



Applications are being invited from suitably qualified persons to fill the not vacant post of **Senior Inspector (GMG/AM 3)**, in the **Rent Services Unit – Housing Management Branch, Ministry of Economic Growth and Infrastructure Development (MEGID)**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

Under the general direction of the Director, Rent Services, the Senior Inspector is responsible for conducting inspections and investigations of rented premises to determine standard rent and ensure compliance with the Rent Restriction Act. The incumbent also facilitates the resolution of rental disputes between landlords and tenants.

Key Responsibilities

Management/Administrative

- Represents the Unit at parish court, rent assessment board court, meetings, as required.
- Attends rent board meetings and represent the Rent Assessment Board at meetings and conferences.
- Develops the monthly inspection schedule, assigns inspections to direct reports, and ensures inspections are conducted in accordance with the approved schedule.
- Prepares monthly, operational and ad-hoc reports.
- Contributes to the development of the Unit's strategic business and operational plan, procurement plan, and budget.
- Develops individual work plan in keeping with HRM&D principles/guidelines.
- Conducts staff's appraisals.

Technical

- Processes applications for inspection.
- Conducts inspections and measurements of premises to support rent assessment.
- Prepares inspection reports and letters.
- Completes complaint forms.
- Reviews, investigates and assesses the nature of complaints received, ensuring timely processing and providing dispute resolution between landlord and tenants.
- Files orders at the Parish Court.
- Drafts claims for arrears, security deposits, and illegal increase of rent, and refer matters to the Tribunal.
- Communicates with landlords and tenants through appropriate channels to facilitate resolution of rent and tenancy issues.
- Refers cases requiring legal/law enforcement intervention to the Courts or Police under Section 27 of the Rent Restriction Act.
- Provides guidance and assistance to clients in preparing notices to quit and other tenancy-related documents.
- Serves summons and ensures that all related documentation is properly recorded and filed.

Required Knowledge, Skills, and Competencies

Core

- Methodical
- Attention to detail
- Initiative
- Excellent interpersonal and problem-solving skills
- Excellent oral and written communication skills

- Effective planning and organizing skills
- Integrity and ethics

Technical

- Excellent knowledge of the Rent Restriction Act and related legislation.
- Good Analytical and Judgement Skills.
- Dispute and Conflict Resolution Skills.
- Use of Technology – proficient in Microsoft Office Suites.

Minimum Required Education and Experience

- Diploma/certificate in social sciences or any related area of study.
- Specialized training in Conflict Management and Dispute Resolution.
- Two (2) years' working experience

Special conditions associated with the job

- Required to travel island-wide to conduct property inspections and investigations.
- Frequent interaction with dissatisfied or distressed clients, requiring high levels of emotional intelligence, diplomacy, and conflict resolution skills.
- Must maintain strict confidentiality in handling client information and legal documentation.

Applications accompanied by résumés should be submitted **no later than February 20, 2026** **to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Infrastructure Development
25 Dominica Drive
Kingston 5**

Email: human.resources@megid.gov.jm

Please note that only shortlisted applicants will be contacted.