



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 205 **OSC Ref. C. 5850¹⁷**

12th June, 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 Economic Growth and Job Creation (MEGJC)**:

1. **Director, Land Administration (SOG/ST 8)**, salary range \$7,716,512 - \$10,377,851 per annum.
2. **Director, Human Resource Management (GMG/SEG 3)**, salary range \$5,198,035 - \$6,990,779 per annum.

1. Director, Land Administration (SOG/ST 8)

Job Purpose

Under the general direction of the Senior Director, Land Administration Management, the incumbent is responsible for maintaining accurate ownership records, supporting land acquisitions and divestment for Ministry's properties, and ensuring compliance with regulations.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Strategic/Operational Plan and Budget;
- Prepares Monthly, Quarterly, Operational and Ad-hoc Reports;
- Recommends/Contributes to the development and enhancement of land-related systems;
- Develops Individual Work Plan, in keeping with HRM&D principles/guidelines;
- Conducts staff appraisals and manages performance for direct reports.

Technical/Professional:

- Develops, reviews and implements systems and processes that provide the framework for the management of Ministry's properties;
- Implements the Government's Land Administration and Management Plan;
- Provides technical advice and recommendations to Ministry officials and the political directorate, on the National Land Policy and the impact of land policies and legislation on the administration of Ministry lands;
- Reviews land-related Cabinet Submissions;
- Submits recommendations on properties identified for acquisition and divestment by the Ministry;
- Negotiates the acquisition and divestment of properties;
- Prepares files for the Legal Services Division, on properties approved for acquisition and divestment by Private Treaty;
- Vets and forwards application submissions to the Land Divestment Committee;
- Submits decisions of the Land Divestment Committee, to the Chief Technical Director, for the Minister's approval;
- Processes requests related to the identification of lots, plans, titles and ownership, and submits the relevant report;
- Manages the lease portfolio;
- Devises and establishes frameworks for the development and implementation of the Ministry's Land Inventory, Land Information System and Geographic Information System (GIS).
- Investigates and provides recommendations on properties requested for declaration under the Local Improvement (Community Amenities) Act;
- Maintains accurate ownership records for land acquisition and divestment, in compliance with relevant regulations and standards;
- Monitors Ministry's lands and leased properties to ensure compliance with lease agreements and other relevant regulations; take actions to address breaches/violations, as required;
- Assists in resolving disputes related to land ownership, boundaries and other related

issues;

- Provides technical advice, guidance and information to clients, on land related queries;
- Manages and maintains land related databases, including GIS and other databases;
- Collaborates with Government agencies, local authorities and other organizations, to address land related issues.
- Ensures all land administration activities comply with relevant laws and regulations.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and initiates corrective actions, when necessary;
- Participates in the recruitment of staff and recommends transfers, promotions, terminations and leave, in accordance with established human resource policies and procedures;
- Provides leadership and guidance to officers through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates the welfare and development of staff in the Branch;
- Establishes and maintains a system fostering a culture of teamwork, employee empowerment and commitment;
- Contributes to the development and implementation of a succession planning framework, in collaboration with the HRM&D Branch;
- Performs other related duties as assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent management and supervisory skills
- Excellent negotiating skills
- Excellent oral and written communication and interpersonal skills
- Teamwork and co-operation
- Excellent people management skills
- Excellent problem-solving and decision-making skills
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Technical:

- Excellent knowledge in Estate Management or Land Valuation
- Knowledge of data management
- Knowledge of land use planning
- Strong analytical skills
- Excellent organizational skills
- Working knowledge in the use of computer applications, including GIS and Microsoft Office Suite
- Knowledge of POJ Public Procurement Act and Guidelines

Minimum Required Qualification and Experience

- Bachelor's Degree in Real Estate Management and Land Surveying;
- Five (5) years working experience in Estate Management, Surveying, or Valuation;
- Two (2) years working experience at the middle or senior management level.

Applications, accompanied by résumés, should be submitted **no later than Wednesday, 25th June, 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

Subject: Director, Land Administration (SOG/ST 8)

2. Director, Human Resource Management (GMG/SEG 3)

Job Purpose

Under the general direction of the Senior Director, Human Resource Management and Development (HRM&D), the incumbent is responsible for providing strategic guidance in human resource planning, as well as the execution of human resource initiatives across the Ministry and its portfolio areas. The incumbent serves as a key advisor and partner to senior management and business process owners, ensuring alignment of human capital strategies with organizational goals. The role is responsible for driving workforce planning and retention, in accordance with GoJ's Human Resource Management policies, guidelines, circulars, and procedures.

