



Office of the Services Commissions

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CIRCULAR No. 352

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28th November, 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/fill the following posts in the **Ministry of Local Government and Community Development**:

- 1. Performance Monitoring Officer (GMG/SEG 2) – Strategic Planning Policy and Reform Division – (Not Vacant)**, salary range \$4,266,270 - \$5,737,658 per annum.
- 2. Corporate Planner (GMG/SEG 2) – Strategic Planning Policy and Reform Division – (Not Vacant)**, salary range \$4,266,270 - \$5,737,658 per annum.
- 3. Administrator (GMG/AM 3) – Corporate Services Division – (Not Vacant)**, salary \$2,190,302 - \$2,945,713 per annum.
- 4. Administrative Assistant (GMG/AM 3) – Corporate Services Division – (Not Vacant)**, salary range from \$2,190,302 - \$2,945,713 per annum.
- 5. Records Officer 2 (PIDG/RIM 3) – Human Resource Management and Development Section, Corporate Services Division – (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.

1. Performance Monitoring Officer (GMG/SEG 2)

Job Purpose

Reporting to the Director, Corporate Planning and Performance Management, the incumbent is responsible for monitoring the performance of assigned Ministry's portfolio entities against established performance targets in the Corporate and Operational Plans, and providing technical support to improve performance levels of the entities.

Key Responsibilities

Technical/Professional:

- Conducts follow-up activities on quarterly performance reviews of assigned Ministry's portfolio public entities, to ensure compliance;
- Prepares and presents periodic status reports on the assigned portfolio entities, highlighting performance challenges, areas of weakness and strategies for implementation;
- Undertakes special assignments to investigate operational activities of assigned Ministry's portfolio entities, as well as complaints;
- Conducts field assignments in collaboration with the Ministry's Monitoring Team or as directed by the Director, Corporate Planning and Performance Management, in order to assess operations and compliance with required procedures, to verify status of projects and other activities and to provide feedback and strengthen liaison relationship;
- Assists in conducting research and identifies best practices to facilitate the development of performance indicators and targets of assigned Ministry's portfolio entities;
- Liaises with assigned portfolio entities and relevant Department Heads within the Ministry, to co-ordinate administrative matters;
- Co-ordinates the dissemination of information from the Ministry to assigned portfolio entities;

- Assesses the adequacy of the performance management systems in assigned portfolio entities and makes recommendations for improvements;
- Provides input to the Director, Corporate Planning and Performance Management, on the needs of the Ministry's portfolio entities and makes recommendations in this regard;
- Provides performance feedback to Ministry's portfolio entities, through oral and written reviews and reports;
- Utilizes information technology systems to conduct ongoing performance assessment, monitoring review and analysis of assigned Ministry portfolio entities;
- Assists in the co-ordination/planning of meetings and/or workshops hosted by the Ministry, in relation to its portfolio Public Bodies;
- Assists and provides technical support to Committees established by the Ministry, in relation to its portfolio entities;
- Assists in the preparation and timely completion of the Corporate Plan of the assigned portfolio entities;
- Assists with the development and implementation of customer satisfaction surveys;
- Collaborates with the Corporate Planner to work with assigned Ministry's portfolio entities to address performance issues through a process of problem solving;
- Participates in major activities hosted by assigned Ministry portfolio entities, and engages in consultation with other Government representatives and key stakeholders, as required;
- Collaborates with assigned portfolio entities in implementing performance improvement initiatives, by sharing current productivity and statistical data, produced nationally and internationally;
- Assists in the design of Corporate Planning processes and procedures, in conjunction with the Director, Corporate Planning and Performance Management and the Corporate Planner;
- Works closely with the Director, Finance and Accounts, Director of Budget and Commitment Control and Corporate Planner, to verify the inputs, priorities, format of plans and performance criteria of assigned portfolio entities;
- Provides a strong liaison role with assigned Ministry's portfolio entities in setting performance standards, to improve service delivery and customer relations;
- Collaborates with the Policy Analyst, to facilitate the implementation of social policies and co-ordination of cross cutting policy issues;
- Liaises with Policy Analysts to draft Papers and Cabinet Submissions, as required, to support changes in policy, legislation and regulations for the assigned portfolio entities;
- Performs other duties and responsibilities which may be determined from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent interpersonal skills
- Excellent use of initiative
- Ability to work as a part of a team
- Excellent organizational skills
- Excellent knowledge of the organization's policies and procedures

