



Office of the Services Commissions

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CIRCULAR No. 74 **OSC Ref. C.5850¹⁸**

20th April, 2026

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 following **vacant** posts in the **Ministry of Economic Growth and Infrastructure Development**:

1. **Urban Planner (SOG/ST 8) – Housing, Urban Renewal and Projects Division**, salary: \$7,716,512 per annum.
2. **GIS Analyst (SOG/ST 7) – Housing, Urban Renewal and Projects Division**, salary: \$5,198,035 per annum.
3. **Senior Compliance Investigation Officer (GMG/SEG 2) – Housing, Urban Renewal and Projects Division**, salary: \$4,266,270 per annum.
4. **Senior Secretary (OPS/SS 3) – Executive Management Division**, salary: \$1,711,060 per annum.
5. **Senior Secretary (OPS/SS 3) – Corporate Services Division**, salary: \$1,711,060 per annum.

1. **Urban Planner (SOG/ST 8)**

Job Purpose

Under the general direction of the Principal Director, Urban Renewal and Planning, the incumbent will support urban renewal and development objectives, by providing technical guidance on planning projects and processes. The role involves conducting and coordinating research on sustainable development planning, to include community placemaking, urban designing strategies and contemporary planning concepts and models. It requires the incumbent to collaborate with stakeholders (public, private and NGOs) to integrate community perspectives into urban development. The Urban Planner will also contribute to policy development and recommendations, ensuring alignment with national planning frameworks and development trends.

Key Responsibilities

Management/Administrative:

- Participates in meetings, seminars, local fora, conferences and workshops; prepares reports, as required;
- Presents research findings and development strategies to internal and external stakeholders;
- Prepares and makes presentations to stakeholders on urban renewal initiatives;
- Contributes to the development of the Branch's Strategic Business and Operational Plans and Budget, in alignment with GoJ's guidelines;
- Develops Individual Work Plans based on the strategic direction and alignment with the Operational Plan;
- Prepares annual, quarterly, monthly and special reports on projects, as required.

Technical:

- Contributes to the National GIS Database and coordinates with external stakeholders (e.g. PIOJ, STATIN, UDC, NHT, NEPA, Local Authorities) to collect, validate and maintain sector data to support an efficient Urban Renewal GIS Database;
- Conducts research and analysis, including contemporary development strategies for areas/communities slated for urban renewal initiatives/projects;
- Coordinates the design, development and implementation of the Ministry's urban renewal projects;
- Performs drafting of conceptual site plans and designs to inform sustainable urban renewal projects and development initiatives planned by the Ministry;

- Develops a framework for maintenance plans to guide project sustainability in targeted areas/communities;
- Assists in the planning of public engagement/consultation meetings to solicit the inputs of key stakeholders in urban renewal initiatives/projects;
- Conducts field visits to assess key features for urban renewal projects;
- Assists in conducting Beneficiary Satisfaction Surveys in communities where urban renewal projects were implemented;
- Contributes to the development of community integration and development strategies;
- Participates in the development planning processes at local and national levels, determining implications for strategic urban/regional planning by Local Authorities;
- Maintains and manages a database to record relevant data on urban renewal and development initiatives undertaken by the Ministry and its Agencies;
- Prepares project proposals and project briefs for urban renewal projects and development initiatives planned by the Ministry;
- Reviews emerging best practices related to urban renewal and development initiatives and programmes;
- Provides technical support in the project planning and implementation of urban renewal initiatives;
- Assists in needs assessments and community asset mapping in targeted communities;
- Contributes to the preparation of community profiles, to inform urban development initiatives and programmes;
- Assists in conducting socio-economic surveys in targeted communities, to inform policy decisions and interventions;
- Assists in preparing reports, development plans, planning guidelines and proposals;
- Reviews and assesses development proposals to ensure conformity with local planning and development standards;
- Represents the Ministry in information gathering and maintaining dialogue through community/shareholder consultations;
- Establishes working protocols with stakeholder Agencies for obtaining data or other information necessary for task completion.
- Reviews maps and graphs for urban planning and renewal developments;
- Administers beneficiary satisfaction surveys and analyzes data, to inform decision making;
- Assists with improvement in urban planning initiatives.

