



MINISTRY OF ECONOMIC GROWTH & JOB CREATION

CAREER OPPORTUNITY

Applications are being invited from suitably qualified officers to fill the following post in the **Rent Services Unit**.

Assessment Officer (SOG/ST 6) – Not Vacant (Long-term)

Salary Scale: \$ 5,198,035 - \$6,990,779 per annum and any allowance(s) attached to the post.

JOB PURPOSE:

Under the general direction of the Director, Rent Services the incumbent determines the rent for premises; processes applications for certificate of exemption and supervises administrative staff.

KEY RESPONSIBILITY AREAS

- Assists in the preparation of budget, strategic/corporate and operational and work plans
- Attends court when required
- Allocates staff appropriately
- Evaluates performance
- Prepares monthly statistics and reports
- Verifies documentary evidence of; Title and Building Plan, Valuation Certification, Approval from Town Planning; Proof of Purchase
- Issues certificate of exemptions and rent increases
- Ascertains the current value of premises for rental
- Ensures the current value of premises for rental
- Ensures the maintenance of the Registry of assessments
- Checks cash and receipt books
- Identifies type of building structure
- Inspects areas occupied or to be occupied by tenants noting any existing faults or defects
- Measures areas of rental
- Examines bills of expenditure for purchase and or renovation to premises
- Ascertains range of rental fees in neighbourhood
- Calculates monthly rental
- Issues rent certificates
- Represents the Board at meetings and conferences
- Maintains all documents and records on behalf of the Board in accordance with the Rent Restriction Act

OTHER RESPONSIBILITIES

- Performs other related duties and responsibilities as may be determined from time to time.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

Core

- Methodical with good attention to detail
- Good analytical and judgement skills
- Able to work on own initiative
- Excellent communication, interpersonal, planning, organizing and problem-solving skills
- Effective planning and organizing skills
- Excellent oral written communications skills
- Good conflict resolution and team building skills
- Proficiency in the use of computer application

Technical

- Excellent knowledge of the Building Code, Rent Restriction Act and related laws
- Good working knowledge of Government policy formulations, monitoring and evaluation processes
- Good working knowledge of the laws as it relates to Rent Services

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in Land Economy and Valuation Survey with emphasis on Real Estate
- Specialized training in Supervisory Management
- Two (2) years' experience working in a supervisory position

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: Assessment Officer (SOG/ST 6) – Rent Services Unit

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