



Office of the Services Commissions

(Central Government)

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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 Agriculture, Fisheries and Mining**:

1. **Architect (SOG/ST 7) – Corporate Services/ Building and Property Maintenance Branch**, salary: \$5,198,035 per annum.
2. **Quantity Surveyor (SOG/ST 7)**, salary: \$5,198,035 per annum.
3. **Senior Building and Property Maintenance Officer (SOG/ST 6)**, salary: \$5,198,035 per annum.

1. **Architect (SOG/ST 7)**

Job Purpose

Under the direction of the Civil Works Engineer (SOG/ST 8), the Architect (SOG/ST 7) works closely with other Architects, the Project Manager, and other construction professionals, providing architectural design services and solutions on construction projects to ensure that construction designs are usable. The incumbent prepares and presents design proposals, plans, blueprints, drawings, and specifications using Computer-Aided Design (CAD), Revit, and traditional methods.

The post holder also meets with members of the construction team, such as contractors, building officers, and project managers to evaluate, provide information and solve problems.

Key Responsibilities

Management/Administrative

- Participates in the strategic and operational planning process and in the development of Budgets for the Branch;
- Provides technical advice/guidance to the Civil Works Engineer, Principal Director, Permanent Secretary, and other executives as required;
- Proposes strategic technological and development modifications;
- Evaluates the construction of buildings as the project progresses, makes recommendations, and provides reports;
- Represents the Branch at meetings, conferences, seminars, workshops, and other events to provide input or obtain information;
- Prepares monthly, quarterly, annual, and ad-hoc reports, papers, briefs, and other documents for submission to the Civil Works Engineer;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

Technical/Professional

- Collaborates with other Architects, Engineers, and construction professionals to gain information on structural requirements and design;
- Follows specifications and calculations to create various technical drawings;
- Produces conceptual plans, renderings, and design documents;
- Prepares rough sketches and detailed work with Computer Aided Design (CAD) and Drafting (CAAD) systems, Revit, and other design software as well as other free hand drawing methods; and reviews them along with the Engineer;
- Designs diagrams maps and layouts to illustrate workflow; coordinates and integrates engineering elements into a unified design for review and approval;

- Ensures that the final design complies with regulations and quality standards;
- Keeps abreast of trends and developments in Architectural Technology and related fields and develops and designs appropriate methodologies, strategies, and techniques to achieve targets;
- Undertakes investigations and research to provide architectural design solutions and services on various assignments;
- Exercises responsibility for developing visual construction blueprints which include technical details and data, such as material lengths, amounts, and weights from Engineers, Building Officers, Quantity Surveyors, Project Managers, and other members of the team;
- Carries out site surveys and design-stage risk assessments;
- Leads the detailed design process and coordinates design information;
- Liaises with appropriate authorities when producing documentation for approval;
- Produces and advises on detailed specifications for suitable materials or processes to be used;
- Meets with Engineers, Building Officers, and other members of the team to review blueprints designs, and drawings;
- Inputs design specifications into the CAD Software;
- Creates surface and solid CAD models according to client specifications;
- Conducts safety compliance inspections and surveys for civil work projects;
- Oversees the printing of construction documents.

Required Knowledge, Skills and Competencies

Core:

- Good oral communication skills
- Good written communication skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good teamwork and cooperation skills
- Strong leadership and management skills
- Good interpersonal skills and people management skills
- Excellent negotiating and networking skills
- Excellent analytical thinking and ability to exercise good judgement skills
- Ability to lead and manage change initiatives
- Ability to exercise initiative
- Ability to manage external partners and the client interface.
- Of good integrity
- Compliance
- Methodical

Technical:

- Ability to provide elegant and efficient design solutions.
- Good report writing skills
- Technically creative and open-minded
- Knowledge of the operations of Government and the Organization's policies and procedures
- Excellent knowledge of Architectural Technology
- Ability to develop design proposals, prepare plans, drawings and specifications.
- Excellent understanding of building design and mechanical processes.
- A keen eye for detail.
- Proficiency in relevant Microsoft Applications
- Sound knowledge of The National Building Code
- Strong Project Planning and Project Management Skills
- Ability to manage external relationships and build, maintain, and use strong networks with stakeholders in other Government, and Private Sector Agencies to achieve results

