



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 13** **OSC Ref. C.5850<sup>18</sup>**

**16<sup>th</sup> January, 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 be assigned to the post of **Director, Community Planning and Monitoring (GMG/SEG 2) (Not Vacant)** in the **Squatter Management Unit, Ministry of Economic Growth and Infrastructure Development**, salary range \$4,266,270 - \$5,737,658 per annum.

### **Job Purpose**

Under the general direction of the Director, Squatter Management, the incumbent is responsible for supporting the development and implementation of strategies, programmes, and initiatives aimed at managing squatting, regularizing settlements, and promoting sustainable land use through data management, stakeholder collaboration and the provision of technical guidance.

### **Key Responsibilities**

#### ***Technical/ Professional:***

- Supports the development of the National Squatter Management Policy and Implementation Plan;
- Co-ordinates and manages the National Squatter Survey and related processes;
- Collects and assesses existing and historical settlement data, ensuring accuracy and reliability, and prepares settlement reports with recommendations;
- Develops data collection tools and methodologies;
- Maps and updates data on existing settlement conditions and manages the National Squatter Settlement Database/GIS Portal;
- Assists in raising community awareness and conducts sensitization sessions on land, shelter, and social issues affecting settlements;
- Monitors and evaluates development initiatives and activities in upgraded or regularized communities;
- Conducts site visits, prepares site reports and recommends appropriate methods of intervention for squatter settlements;
- Provides feedback and recommendations on plans, technical papers, initiatives, and legislation relevant to squatting;
- Provides technical advice, guidance and information to stakeholders and the public, and responds to related queries;
- Liaises with relevant Agencies, such as National Land Agency, to determine land ownership and assess suitability for tenure regularization;
- Collaborates and maintains effective communication with communities and key stakeholders – including development Agencies and custodians of Government land – to support squatter management initiatives.

#### ***Management/Administrative:***

- Contributes to the development of the Unit's Strategic Business Plan, Operational Plan, Budget and Cashflow;
- Prepares and submits reports;
- Participates in seminars, conferences, and workshops, as required;
- Co-ordinates and participates in stakeholder and committee meetings, including the Squatting Prevention and Management Committee;
- Develops Individual Work Plan in alignment with the Unit's Operational Plan and HRMD's format.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Strong oral and written communication skills
- Good analytical and problem-solving skills
- Excellent interpersonal skills
- Stakeholder Management
- Planning and Organizational skills
- Sound judgement

#### ***Technical:***

- Sound knowledge of research and survey principles and practices.
- Ability to design, develop, and implement data collection tools and methodologies.
- Report writing skills.
- Knowledge of community development approaches.
- Proficient in using Geographic Information Systems (GIS), Databases and MS Office tools
- Presentation skills

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in a social development or planning-related discipline, such as Community Development, Urban Studies, Geography or Social Science.
- At least two (2) years' work experience in land tenure, settlement management, or a related field.

### **Special Conditions Associated with the Job**

- Site visits to communities, informal settlements, and project sites.

Applications, accompanied by résumés, should be submitted **no later than Thursday, 29<sup>th</sup> January, 2026, to:**

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

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