



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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9th March, 2026

CIRCULAR No. 6/2026

Applications are invited from suitably qualified persons to fill the post of **Director, Revenue and Commercial Services (GMG/SEG 3)**, salary range \$5,198,035 – \$6,990,779 per annum, in the **City Municipality of Portmore**.

Please see attached the relevant job posting and note the required academic qualification.

Applications are to be submitted no later than the 30th March, 2026 to:

Secretary (Actg.)
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4

Please note that only short-listed applicants will be contacted.

Yvonne S. Hamilton (Miss)
Secretary (Actg.)
Local Government Services
for Chief Personnel Officer (Actg.)



MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director, Revenue & Commercial Services
JOB GRADE:	GMG/SEG 3
POST NUMBER	
BRANCH:	Revenue & Commercial Services
SECTION:	
REPORTS TO:	Chief Executive Officer
MANAGES:	Directly: Manager, Revenue Collection & Compliance, Manager, Licensing and Applications Administrative Assistant Indirectly: Collection & Compliance Officer Licensing and Applications Processing Officer Market Manager Market Supervisor Market Supervisor/Clerk Market Clerk Sanitation Attendant Senior Collection And Compliance Officer (Property Tax) In House Clerk Bus/Car Parks Supervisor Car Park Attendant Bus Park Attendant Motor Vehicle Pound Supervisor Pound Attendant

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE BRANCH:

To manage and drive systems for revenue generation, commercial services, and compliance to enhance the commercial viability of the Local Authority. This involves overseeing the collection of property taxes and various fees such as rentals and applications, the issuing of permits and licenses, developing commercial strategies, identifying new streams of income and engaging in business development initiatives and partnerships with private sector and governmental organizations to foster local economic development.

2. JOB PURPOSE

Reporting to the Chief Executive Officer (CEO), the Director, Revenue and Commercial Services is responsible for the driving the revenue generating and commercial viability of the Authority. This should be done through the various business development initiatives and collaborations with private sector and other governmental organizations. The Director will create strategies that focus on maximizing opportunities for profit, generating revenue and creating sustainable growth; the registrations and licensing of various inhabitants is a key factor in driving the revenue generation of the Authority. In addition, the Director will work/liaise closely with each department conducting analysis and reporting on all revenue streams and collection of the Local Authority.

3. KEY OUTPUTS

- Policies, Business plans formulated;
- Sound systems, procedures and operating guidelines developed and implemented;
- Corporate and Operational Plans developed;
- Strategic direction and advice provided to the Chief Executive Officer on matters relating to revenue and commercial services;
- Budgets developed & administered;
- Financial forecasting reports;
- Governance and accountability frameworks developed and implemented;
- Administrative mechanisms to support the business of Council and Committees implemented;
- Technical advice and guidance provided;
- Revenues/fees collected;
- Permits/signs issued;
- Estimates of expenditure provided for the Division;
- Periodic reports produced (quarterly, annually etc).

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Provides advice to the CEO and other Directors on matters relating to commercial and revenue generating opportunities;
- Develops and implements commercial strategies in line with organization goals, objectives and laws that govern the Authority, with the aim to accelerate growth;
- Develops and implements the overall financial strategy and have effective overall management and control of all capital and revenue budgets for the Authority to ensure financial resilience;
- Develops business plans and associated budgets of the Local Authority ensuring alignment with the priority as set by Council;
- Plan, direct and co-ordinate all programmes and activities relating to the operations of the Commercial Services in accordance with the policies and regulations prescribed by the Council;
- Collaborates with the Revenue and Compliance Unit to develop and implement mechanisms for the collection of property taxes, trade license fees, Taxi and bus operator fees;
- Oversees all revenue sectors that falls within the purview of the Local Authority;
- Oversees the issuing of permits for amusement activities, billboards and signs;
- Conducts market research and analysis to create detailed business plans on commercial opportunities;
- Conducts research, makes recommendations and implements plans to enhance the systems for verifying and collecting revenues from commercial services (markets, parks etc.)
- Develops and implements risk management plan, policy and strategy;
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions;
- Administers and promotes through public education laws and regulations:
 - Town and Country Planning Act;
 - (Control of Advertisement Regulations);
 - Places of Amusement Regulations;
 - Sales of Goods in Public Places Regulation;
 - Public Health Act (Salons, Barbershop, Barbers and Hairdressers).
- Disseminates information to staff and the public re changes in policies, procedures and other matters to ensure that high levels of compliance are maintained;
- Forges strategic alliances with the senior managers in ministries, departments and agencies that foster collaboration and partnerships with a view to improving the efficiency and effectiveness of services provided;
- Attends Committee meetings and budget debates at the Ministry of Finance and Public Service and the Houses of Parliament when required;

