025

CIRCULAR No. 22/2025

Applications are invited from suitably qualified Officers to fill the vacant post of **Physical Planning Coordinator (GMG/AM 4)**, salary range \$2,803,771 – \$3,770,761 per annum and any allowance(s) attached to the post in the **Clarendon 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:	Physical Planning Coordinator
JOB GRADE:	GMG/AM 4
POST NUMBER	
BRANCH:	Physical Planning and Sustainable Development
SECTION:	
REPORTS TO:	Director, Physical Planning and Sustainable Development
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 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 direction of the Director, Physical Planning and Sustainable Development, the Physical Planning Coordinator is responsible for assisting with and supporting the processing of development applications, ensuring compliance with relevant regulations, and maintaining effective communication with various stakeholders.

3. KEY OUTPUTS

- Processing of building and subdivision applications monitored
- Physical Planning registers maintained
- Monthly list of subdivision applications for the Physical Planning and Environment Committee prepared
- Draft conditions of approval for subdivision applications compiled.
- Requests for Certificate of Completion for the release of titles monitored and processed
- Stakeholder agencies contacted

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Maintaining the Development Application Register.
- Reviewing and assessing building and subdivision applications for regulatory compliance.
- Coordinating the circulation of applications to relevant agencies following established standards.
- Monitoring circulated applications and liaising with stakeholders and referral agencies to secure timely compliance
- Providing guidance to applicants and the public on development application procedures
- Contributing to the preparation of public education materials as required
- Preparing recommendations and related documents for the Planning and Development Committee.
- Drafting resolutions embodying terms and conditions of approval.
- Providing guidance to interns or temporary staff as needed.
- Interviewing and advising members of the public and official representatives.

Other Responsibilities

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

5. PERFORMANCE STANDARDS

- Processing of building and subdivision applications monitored efficiently and accurately
- Physical Planning registers properly maintained
- Monthly list of subdivision applications for the Physical Planning and Environment Committee prepared
- Draft conditions of approval for subdivision applications compiled.
- Requests for Certificate of Completion for the release of titles monitored and processed in timely fashion
- Stakeholder agencies contacted

6. INTERNAL AND EXTERNAL CONTACTS

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

Contact (Title)	Purpose of Communication
Director, Physical Planning	<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 Urban Planner GIS Technician	<ul style="list-style-type: none"> • Provide advice/update and exchange information/offer support

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

7. AUTHORITY

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 disputers
- Possess the relevant skills to use and manipulate relevant ICT hardware and software

Technical

- Ability to identify data and analyze trends
- Experience in using geographic information software
- Knowledge of the social and environmental effects of proposed plans and the best practices in design and aesthetics
- Knowledge of transport planning and environment mental impact assessment
- Good knowledge of the regulatory controls and approval processes for building development/approval;
- Good knowledge of relevant legislation: eg Town and Planning Act
- Well-developed skills in stakeholder engagement
- Excellent human relations,
- Good problem solving

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Planning Technology from a Tertiary Institution.
- Three (3) years of experience in an organization with Physical Planning functions.
- Equivalent combination of experience and education

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- 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.