Required Knowledge, Skills and Competencies

Technical:

- Strong statistical and database and spreadsheet software skills
- Use of technology – relevant computer applications, such as Microsoft Office Suite and GIS Applications
- Use of AutoCAD and/or other drafting and modelling tools
- Knowledge of project management
- Knowledge of principles, methods and procedures of current technological development/trends in area of expertise
- Knowledge of laws, guidelines and policies related to planning, zoning and environmental analysis
- Broad understanding of urban planning and development polices, strategies, programmes and issues

Core:

- Excellent oral and written communication skills
- Customer and quality focus
- Excellent presentation Skills
- Teamwork and cooperation
- Excellent negotiating skills
- Excellent interpersonal skills
- Ability to work under pressure
- Excellent planning and organizing skills
- Goal/Result oriented
- Ability to work on own initiative
- Ability to establish and maintain cooperative working relationship with all segments of the Ministry, its Agencies and external stakeholders
- Strong research, analytical and report writing skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Urban Planning, Development Studies, Spatial Planning, Geography or any other relevant related spatial discipline, from an accredited Tertiary Institution;
- Four (4) years' experience in Urban Planning and Development practice;
- Training in Research Methodology.

2. GIS Analyst (SOG/ST 7)

Job Purpose

Under the general direction of the Community Integration Manager, the incumbent provides technical expertise in geospatial technology and tools to support urban renewal projects and programmes. The incumbent is responsible for coordinating and managing spatial data collection, metadata development, mapping and spatial analysis services. This role involves interpreting and preparing geospatial datasets for analysis and visualization to inform decision making and enhance the effectiveness of urban development initiatives.

Key Responsibilities

Management/Administrative:

- Prepares and submits monthly, quarterly, annual and ad-hoc reports;
- Prepares Individual Work Plan in alignment with the Branch's Operational Plan;
- Prepares presentations for technical workshops to effectively communicate project activities;
- Fosters and maintains strong working relationships with both internal teams and external stakeholders;
- Serves as the technical lead for the spatial enablement of urban renewal and development projects within the Ministry;
- Contributes to the development of the Branch's Strategic Business and Operational Plan and Budget;
- Participates in meetings and conferences on behalf of the Branch and/or Ministry.

Technical:

- Develops and maintains GIS files, spatial and tabular databases to support urban renewal projects;
- Establishes and adheres to processes for data capture and entry into GIS and Access Databases;
- Ensures all geospatial data and metadata are created, stored, organized and maintained, in accordance with GIS Industry's best practices;
- Monitors the metadata profile of spatial data to ensure consistency and alignment with specifications and best practices;
- Conducts mapping exercises to support project objectives, including producing maps and graphical representations of data (eg. community boundaries, housing, infrastructure etc.);
- Performs geospatial analysis (raster and vector) to inform urban renewal initiatives;
- Geo-references various data types to integrate information into project files;
- Maintains geographic datasets and performs data updates and edits, as required;
- Converts data from various formats (eg. CAD, KML, and GPX) into feature classes for analysis;
- Designs digital survey instruments for use in targeted communities;
- Collects and collates spatial data from other MDAs and stakeholders, ensuring data is relevant and accurate;
- Reviews, evaluates and verifies mapping data provided by external Agencies, for accuracy and consistency;
- Prepares technical documents and data reports with data visualizations to support project activities;
- Provides recommendations for geospatial data capture, collection and management, ensuring the use of appropriate tools and methods;
- Prepares GIS technical reports, including needs assessments, projects status updates, final reports and requests for proposals;
- Participates in project planning and design, providing geospatial input, as required;
- Analyzes and determines user requirements for tasks and project activities requiring geospatial support;
- Manages a digital library of geographic maps in various formats, ensuring proper organization and accessibility;
- Performs data quality checks to ensure accuracy and that data is suitable for conversion and analysis;
- Troubleshoots application issues and collaborates with technical teams for resolution;

- Coordinates with internal team to develop materials for technical workshops, stakeholder consultations, and other meetings.

