



Office of the Services Commissions

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CIRCULAR No. 491
OSC Ref. C. 5850¹⁶

6th December, 2024

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 post of **Senior Director, Land Administration Management (GMG/SEG 5) – (Not Vacant)** in the **Land Administration Management Branch, Ministry of Economic Growth and Job Creation**, salary range \$7,716,512 – \$10,377,851 per annum.

Job Purpose

Under the general direction of the Chief Technical Director, the incumbent is responsible for overseeing the development of policies and programmes related to the acquisition, divestment and management of properties for housing purposes, ensuring adherence to established regulations and legislation. The incumbent also contributes to the development of regulatory and legislative frameworks for land management and coordinating enforcement measures to address squatting on lands owned by the Minister of Housing.

Key Responsibilities

Management/Administrative:

- Develops, reviews and implements systems and processes that establish the framework for managing properties owned by the Minister of Housing and executing the government's Land Administration and Management Plan;
- Oversees enforcement interventions on lands under the Minister of Housing's jurisdiction that are occupied by squatters;
- Provides technical advice/recommendations to ministry officials and political directorate on the National Land Policy, the Local Improvements (Community Amenities) Act, and the Housing Act;
- Contributes to the drafting of new legislation, as well as amendments to legislation and regulations concerning land matters;
- Manages the day-to-day operations of the Branch;
- Oversees the preparation of the Branch's corporate and operational plans and budgets;
- Directs the preparation of monthly, quarterly and annual operational reports;
- Develops individual work plan in keeping with the Branch's operational plan.

Technical/Professional:

- Co-ordinates the development of a Squatter Enforcement and Management Plan for lands owned by the Minister of Housing;
- Provides background information for the preparation of Cabinet Submissions on land-related matters;
- Recommends properties for acquisition and divestment by the Ministry;
- Negotiates the acquisition and divestment of properties;
- Manages the processing of requests related to the identification of lots, plans, titles and ownership;
- Oversees the management of the lease portfolio;
- Guides the establishment of a framework for the development and implementation of a Land Inventory, Land Information System and Geographic Information system for the Ministry;
- Recommends properties for declaration under the Local Improvement (Community Amenities) Act;
- Oversees the management of portfolio properties declared under the Local Improvement (Community Amenities) Act;
- Collaborates with Ministries, Agencies and Departments to deliver public education programmes to stakeholders on the acquisition, development and use of government lands.

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

- Good leadership skills
- Excellent negotiating skills
- Good oral and communication skills
- Good interpersonal skills
- Team work and co-operation
- People management skills
- Problem solving and decision-making skills
- Meticulous and astute

Technical

- Excellent knowledge in estate management or land valuation.
- Knowledge of Urban Planning.
- Working knowledge in the use of computer applications
- Knowledge of budgeting procedures
- Experience in policy development

Minimum Required Qualification and Experience

- Masters Degree in Land Management, Estate Management, Urban Planning or related field.
- Eight (8) years working experience in a similar capacity with five (5) of those at the senior management level.

Special Conditions Associated with the Job

- Exposure to external forces arising from site visits
- Long hours of work including weekends and public holidays
- High risk associated with demolition of squatted sites

Applications accompanied by résumés should be submitted **no later than Thursday, 19th December, 2024 to:**

**Senior Director,
Human Resource Management & 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**