Minimum Required Qualification and Experience

- BSc. Degree in Architectural Design, Engineering, Construction or equivalent qualifications from an accredited Institution.
- At least two (2) years' work-related experience.
- Training and experience in the use of computer-Aided Design and Drafting (CADD) and
- CADD Programs, such as Autodesk's multipurpose design program AutoCAD

- Holder of a valid General Drivers' Licence
- OR**
- Associate Degree in Architectural Design, Engineering, Construction or any equivalent accredited qualifications
 - At least four (4) years' work-related experience.
 - Training and experience in the use of Computer-Aided Design and Drafting (CADD) and CADD programs, such as Autodesk's multipurpose design program AutoCAD
 - Holder of a valid General Drivers' Licence

Special Conditions Associated with the Job

- Required to travel island wide, including travel to remote locations.
- May be exposed to conflicts/difficulties on the construction sites.
- Be a current member of the Architects Registration Board of Jamaica.

2. Quantity Surveyor (SOG/ST 7)

Job Purpose

Under the general direction of the Civil Works Engineer (SOG/ST 8), the Quantity Surveyor (SOG/ST 7) reviews architectural plans and prepares quantity needs; estimates the quantity and cost of materials and provides expertise in the drafting of the Ministry's construction contracts.

Additionally, he or she carries out studies of project duration and labour costs, coordinates supply deliveries and gives advice and suggestions to contractors on contractual issues.

The incumbent is also required to liaise and work collaboratively with site managers, clients, contractors and subcontractors, monitor maintenance and material costs and prepare operational reports, analyses and other technical reports and documents for submission to the Civil Works Engineer.

Key Responsibilities

Professional/Technical

- Monitors cost changes/ movements within the industry associated with design and/ or construction work and, adjusts budget projections accordingly;
- Prepares construction plans and prepares quantity requirements;
- Prepares contracts, budgets, Bills of Quantities, risk assessments and all necessary documents for project costs;
- Measures and values works completed on project sites;
- Manages the preparation of tenders;
- Scrutinizes maintenance and material costs as well as contracts to ensure the best deals;
- Prepares preliminary estimates for all building and civil engineering works;
- Reviews the preliminary development budget to verify costing of proposed developments
- Participates in the coordination of designs for building and subdivision plans to achieve cost efficiency in standards and specifications;
- Produces all estimating data for the preparation of programs and annual budgets;
- Validates external bills;
- Assists the Civil Engineer in conducting appraisal designs;
- Interprets blueprints, schematic drawings, payouts and other visual aids;
- Develops, monitors and maintains cost records for labor and materials, and for overall contractual costs for the Ministry;
- Reviews construction plans and preparing quantity requirements;
- Examines maintenance and material costs, as well as contracts to ensure cost efficiency and the required standard levels;
- Liaises with site managers, clients, contractors, and subcontractors and other stakeholders to resolve problematic issues so that projects can be carried out efficiently and effectively;
- Advises managers and clients on improvements and new strategies;
- Maintains database on costing and other appropriate data;
- Keeps track of materials and orders more when required;

- Documents any changes in design and updates budgets;
- Performs any other related duties assigned by the Civil Works Engineer.