Required Knowledge, Skills and Competencies

Technical:

- Technical knowledge of GIS, GPS, Remote Sensing, use of hardware and software and GIS systems configuration
- Competency in the use of computers and Microsoft Office Suite applications
- Competency in the use of ESRI suite of ArcGIS and ERDAS Imagine software
- Competency in the collection and management of metadata and related tools
- Knowledge of urban planning
- Competency in the use of Trimble GPS/GIS units and use of Terrasync and ArcPad software
- Knowledge of ESRI ArcGIS Desktop 10x including spatial analyst and 3D analyst extensions.
- Relevant knowledge and experience in methods and techniques of implementing and deploying GIS-related applications and solutions using a variety of technologies
- Technical expertise in GIS software (ArcGIS Desktop, ArcGIS Enterprise, ArcGIS Online) and other related technologies including online mapping solutions or current equivalent
- Understanding of other GIS (open source), such as QGIS, Google Earth, TerraServer

Core:

- Excellent oral and written communication skills
- Teamwork and cooperation
- Excellent interpersonal skills
- Ability to work under pressure
- Excellent planning and organizing skills
- Detail oriented
- Ability to work on own initiative

Minimum Required Qualification and Experience

- Bachelor's Degree in Geo-Informatics or a spatially related Science, such as Geography or Land Surveying, with emphasis on spatial analysis and spatial database design, creation and management;
- Three (3) years of experience in spatial data collection, spatial database design, creation, analysis and management;
- Post Graduate training in GIS data collection, management, analysis and dissemination is a plus.

3. Senior Compliance Investigation Officer (GMG/SEG 2)

Job Purpose

Under the general direction of the Director, Social Services, the incumbent is responsible for managing the Ministry's arrears and escrow portfolio arising from the divestment of Ministry lands and housing solutions, including implementing effective measures to minimize and reduce arrears and ensure compliance. The incumbent also coordinates Social Housing Programme activities, in accordance with established procedures.

Key Responsibilities

Management/Administrative:

- Participates in meetings, seminars, committees, conferences and workshops, and prepares reports, as required;
- Contributes to the development of the Unit's Strategic Business and Operational Plans;
- Prepares draft Budgets, procurement plans and cash flows for the Unit, for review;
- Monitors Unit's expenditure against approved Budget;
- Contributes to the review and refinement of programme guidelines to improve efficiency and sustainability;
- Makes recommendations for the development and refinement of housing, credit and recovery policies;
- Develops Individual Work Plans aligned with the Unit's Operational Plan and strategic direction;
- Conducts performance appraisals for direct reports;

- Prepares briefs, programme performance reports and annual, quarterly, monthly, and other operational reports, as required.

Technical:

Compliance, Arrears and Escrow Portfolio Management

- Develops and implements programmes and strategies to enhance payment compliance and minimize and reduce arrears and escrow balances across the Ministry's divestment portfolio;
- Conducts analytical research on arrears trends to inform policy reviews and strengthen arrears management frameworks;
- Formulates and develops compliance policies, in collaboration with policy experts to address chronic delinquency;
- Identifies delinquent and at-risk accounts and prepares and issues demand letters, notices, and other recovery instruments, as required;
- Conducts income and expenditure assessments to determine clients' financial capacity;
- Conducts investigative research to determine causes of non-compliance;
- Initiates and conducts repossession proceedings for non-compliant accounts, engaging relevant stakeholders, including the JCF and political directorate, for assistance, where necessary;
- Initiates legal proceedings, where appropriate;
- Investigates regulatory breaches, encroachments, illegal occupation, improprieties and suspected fraud relating to Ministry-owned lands and housing solutions and prepares formal reports;
- Conducts routine site visits to monitor Ministry-owned lands and housing solutions, and ensures adherence to approved terms and conditions;
- Engages relevant stakeholders, including the JCF, financial institutions, political directorate and community groups, to support compliance efforts;
- Collaborates with internal stakeholders, including the Land Administration Management, Projects and Technical Services, etc., to support the regularization or relocation of squatter settlements on Ministry-owned lands, in accordance with approved strategies and policy direction.

Social Housing Programme Operations

- Manages and coordinates Social Housing Programme activities;
- Conducts site investigations/visits to verify applicants' socio-economic status, housing conditions and land tenure;
- Reviews and assesses applications for social housing benefits/grants;
- Reviews and evaluates investigation reports under the Social Housing Programme and submits formal recommendations to the Director, for review;
- Liaises with Legal Services Division, Housing Fund Accounts Branch, Land Administration Management Branch, New Social Housing Programme and other internal Units, to support programme delivery, beneficiary support and grant administration;
- Administers assigned Special Assistance Schemes, including disaster recovery and other contingency programmes.

