



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 148 **OSC Ref. C. 5850¹⁷**

14th April, 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 fill the **vacant** post of **Director, Social Services (GMG/SEG 3)** in the **Housing Management Branch (Social Services Unit), Ministry of Economic Growth and Job Creation**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the general direction of the Senior Director, Housing Management, the incumbent is responsible for directing, co-ordinating and managing the divestment of the Ministry's housing solutions, the monitoring of compliance and community development programmes, thereby facilitating purchasers with security of tenure.

Key Responsibilities

- Participates in the Ministry's strategic planning process;
- Prepares and monitors the Unit's Corporate and Operational Plans and Budget;
- Reviews and assesses the Unit's progress to determine adjustments or revisions of targets;
- Interfaces and maintains the interconnectedness with other Units;
- Provides information and advice to the Senior Director and Permanent Secretary;
- Ensures the divesting of housing solutions are divested in accordance with guidelines and policies of the Ministry;
- Oversees the effective management of the Ministry's townhouses, condominiums and rented schemes;
- Ensures that the number of delinquent accounts are reduced in accordance with planned targets;
- Prepares status reports;
- Communicates the housing plans of the Ministry to stakeholders;
- Ensures the effectiveness of customer service;
- Conducts socio economic/occupancy and shelter audits to determine affordability levels;
- Liaises with developers and other personnel for successful completion of sale of units;
- Ensures that the integrity of mortgage files is maintained;
- Utilizes inventory records and other status reports as tools to inform decision making;
- Participates in site visits;
- Develops comprehensive marketing plan encompassing all unsold lots;
- Ensures the preparation of the marketing manual;
- Formulates innovative recovery programmes;
- Undertakes islandwide arrears drive;
- Designs programmes to educate communities on the benefits of compliance, property worth and value, and the use of a title (security of tenure);
- Co-ordinates community development activities, including the establishment of citizens associations;
- Oversees the training of residents of co-operatives and condominiums in managing and administering strata co-operation;
- Promotes the welfare and development of staff through employee performance appraisals, recommendations for appointment, promotion and training;
- Initiates disciplinary proceedings, where appropriate;
- Represents the Ministry at meetings, seminars, etc.;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good management and supervisory skills
- Excellent leadership skills
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to analyze data
- Working knowledge in the use of computer applications
- People management skills
- Good problem-solving and decision-making skills

Technical:

- Excellent knowledge of conveyancing and the real estate industry
- Excellent knowledge of the Ministry's policies and procedures
- Excellent knowledge of the operations of financial institutions
- Knowledge of Property Management
- Knowledge of compliance and credit management

Minimum Required Qualification and Experience

- Bachelors Degree in Management Studies, Marketing, Business Administration;
- Ten (10) years working experience with a government Estate Management Agency, Valuation or Real Estate Company;
- Five (5) years working experience at the middle or senior management level.

Applications accompanied by résumés should be submitted **no later than Tuesday, 29th April, 2025 to:**

**Senior Director, Human Resource Management and 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**