Required Knowledge, Skills and Competencies

Core:

- Excellent planning and organizing skills
- Excellent oral communication skills
- Excellent written communication skills
- Excellent time management skills
- Strong analytical and critical thinking skills
- Very good negotiating skills required to negotiate costs with vendors and subcontractors
- Good organizational skills to organize, plan, and strategize when necessary
- Good interpersonal skills
- Teamwork and cooperation
- Excellent customer and quality focus skills

Technical:

- Knowledge of the operation of Government/Ministry's policies and procedures
- Excellent knowledge of the Master Builders JIIC Agreement and the Jamaican labour rates,
- Good knowledge of the Building Code stipulated by the Jamaica Institute of Quantity Surveyors.
- Sound knowledge of GOJ's Procurement Policies and Guidelines
- Good knowledge of Project Planning and Management skills
- Knowledge of the Contract Administration process and the established forms of contracts
- Project/Construction Management experience
- Working knowledge of standard and specialized computer applications
- Sound knowledge of Auto CAD and Microsoft Applications

Minimum Required Qualification and Experience

- BSc. Degree in Quantity Surveying
- Five (5) years related working experience
- Experience in building roads, bridges and any other civil works
- Holder of a valid General Drivers' licence

Special Conditions Associated with the Job

- Extensive travelling.
- Required to work long hours, on weekends and public holidays, when the need arises.
- Exposure to dust, excess water, chemicals and height.

3. Senior Building and Property Maintenance Officer (SOG/ST 6)

Job Purpose:

Under the supervision of the Civil Works Engineer (SOG/ST 8), the Senior Building & Property Maintenance Officer (SOG/ST 6) identifies, schedules, monitors and oversees the maintenance of all the Ministry's and its Agencies' buildings and properties island wide.

In addition, the incumbent collaborates with the Project Management Unit in managing the construction of new buildings as well as the refurbishing of existing buildings.

Key Responsibilities

Management/Administrative

- Provides administrative and technical guidance to staff;
- Coordinates and deploys the material resources necessary for the daily operations;
- Organises and coordinates and attends various meetings and training sessions;
- Identifies existing and potential problems and makes recommendations for resolution;
- Develops staff work plans for the Unit;
- Liaises with Heads of Divisions/Units/Branches, Parish Managers (RADA), Heads of Agencies affiliated with the Ministry to ascertain, prioritize and make recommendations for the maintenance programmes and for the supply of material;
- Prioritises, delegates and schedules work and allocates monthly mileage to travelling officers;
- Prepares monthly reports on all work in progress.

Technical/Professional

- Ensures that surveys are conducted to gather field data for the preparation of contract documents;
- Prepares contracts for Ministry buildings, properties and drains island wide;
- Prepares and establishes standards, specifications and rates for Contractors;
- Prepares invitation of tender documents and makes recommendations to the Head of the Contracts Committee;
- Prepares specifications and drawings of buildings constructed, refurbished or maintained;
- Prepares bills of quantities and tender documents inviting contractors to tender;
- Identifies interviews and selects contractors, sub-contractors, and tradesmen to undertake work to be carried out on contractual basis;
- Supervises maintenance, construction and repair personnel at various stages of the work cycle;
- Maintains and verifies records in relation to the execution of contracts;
- Monitors the construction, repairing/refurbishing of all buildings;
- Provides technical guidance to contractors;
- Liaises with officers with responsibility for Transport, Housing and Works to establish and ascertain list of approved contractors and schedules of rates;
- Checks and certifies all bills and contracts for payment;
- Manages the preparation of the relevant payment vouchers.

Human Resources

- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Section;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of staff for the Branch/Section and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Branch/Section are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organisation's goals;
- Allocates and schedules work;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral communication skills
- Good written communication skills
- Strong leadership skills
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills
- Good conflict management skills
- Good interpersonal skills
- Compliance
- Integrity
- Teamwork and cooperation
- Excellent time management skills

Technical:

- Sound knowledge of the field of plumbing, electrical repairs and building construction
- Sound knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures
- Sound knowledge of the Building Regulations
- Sound knowledge of safety regulations and programmes
- Proficient in the use of relevant Software Applications
- Good report writing skills

Minimum Required Qualification and Experience

- BSc. Degree in Construction Engineering & Management or any equivalent, accredited qualifications
- Two (2) years' work-related experience.
- Holder of a valid General Drivers' Licence

Special Condition Associated with the Job

- Required to travel island wide, including travel to remote locations.
- May be exposed to conflicts / difficulties on the construction sites.

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

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

E-mail: jobopportunities@moa.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)**