Functional:

- Excellent knowledge of social policies
- Excellent oral and written communication skills
- Good presentation and project management skills
- Excellent analytical skills
- Excellent proficiency in the use of relevant computer applications
- Excellent working knowledge of performance management techniques and their application, including the relationships between national and Ministry policies and the missions, visions, strategic objectives, key outputs, performance indicators, targets and actual performance of the Ministry and its Public Bodies
- Excellent working knowledge of Government policy formulation, monitoring and evaluation processes

Minimum Required Qualification and Experience

- Bachelor's Degree in Sociology, Economics, Public Sector Management or Management Studies;
- Three (3) years related experience at a technical/professional level;
- Training in modern approaches to performance management;
- Understanding and practical experience of policy development skills, including international conventions, legislative and regulatory development, research and evidence-based policy formulation.

2. Corporate Planner (GMG/SEG 2)

Job Purpose

Reporting to the Director, Corporate Planning and Performance Monitoring, the incumbent is responsible for managing the process of developing, refining and monitoring the Ministry's Corporate and Operational Plans, as well as reporting on implementation.

Key Responsibilities

Technical/Professional

- Implements, monitors, evaluates, maintains and improves Corporate Planning processes and procedures in the Ministry, Municipal Corporations and Agencies;
- Collaborates with the Director, Corporate Planning and Performance Monitoring, Senior Staff, Municipal Corporations, Agencies, Cabinet Office, Ministry of Finance and the Public Service and other Government representatives;
- Participates in the design and development of the Work Plan/Programme for the Division;
- Provides information, consultation and assistance to the various Division and stakeholders, in the development of Strategic, Corporate and Operational Plans that complement and support the overall Ministry's Corporate Plan and are in alignment with Ministry's priorities, as well as national and sectoral policies;
- Leads the development of performance standards, indicators, targets and benchmarks and monitors, and reports on Sector performance against targets/benchmarks;
- Liaises with the Principal Finance Officer, Director, Management Accounts, Cabinet Office and Ministry of Finance and the Public Service, to ensure that the Ministry's Budget is linked to the Annual Operating Plan, Corporate Plan and Medium-Term Financing Plan;
- Develops and implements a consistent and effective Training Plan to increase knowledge, understanding and involvement in the Corporate Planning process among Ministry's stakeholders, in order to further its mission and goals;
- Prepares and/or contributes to the preparation of reports, briefings, presentations and other responses to strategic planning issues, on behalf of the Senior Director, Strategic Policy, Planning and Reform and Senior Management, through the Director, Corporate Planning and Performance Monitoring, as appropriate;
- Identifies emerging issues in the local, regional and international community that have a potential impact on the Ministry's Mission, Goals and/or operations, and recommends strategies for advocating the Ministry's position on these issues;
- Provides high-level, integrated analysis and consultation to Senior Management, on major policy and planning issues affecting the Ministry, recommending policies and strategies to address gaps and needs;
- Informs Senior Management on significant divergence from performance targets set in plans and facilitate the development of strategies to close performance gaps identified, in collaboration with the Director, Corporate Planning and Performance Monitoring;
- Serves as the primary point of contact on matters and interfaces that are directly related to the Ministry's Corporate Planning process;
- Co-ordinates planning and analysis efforts and purposes changes and improvement initiatives to the Senior Director, Strategic Policy, Planning and Reform, through the Director, Corporate Planning and Performance Monitoring;

