



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 96 **OSC Ref. C. 6272¹⁹**

19th May, 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 **Office of Disaster Preparedness and Emergency Management (ODPEM)**, as detailed in the attached Vacancy Notice:

1. **Senior Planner (SOG/ST 7)**, salary: \$5,198,035 per annum.
2. **Records Officer 2 (Stores) (PIDG/RIM 2)**, salary \$1,711,060 per annum.
3. **Senior Secretary (OPS/SS 3)**, salary: \$1,711,060 per annum.
4. **Secretary 2 (OPS/SS 2)**, salary: \$1,439,455 per annum.
5. **Secretary 1 (OPS/SS 1)**, salary: \$1,439,455 per annum.
6. **Accounts Receivables Officer (FMG/AT 1)**, salary: \$1,439,455 per annum.
7. **Library Technical Assistant (PIDG/LA 1)**, salary: \$1,439,455 per annum.
8. **Building Custodian (LMO/TS 2)**, salary: \$18,647 per week.

Applications, accompanied by résumés, should be submitted **no later than Wednesday, 3rd June, 2026, to:**

Director of Human Resource Management
Office of Disaster Preparedness and Emergency Management
2 – 4 Haining Road
Kingston 5

Email: info@odpem.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)