- Liaises with Ministries and other government agencies regarding matters relating to corporate management and other functional areas of the corporation;
- Establishes and maintains long-term, profitable partnerships with key stakeholders both public and private sectors;
- Negotiates ongoing contracts with suppliers and customers; managing and reviewing contracts and making recommendations regarding commercial services;

Management/Administrative Responsibilities

- Plans, organizes and directs the work of the Division, by overseeing the creation of the Division's corporate and operational plans and budgets, and monitoring the Division's accorded achievements.
- Examine and analyse rates, rental fees, operating costs and revenues to determine needs such as increase to rentals, reduction in operation and maintenance costs for all commercial entities operated by the Council;
- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Provides leadership through effective objectives setting, delegation, and communication;
- Participates as a member of the Senior Management team in Strategic Planning for the corporation;
- Develops, monitors and evaluates the implementation of the Division's Corporate and Operational plans;
- Represents the CEO at meetings, conferences, workshops and seminars.

Human Resources Responsibilities

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;

- Effect disciplinary measures in keeping with established guidelines/practices.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

5. PERFORMANCE STANDARDS

- Objectives of the Revenue and Commercial Services Division are achieved within agreed timeframes;
- Technical advice/guidance and recommendations provided are sound and supported by qualitative/quantitative data;
- Strategic plans/ work plans conform to established procedures and implemented accorded to establish rules;
- Systems/practices/procedures developed to manage the day to day operations of the Revenue and Commercial Services are agreed upon, implemented in a timely manner and accord to agreed standards;
- Database of the Commercial entities operations is maintained;
- High compliance with organization policies and procedures as it relates to revenue and operation standards ;
- Reports are evidence-based and submitted in a timely manner;
 - Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
CEO	<ul style="list-style-type: none"> • Receive directives • To advise and report on policy and operational matters and recommend solutions
Internal Audit team	<ul style="list-style-type: none"> • To facilitate/provide necessary information for planning or during audits
Senior/Technical Officers	<ul style="list-style-type: none"> • Give & Receive reports • To discuss strategic plans, operational and Human Resource matters. • Develop and maintain effective working relationships • Collaborate, exchange information, provide strategic advice, support and feedback • Assist with identifying new streams of income and business development
Direct Reports	<ul style="list-style-type: none"> • Give advice • Develop and maintain effective work and industrial relation environment

Contact (Title)	Purpose of Communication
	<ul style="list-style-type: none"> • Provide advice/update and exchange information

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministry of Local Government and Community Development	<ul style="list-style-type: none"> • Receive policy directives • Obtain clarification on best practices to inform advice and actions
Local Government Services Commission	<ul style="list-style-type: none"> • Provide information on human resource administration and development • Receive directives
Specified MDA's (eg Ministry of Finance)	<ul style="list-style-type: none"> • Receive circulars/orders
Media	<ul style="list-style-type: none"> • Provide coverage of specified civic events etc • Provide update/public relations
PDCs, CDGs, NGOs	<ul style="list-style-type: none"> • Engage and receive information for submission to Council
Inhabitants/General public	<ul style="list-style-type: none"> • Supply information on pertinent issues, receive information/data

7. AUTHORITY

- Determine the budgetary requirements for the Division;
- Approve disbursement of funds from the approved budgetary allocation to the Division;
- Approve requisitions for goods and services in accordance with the Government's Procurement Guidelines;
- Make recommendations to the CEO on Revenue and Commercial Services matters;
- Recommend /implement changes to the Division's policies, operating systems and procedures;
- Recommend staff movement and disciplinary action in accordance with established Human Resource Procedures;
- Represent the CEO at external meetings;
- Appraise the performance of staff supervised;
- Approve leave benefits.

8. REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem-solving skills;

- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications and software.

Technical

- Expert knowledge of the operations of the machinery of local authorities;
- Developed appreciation of the principles and practices of local government/ governance;
- Sound knowledge of the best practices and key pieces of legislation underpinning local authorities (eg, Local Governance Act, Local Government Unified Service Act, Parochial Revenue Fund Act);
- Strategic and corporate planning skills;
- The ability to develop organizational best practices/operational guidelines/rules
- Sound knowledge of Government Administration, Financial Accounting and Public Procurement Policies and Guidelines;
- Strong appreciation for organizational change and change management skills
- Good project management skills (from inception to implementation and assessment);
- Well developed skills in stakeholder engagement;
- Adequate knowledge of the prevailing social, economic, political and environmental issues;
- Excellent human relations, problem solving, research, and policy analysis formulation skills.

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in management/Business Administration/Public Management or closely related discipline;
- Five (5) years progressive work experience, two (2) of which should be at a managerial level in the private or public sector.
- Training in Leadership and Change Management would be an asset

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work requires adequate island-wide travels (e.g., meetings, site visits).
- The work environment requires multi-stakeholder interactions and there requires political sensitivity, objectivity and neutrality at all times.
- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and

meeting tight deadlines which will result in high degrees of pressure and work beyond normal working hours.