- Utilizes Information Technology Systems for planning, monitoring, review, analysis and intervention;
- Provides technical support in the Quarterly Performance Review Meetings of the Ministry's Department/Divisions and its portfolio entities;
- Assists with the production of quarterly, semi-annual and annual performance reports for the Ministry, and co-ordinates the timely production of these reports by the Ministry's Portfolio entities;
- Assists in the establishment and implementation of short and long term organizational goals, objectives and plans of the Ministry and co-ordinates the development of same within the Portfolio entities;
- Designs Corporate Planning processes and procedures, in conjunction with the Senior Director, Strategic Policy Planning and Reform, Cabinet Office, Ministry of Finance and the Public Service, Ministry's Senior Management Team and Heads of Ministry's Portfolio Public entities;
- Implements, monitors, evaluates, maintains and improves Corporate Planning processes and procedures, in conjunction with the Senior Director, Strategic Policy Planning and Reform, Cabinet Office, Ministry of Finance and the Public Service, Ministry's Senior Management Team and Heads of Ministry's portfolio public entities;
- Liaises with the Cabinet Office and the Director of Policy, to ensure that the Corporate Plan is driven by desired national policy outcomes;
- Proposes Corporate Planning changes to Cabinet Office and the Ministry of Finance and the Public Service, through the Senior Director, Strategic Policy Planning and Reform;
- Provides policy direction and support services to the Ministry's Senior Management, on all aspects of Corporate Planning, including Strategic, Operational and Capital Planning;
- Assists in co-ordinating quarterly reviews of Ministry and portfolio entities.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills
- Excellent use of initiative
- Ability to work as a part of a team
- Excellent organizational skills
- Excellent knowledge of the organization's policies and procedures

Functional:

- Excellent knowledge of Corporate Planning, Medium Term Financing, Operational Planning and Budgeting and procedures
- Ability to prepare reports and plans, analyze information and concisely convey necessary information in user friendly formats
- Excellent working knowledge of performance management techniques and their application including the relationships between National and Ministry policies and the missions, visions, strategic objectives, key outputs, performance indicators, targets and actual performance of the Ministry and its portfolio entities
- Knowledge of performance assessment and project management systems
- Excellent proficiency in the use of relevant computer applications
- Excellent working knowledge of Government policy formulation, monitoring and evaluation processes
- Understanding and practical experience of policy development skills
- Excellent knowledge of the organization's policies and procedures

Minimum Required Qualification and Experience

- Bachelor's Degree in Management, Strategic Planning, Public Policy and Public Administration or any other closely related field;
- Three (3) years related experience at a technical/professional level;
- Training in planning or project management and evaluation techniques.

3. Administrator (GMG/AM 3)

Job Purpose

Reporting to the Director, Corporate Communications, the incumbent is responsible for providing assistance in directing and controlling the administrative functions, to ensure effective management and implementation of all activities of the Unit, in keeping with its objectives.

Key Responsibilities

Technical/Professional:

- Receives, opens, sorts and distributes incoming correspondence and other materials/documents;
- Maintains an electronic data and retention tracking system;
- Acknowledges and conducts research for relevant information and prepares replies as instructed;
- Develops and maintains a filing system to facilitate easy access and retrieval;
- Reviews and checks correspondence and reports prepared for signature, to ensure that all pertinent matters have been dealt with;
- Maintains an Appointment Diary to facilitate smooth and effective communication between the Manager and internal/external customers;
- Scrutinizes all correspondence for deadlines and follow-up action;
- Provides information concerning the Unit to related Agencies, officers and consultants;
- Participates in researching documents, regulations and other materials, to provide basic information to the Director and other Office Managers, in the preparation of Work Plans, meetings and assignments;
- Liaises with the Procurement Officer and monitors the delivery of stationery, equipment/furniture and other supplies;
- Provides prompt, efficient and effective delivery of support services;
- Takes and transcribes Minutes of meetings and distributes to the relevant officers;
- Organizes/Arranges training sessions with persons from the Local Authorities, the Ministry and related Agencies;
- Contacts officials within Local Authorities, the Ministry and related Agencies requesting information as instructed;
- Performs other related duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal and customer relations skills

Functional:

- Proficient in the relevant computer applications
- Sound knowledge of filing systems and methods
- Good initiative and analytical skills

Minimum Required Qualification and Experience

- Diploma in Secretarial Studies and Certificate in Administrative Studies;
OR
- Certificate in Public Administration.
- Three (3) years' experience in the field.

