



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 105 **OSC Ref. C.5850¹⁸**

27th 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 be assigned to the following posts in the **Ministry of Economic Growth and Infrastructure Development**:

1. **Director, Land Administration (SOG/ST 8) – (Not Vacant)**, salary: \$7,716,512 per annum.
2. **Urban Policy Analyst (SOG/ST 7) – (Not Vacant)**, salary: \$5,198,035 per annum.

1. **Director, Land Administration (SOG/ST 8)**

Job Purpose

Under the general direction of the Principal Director, Land Administration Management, the incumbent is responsible for maintaining accurate ownership records, supporting land acquisitions and divestment for Ministry's properties and ensuring compliance with Regulations.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Strategic/Operational Plan and Budget;
- Prepares Monthly, Quarterly, Operational and Ad-hoc Reports;
- Recommends/Contributes to the development and enhancement of land-related systems;
- Develops Individual Work plan, in keeping with HRM&D principles/guidelines;
- Conducts staff appraisals and manages performance for direct reports.

Technical:

- Develops, reviews and implements systems and processes that provide the framework for the management of Ministry's properties;
- Implements the Government's Land Administration and Management Plan;
- Provides technical advice and recommendations to Ministry officials and the Political Directorate on the National Land Policy and the impact of Land Policies and Legislation on the administration of Ministry lands;
- Reviews land-related Cabinet Submissions;
- Submits recommendations on properties identified for acquisition and divestment by the Ministry;
- Negotiates the acquisition and divestment of properties;
- Prepares files for the Legal Services Division, on properties approved for acquisition and divestment by Private Treaty;
- Vets and forwards application submissions to the Land Divestment Committee;
- Submits decisions of the Land Divestment Committee to the Chief Technical Director, for the Minister's approval;
- Processes requests related to the identification of lots, plans, titles and ownership, and submits the relevant report;
- Manages the lease portfolio;
- Devises and establishes frameworks for the development and implementation of the Ministry's Land Inventory, Land Information System and Geographic Information System (GIS);
- Investigates and provides recommendations on properties requested for declaration under the Local Improvement (Community Amenities) Act;
- Maintains accurate ownership records for land acquisition and divestment, in compliance with relevant regulations and standards;
- Monitors Ministry's lands and leased properties to ensure compliance with Lease Agreements and other relevant regulations; takes actions to address breaches/violations, as required.
- Assists in resolving disputes related to land ownership, boundaries and other related issues;
- Provides technical advice, guidance and information to clients on land related queries;

- Manages and maintains land related databases, including GIS and other databases;
- Collaborates with Government Agencies, Local Authorities and other Organizations, to address land related issues;
- Ensures all land administration activities comply with relevant laws and regulations.

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:

- Excellent knowledge of Estate Management or Land Valuation
- Knowledge of Data Management
- Knowledge of Land Use Planning
- Working knowledge in the use of computer applications, including GIS and Microsoft Office Suite
- Knowledge of GoJ Public Procurement Act and guidelines

Core:

- Good management and supervisory skills
- Excellent negotiating skills
- Good oral and written communication and interpersonal skills
- Teamwork and cooperation
- Excellent people management skills;
- Excellent problem solving and decision-making skills
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Minimum Required Qualification and Experience

- Bachelor's Degree in Estate Management and Land Surveying or related Degree;
- Five (5) years' working experience with Estate Management, Surveying or Valuation;
- Two (2) years' working experience at the middle or senior management level.

Special Conditions Associated with the Job

- Exposure to external forces arising from site visits;
- May be required to work extended hours, including weekends and public holidays;
- High risk associated with demolition of squatted sites.

2. Urban Policy Analyst (SOG/ST 7)

Job Purpose

Under the general direction of the Senior Urban Policy Analyst, the incumbent is responsible for conducting research and providing policy and technical support for urban renewal and development initiatives.

Key Responsibilities

Management/Administrative:

- Provides technical support for projects led by the Branch;
- Prepares Monthly and Ad-hoc Reports;
- Provides administrative support to Steering and other Committees;
- Participates in and facilitates meetings, seminars, conferences, workshops and fora;
- Prepares and delivers presentations;
- Develops Individual Work Plan, in alignment with the Branch's Strategic Business and Operational Plans.

Technical:

- Supports the development of the National Urban Renewal Policy and Action Plan;
- Assists in the development of Cabinet Submissions, Cabinet Notes, Ministry Papers, Research Papers and other legislative documents on urban development matters;
- Evaluates existing policies and legislation to identify gaps, and develops proposals for new/amended urban planning, development, and renewal legislation/regulations;
- Reviews national urban renewal projects and plans, and provides recommendations to inform policy decisions;
- Conducts research and analysis of socio-economic developments and trends impacting urban development, to support appropriate legislative and regulatory updates;
- Conducts site visits, facilitates public consultations and supports technical review sessions;
- Develops research instruments for urban renewal, development and related issues;
- Analyzes data to identify trends and insights to inform national urban renewal and development projects and programmes;
- Recommends the Ministry's position on emerging public urban development trends;
- Analyzes stakeholder feedback and synthesizes into actionable recommendations and insights;
- Prepares literature reviews on regional/international best practices.

Required Knowledge, Skills and Competencies**Technical:**

- Use of technology - relevant computer applications, such as Microsoft Office Suite and GIS Systems
- Ability to work collaboratively with various stakeholders
- Knowledge of policy formulation and management
- Knowledge of research techniques and qualitative and quantitative data gathering and analysis
- Knowledge of planning and policy development
- Broad knowledge of Government of Jamaica policy development process and guidelines

Core:

- Excellent oral and written communication skills
- Customer and quality focus
- Goal/Result oriented
- Team oriented
- Good planning and organizing skills
- Good interpersonal skills
- Excellent presentation skills
- Sound analytical and innovative thinking skills
- Good prioritization and execution skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy or Policy Analysis and Management or Urban Planning and Development, or related discipline;
- Training in Policy Formulation and Management;
- Three (3) years related work experience.

Special Conditions Associated with the Job

- Will be required to conduct regular site visits to urban renewal and development areas, which may involve travel to various locations, including areas under construction or in need of infrastructure improvement;
- Frequent interaction with stakeholders, including Government Agencies, Local Authorities, community groups and the public.

Applications, accompanied by résumés, should be submitted **no later than Tuesday, 9th June, 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. Previous applicants for the post of Director, Land Administration (SOG/ST 8), need not re-apply.

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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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