



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 260
OSC Ref. C. 5850¹⁷

25th July, 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 post of **Community Development Officer (GMG/SEG 1) (Vacant)** in the **Social Services Unit – Housing Management Branch, Ministry of Economic Growth and Job Creation**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

Under the general supervision of the Senior Community Development Officer, the incumbent is responsible for organizing and overseeing the relocation/regularization of selected families onto Housing Solutions. The incumbent also creates opportunities through planned programmes so that residents can access developmental help in the physical and economic planning of Communities, as well as train selected householders from condominiums to assume responsibilities as Executives of the Co-operatives.

Key Responsibilities

- Co-ordinates the settlement of Unit Holders into new/existing Communities;
- Assists in the sensitization of Unit Holders to Ministry policies and regulations, as well as their rights and obligations;
- Conducts occupancy audits in order to verify land;
- Prepares Status/Monthly Reports;
- Manages/Updates status reports;
- Develops and implements strategies for resolving mortgage, boundary and covenant disputes;
- Establishes and monitors Management Committees (CDC'S);
- Investigates breaches of regulation such as encroachment and illegal occupancy, prepares and submits reports;
- Participates in the preparation of official submissions and briefs;
- Works with Ministry directorate in planning and implementing strategies for removal/regularization of unauthorized settlers (squatters);
- Liaises with Homeworkers and Community Groups through Community Development Officers, with a view to offering counselling and other steps required to achieve voluntary compliance;
- Prepares submissions to the Land Divestment Committee;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent problem-solving skills
- Excellent knowledge of conflict resolution techniques
- Good oral and written communication skills
- Customer and quality focus, teamwork and corporation
- High level of integrity
- Interpersonal skills

Technical:

- Excellent knowledge in implementing Social Development Programme
- Excellent knowledge of Lot identification
- Knowledge of the LICA and Housing Act
- Sound understanding of the dynamics of Community Development and Governance
- Knowledge of the Jamaican culture
- Knowledge of research, analytical and planning skills
- Knowledge of project/programme management

- Knowledge of monitoring and evaluation framework
- Knowledge in social work principles and practices
- Proficiency in computer applications such as spreadsheet, word processing and PowerPoint.

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Sciences, preferably in Social Work, Psychology or Public Administration
- Two (2) years' working experience in the Community Development field would be an asset

Special Conditions Associated with the Job

- Work will be conducted in communities on a regular basis
- Exposure to weather conditions in the field
- Should own and operate a reliable motor vehicle
- High risk locations (Inner City Schemes - violence prone)

Applications accompanied by résumés should be submitted **no later than Monday, 11th August, 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**