4. Administrative Assistant (GMG/AM 3)

Job Purpose

Reporting to the Director, Organizational Development, the incumbent is responsible for providing assistance in directing and controlling the administrative functions, to ensure effective management and implementation of all activities of the Unit, in keeping with its objectives.

Key Responsibilities

Technical/Professional:

- Receives, opens, sorts and distributes incoming correspondence and other materials/documents;
- Maintains an electronic data and retention tracking system;
- Acknowledges and conducts research for relevant information and prepares replies, as instructed;
- Develops and maintains a filing system to facilitate easy access and retrieval;
- Reviews and checks correspondence and reports prepared for signature, to ensure that all pertinent matters have been dealt with;
- Maintains an Appointment Diary to facilitate smooth and effective communication between the Manager and internal/external customers;
- Scrutinizes all correspondence for deadlines and follow-up action;
- Prepares draft Reports, Unit Plans and Work Plans;
- Provides information concerning the Unit, to related Agencies, officers and consultants;
- Participates in researching documents, regulations and other materials, to provide basic information to the Director and other Office Managers, in the preparation of Work Plans, meetings and assignments;
- Liaises with the Procurement Officer and monitors the delivery of stationery, equipment/furniture and other supplies;
- Provides prompt, efficient and effective delivery of support services;
- Takes and transcribes Minutes of meetings and distributes to the relevant officers;
- Organizes/Arranges training sessions with persons from the Local Authorities, the Ministry and related Agencies;
- Contacts officials within Local Authorities, the Ministry and related Agencies requesting information as instructed;
- Performs other related duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal and customer relations skills

Functional:

- Proficient in the relevant computer applications
- Sound knowledge of filing systems and methods
- Good initiative and analytical skills

Minimum Required Qualification and Experience

- Diploma in Public Administration or Management Studies;
- OR**
- Certificate in Public Administration.
- Three (3) years' experience in the administrative capacity.

5. Records Officer 2 (PIDG/RIM 3)

Job Purpose

Reporting to the Human Resource Officer, Leave and Records Management, the incumbent is responsible for maintaining an effective Human Resource Registry.

Key Responsibilities

Technical/Professional:

- Classifies correspondence and creates new files;
- Encloses correspondence on files;
- Places files on shelves;
- Delivers files on request;
- Updates Human Resource Management Information System (HRMIS);
- Maintains personal computer database of staff;
- Establishes and maintains a “bring up” system;
- Dispatches bring-up files to the respective officers;
- Maintains a current index of the Department’s personnel files and general files created by the Unit;
- Responds to job applicants;
- Retrieves files for officers, as requested;
- Stores files and tracks cards after usage;
- Arranges for dispatch of personnel files to other Divisions within the Ministry.
- Performs any other duties and responsibilities that may be determined from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal and customer relations skills
- Excellent oral and written communication skills
- Good integrity/ethics exercised in the performance of duties

Functional:

- Good problem-solving, planning and organizing skills
- Good judgment and initiative
- Excellent knowledge of Leave Regulations
- Good knowledge of HRMIS System
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE ‘O’ Level, including English Language and a numeric subject, and training in Records and Information Management Systems, Procedures and Practices and Automated Technologies, as it related to Records Management and/or the area of operation;
- Five or more (5+) years’ experience in the particular field.

Applications accompanied by résumés should be submitted **no later than Thursday, 11th December, 2025, to:**

**Senior Director, Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.gov.jm

Please note that only shortlisted applicants will be contacted. ONLY PERSONS WITH THE REQUISITE QUALIFICATIONS AND EXPERIENCES ARE TO APPLY.

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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal line extending to the right.

**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**