Key Responsibilities

Technical/Professional:

- Directs the design, implementation and monitoring of Human Resource Management business processes and service level agreements, to support the achievement of the Ministry's strategies, policy priorities, and programmes;
- Directs the human resource planning and retention mechanisms of the Ministry, by identifying current workforce supply, determining the future of the workforce and balancing labour supply and demand, in alignment with the Ministry's goals;
- Manages and co-ordinates the recruitment, selection, promotion and separation processes of staff, in keeping with human resource plans and strategies;
- Manages exclusively, all recruitment, selection, promotion and separation processes for senior-level staff;
- Designs, modifies and reviews tools and instruments geared at supporting recruitment, onboarding, selection and separation processes (e.g., assessment centres, interview questions, assessment rubrics, scoring regimes, exit interview tools, etc.);
- Guides the management of HRM informatics and compiles statistical reports concerning people management data, such as new recruits, acting assignments, transfers and related matters;
- Analyses quantitative and qualitative data and reports (e.g., exit interviews), to identify root causes of workforce-related issues, develop targeted recommendations and provide feedback to line managers. Utilizes insights gained to support strategic HR planning and inform operational decision-making;
- Participates in the formulation and execution of HR policies, plans and procedures, regarding recruitment;
- Interprets and provides guidance and information to staff, on GoJ's HR policies and circulars;
- Develops and maintains records management systems, and ensures employees' files are secured;
- Ensures all staff lists are up to date and accurate;
- Guides the design of HR forms, service level agreements and standards related to the provision of Job Letters and related items;
- Contributes to training sessions on HR policies and procedures;
- Collaborates with the Human Resource Development Section, in co-ordinating and conducting Onboarding and Orientation Programmes;
- Provides current workforce and prospective employees with relevant HR information (e.g., job duties, working conditions, wages, employee benefits and opportunities for promotion);
- Assists with the development and maintenance of a comprehensive succession planning programme for the Ministry;
- Monitors the implementation, and oversees the maintenance of several programmes within the Ministry, such as the Internship Programme;
- Matches current employees with the approved establishment and arranges to fill vacancies;
- Evaluates the effectiveness of present manpower in the Ministry, and develops methods of utilizing available human resources;
- Reviews and presents submissions to the Senior Director, HRM&D, for hearing at the Human Resource Executive/Management Committees (HREC/HRMC), on matters relating to permanent and acting appointments, transfers, secondments and other relevant matters;
- Reviews performance audit reports from the Office of the Services Commissions, related to the Ministry's human resource management activities; proposes strategies for improvement, and takes appropriate action, as necessary;
- Manages the interpretation, application and administration of employment contracts, ensuring timely preparation, issuance, renewal and termination, in keeping with relevant HR policies;
- Co-ordinates the hiring of contract staff;

- Establishes and maintains accurate records of all contract workers, including contract terms, duration, renewals and end dates;
- Prepares and submits contracts for employment and other related documents, to the Ministry of Finance and the Public Service for approval, and negotiates terms of various contracts, as necessary;
- Monitors the payment of gratuity and terminal grants, to ensure they are in keeping with the terms of the contract;
- Maintains networks with HR practitioners, to keep abreast of new developments and best practices.

Required Knowledge, Skills and Competencies

- Proficient in forecasting staffing needs, analyzing workforce data and aligning human capital with organizational goals
- Contract Management – proficient in the preparation, negotiation and administration of employment contract
- Excellent knowledge of GoJ's Human Resource Management techniques, practices and procedures, such as recruitment and assessment methodologies, job profiling, etc.
- Excellent knowledge of Public Service Regulations, Staff Orders and other human resource legal documents
- Knowledge of succession planning strategies
- Good knowledge of Labour Laws and Industrial Relations practices
- Proficiency in relevant computer applications, including Management Information Systems
- Teamwork and co-operation
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent problem-solving and decision-making skills
- Confidentiality and integrity
- Excellent leadership and people management skills

Minimum Required Qualification and Experience

- First Degree in Social Science or Human Resource Management or Management Studies or closely related field;
- Five (5) years' experience in a related position;
- Certificate in Supervisory Management.

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**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

Subject: Director, Human Resource Management (GMG/SEG 3)

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**