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.

Required Knowledge, Skills and Competencies

Technical:

- Knowledge of compliance and credit management
- Investigative skills
- Good planning and organizing skills
- Stakeholder management
- Report writing skills
- Risk assessment
- Managing the client interface

- Fiscal management
- Monitoring and evaluation
- Knowledge of Central Government's Operational Procedures
- Knowledge of Housing Act, Regulations, Guidelines and Policies

Core:

- Analytical thinking
- Good problem solving and decision-making skills
- Integrity and ethics
- Results oriented
- Client and quality focus
- Organizational communication
- Sound judgment
- Teamwork and cooperation

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration or Social Sciences;
- Three (3) years working experience in Compliance or related field;
- Training in Credit Control/Management

Special Conditions Associated with the Job

- Be the holder of a valid Driver's Licence and has access to a reliable vehicle;
- Will be required to travel to unfamiliar locations and areas that may be difficult to access, high-risk/violence-prone areas, including inner-city housing schemes. May involve extended travel time.
- Long working hours.

4. Senior Secretary (OPS/SS 3)

Job Purpose

The incumbent will provide secretarial and administrative support to the Executive Office.

Key Responsibilities

- Performs duties for the production of letters, memoranda, Minutes and other official documents;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors all inquiries directed to the Office and provides, where possible, necessary advice or information required by clients;
- Assists in the maintenance of effective client relations by determining the nature of enquiries from visitors and callers;
- Maintains an organized filing system and filing cabinets;
- Retrieves files/information upon request;
- Monitors and manages the daily Attendance Register;
- Prepares meeting notes and action sheets;
- Performs follow ups to secure timely responses from internal and external entities, in respect to letters and memoranda emanating from the Division.

Required Knowledge, Skills and Competencies

Technical:

- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications

Core:

- Excellent organizing skills
- Excellent oral and written communication skills
- Team oriented, with excellent interpersonal skills
- Confidentiality

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND); proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications, e.g., word processing, database and spreadsheets; English Language at the CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the MIND, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretarial Course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at the CXC or GCE 'O' Level; training in the use of a variety of computer applications and four to five (4-5) years' general office experience, plus appropriate Office Professional Training Course at the MIND.

5. Senior Secretary (OPS/SS 3)

Job Purpose

The incumbent will support the efficient operations of the Facilities and Property Management Branch, by providing expert secretarial services and support.

Key Responsibilities

Management/Administrative:

- Assists in the execution of procurement activities, that is, maintaining office supplies, etc.;
- Develops Individual Work Plans in alignment with the Branch's Operational Plan.

Technical:

- Processes incoming mails promptly;
- Drafts and types routine letters, memoranda and other documents, as instructed;
- Handles routine correspondence, in accordance with established guidelines;
- Prepares Minutes of meetings and drafts Agendas;
- Develops and manages filing systems for the Director;
- Liaises with officials in other Ministries and Departments, to gather necessary information;
- Provides general support and manages routine functions of the Director's Office, to facilitate information flow;
- Directs telephone calls to appropriate officers; responds to telephone calls for the Director and records messages, as required;
- Maintains appointment diary and schedules;
- Prepares documents leaving the Director's Office for dispatch;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Team and results oriented
- Ability to work under pressure and meet tight deadlines

Technical:

- Knowledge of general office practices and procedures
- Knowledge of relevant computer applications

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND); proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications, e.g., word processing, database and spreadsheets; English Language at the CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the MIND, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretarial Course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at the CXC or GCE 'O' Level; training in the use of a variety of computer applications and four to five (4-5) years' general office experience, plus appropriate Office Professional Training Course at the MIND.

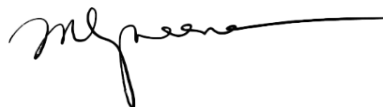
Applications, accompanied by résumés, should be submitted **no later than Friday, 1st May, 2026, to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Infrastructure Development
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megid.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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**