



# MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

## JOB OPPORTUNITY

Applications are being invited from suitably qualified candidates to fill the vacant post of:

**Community Development Officer (GMG/SEG 1)**  
**within the Social Services Unit**  
**Salary range of \$3,501,526 - \$4,709,163 per annum – (Pay Band 7)**

### **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 solution. Create opportunities through planned programmes so that residents can access development help in the physical and economic planning of communities. Train selected householder from condominiums to assume responsibilities as executives of the co-operatives.

### **Key Responsibilities**

- Conducts socio- economic/market surveys
- Coordinates 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
- Acts as liaison between communities and providers of social development services in education /skills training, family life and counselling, health, small business development and venture capital funding
- Conducts occupancy audits in order to verify land
- Plans, design and implements all aspects of the Social Housing Programme
- Participates in the preparation of the Unit's budget and operational plan
- Prepares status/ monthly reports
- Prepares mortgage payments and utilities correspondences
- Liaises with Legal Department re the preparation of Sales Agreements
- Initiates collection drives and develops strategies to improve collection levels
- Manages/updates scheme accounts
- Develops and implements strategies for resolving mortgage, boundary and covenant disputes
- Establishes and monitors Management Committees (Citizen Associations)
- Investigates breaches of regulation such as encroachment and illegal occupancy, prepares and submit reports
- Dispatches demand notices
- Organizes community health fairs
- 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)
- Participates in relocation exercise for persons at risks
- Prepares submissions in collaboration with the Director, Social Services for presentation to the Ministry's executive body on how to deal with matters like ninety (90) day cash sales, now delinquent and other issues that would reduce arrears
- Liaises with homeowners and community groups through community development officers with a view to offer counseling and other steps required to achieve voluntary compliance
- Approves arrangements made by compliance and investigation officers with delinquent householders for payment of arrears in installment
- Utilizes occupancy surveys to inform the arrears and recovery programme
- Advices on the type of infrastructure to be
- Conducts damage assessments

### **Required Competencies**

- Knowledge in Ministry and Central Government operational procedures
- Excellent knowledge of lot identification
- Excellent knowledge of public or community relations
- Knowledge of the LICA Act
- Excellent knowledge in implementing social development programmes
- Excellent knowledge of the operations of financial institutions

- Knowledge of Property Management/land use
- Knowledge of debt management
- Excellent knowledge of conflict resolution techniques
- Excellent communication and human relations skills
- Excellent problem-solving skills
- Working knowledge in the use of computer applications
- Employs initiative and is results driven

**Minimum Required Education and Experience**

- Bachelors Degree in Business Administration with a finance or marketing major
- Training in Investigative Techniques
- Five (5) years working experience with two years in a similar capacity

**Special conditions associated with the job**

- High risk locations (Inner city schemes-violence prone)
- Long hours of work
- Constricted deadlines

All applications along with resumes are to be submitted **no later than Tuesday, February 18, 2025 to:**

**Senior Director, Human Resource Management and Development**

**Ministry of Economic Growth and Job Creation**

**7<sup>th</sup> Floor, The Towers**

**25 Dominica Drive**

**Kingston 5**

**Or**

**[human.resources@megic.gov.jm](mailto:human.resources@megic.gov.jm)**

**Please note that only shortlisted applicants will be contacted**