



MINISTRY OF ECONOMIC GROWTH & JOB CREATION

CAREER OPPORTUNITY

Applications are being invited from suitably qualified officers to fill the following post in the **Negril/Green Island Area Local Planning Authority**.

Assistant Physical Planner (SOG/ST 5) - Vacant

Salary Scale: \$ 3,501,526- \$4,709,163 per annum and any allowance(s) attached to the post.

JOB PURPOSE:

Under the direction of the Physical Planner, the incumbent will work to ensure compliance with established laws, regulations and policies related to physical planning by providing sound advice, coordinating research activities, preparing reports, project proposals, and generally supporting the execution of physical planning assessments, monitoring and supporting enforcement.

KEY RESPONSIBILITY AREAS

- Examine all building applications to ensure that the designs conform to the provision of the regulations and in accordance with the Town & Country Planning Authority/Negril/Green Island Development Order
- Maintain a register of plans examined with detail comments on the acceptability or otherwise of the structures.
- Recommend to the Planner the applications for which approval should be given.
- Ensure that all applications are channelled to the relevant authorities.
- Checks building application register to determine if an application for planning permission has been made to the Authority and the status of the application.
- Receives signed notices and serves them on the appropriate persons or posts them on the structures.
- Conduct routine inspection of building construction and other developments approved by the Authority within the Development Order Area and issuing notices to the developer as may be required.
- Re-visits site premises at the end of the prescribed three (3) or twenty-eight (28) days period to record compliance or non-compliance to notice.
- Maintains records and card index system on progress reports of inspection of properties and
- development in progress.
- Maintain a register of all inspections showing the times and dates of each inspection, with a record of the principal site personnel contacted, the stage of construction, violations or breaches noted.
- Maintain a current register of planning permissions issued, to be in a position to determine whether a project under construction has received all related approvals
- Review all applications to ensure that all application requirements are met and are in accordance with all documentation submitted.
- Measure floor area of developments proposed and under construction and ensuring requirements as required by the relevant agencies.
- Ensure that the applications are properly recorded and filed.
- Compile monthly report of developments in the Development Order Area.
- Assist with complaints, queries, etc pertaining to buildings and be responsible for correspondence dealing with building plans.
- Attend meeting with agencies impacting on regional development for the purpose of facilitating information in the absence of the Secretary/Manager & Planner
- Work closely with hoteliers and developers in Negril by giving advice on matters related to the Development Order Area.

- Provide information to schools, service clubs explaining the Authority's role in the development process as it affects development in the area.
- Update Arcs GIS Internal database on a daily basis
- Any other duties called upon to perform.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

Core

- Good oral and written communication skills
- Methodical and detail orientated
- Professionalism and detail orientated
- Ability to work well under pressure and meet tight deadlines
- Good problem-solving skills

Technical

- Knowledge of the development planning process
- Knowledge in taking measurements for developments calculating plot area ratio etc.
- Knowledge of information technology and general troubleshooting for web-based systems
- Ability to read blueprints

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Physical Planning, Geography, Land Management, Urban and Regional Planning or related field.
- Two (2) years' experience in a related position.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Must possess a working motor vehicle prior to accepting the position.
- Some amount of travel to conduct site visits in environmentally unfriendly environment and exposure to the elements.
- 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.

Please note that only shortlisted applicants will be contacted.

Applications accompanied by resumes should be submitted on or before: **January 10, 2025** to:

Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Or email:

human.resources@megjc.gov.jm

Subject: Assistant Physical Planner (SOG/ST 5) – NGIALPA

Do ensure that the post title is included in the subject line.