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CIRCULAR No. 205 **30th October, 2026**
OSC Ref. C.6276[15]

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/ be assigned to the following posts in the **Ministry of Local Government and Community Development:**

1. **Senior Director, Agency Liaison, Monitoring & Evaluation Services (GMG/SEG 5) (vacant) - Technical Services Division (Agency Liaison, Monitoring & Evaluation Services Branch)**, salary: $8,102,338 per annum.

2. **Data Protection Officer (Ministry) (GMG/SEG 3) (vacant) - Executive Office**, salary: $5,457,937 per annum.

3. **Electrical Engineer (SOG/ST 7) (vacant) - Corporate Services Division (Facilities Management & Administration Branch),** salary: $5,457,937 per annum.

4. **Clinical Dietitian 2 (HPC/ND 2) (not-vacant) – Board of Supervision for the Relief of the Poor in Jamaica – (vacant),** salary: $4,359,501 per annum.

1. Senior Director, Agency Liaison, Monitoring & Evaluation Services (GMG/SEG 5)

Job Purpose

Under the direction and leadership of the Chief Technical Director, the Senior Director, Agency Liaison, Monitoring & Evaluation Services is responsible for providing strategic leadership and oversight in the liaison, monitoring, and support of Local Authorities (LAs) and portfolio entities under the Ministry's purview.
The Senior Director ensures alignment with national policies and legislation, facilitates good governance and service delivery, and manages the Ministry's entity-level monitoring framework, including a centralized Complaints Management System. The incumbent acts as a key advisor on policy and operational matters and ensures continuous improvement, compliance, and collaboration across agencies.

Key Responsibilities

Technical/Professional

- Leads the development and execution of M&E systems to assess and enhance performance, governance, and compliance across LAs and portfolio entities;
- Designs and manages a centralized Complaints Management System to ensure transparency and responsiveness;
- Monitors service delivery performance and ensures alignment with Vision 2030 and legislative mandates (including the three Strategic Local Government Laws);
- Provides technical advice on local governance, legislative compliance, financial oversight, and policy implementation;
- Interprets and communicates policy positions; recommends reforms based on evaluation findings and stakeholder feedback;
- Facilitates knowledge-sharing, research into global best practices, and local application for improved governance;
- Monitors strategic initiatives, special projects, and service delivery outcomes at the local level;
- Supports the Land Divestment Advisory Committee and acts as the Land Divestment Secretariat for the Ministry;
- Liaises with Central Government agencies and statutory bodies to strengthen collaboration and ensure cohesive policy execution.

Management/Administrative

- Plans, organizes and directs the work of the Branch by overseeing the creation of the Branch's corporate and operational plans and budgets, and monitoring the Division's achievement against them;

- Leads the development of the strategic plans and budget for the Branch; monitors implementation of the plans in a way that optimizes the effectiveness and efficiency of the Branch and makes recommendations for adjustments as necessary to enable the achievement of the established objectives and/or changes in direction during the planning period;
- Determines administrative gaps and develops, coordinates, implements and maintains policies and procedures to guide the operations of the Branch;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Division provides a consistently high level of service to them;
- Leads the periodic review of operational manuals to ensure they remain current; ensures appropriate tools and resources are available (including an effective project management evaluation mechanism) to support the work of the Branch;
- Anticipates issues, challenges and outcomes, takes action considering the risks and using prudent judgment, and demonstrates adaptability and flexibility in getting a job done despite challenging circumstances;
- Prepares management reports on activities undertaken at required intervals;
- Oversees implementation of internal controls, reporting mechanisms, and risk management frameworks within the Branch;
- Coordinates timely submission of performance reports, briefs, and updates to the Chief Technical Director and Permanent Secretary;
- Represents the Ministry on boards, inter-ministerial committees, international conferences, and stakeholder engagements;
- Tracks and manages complaints, compliance breaches, and systemic governance issues, ensuring timely resolution and escalation where necessary;
- Keeps abreast of legislative changes, Government policies and guidelines, and international developments in local government so as to effectively contribute to the development of the strategic direction of the Ministry in delivering on its mandate.

Human Resources

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Reviews quarterly Performance Status Reports from direct reports and provides guidance, feedback and forward recommendations to staff;
- Participates in the recruitment and training of staff of the Ministry;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Branch 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;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strategic vision and leadership
- Excellent oral and written communication
- Strong analytical, negotiation, and conflict resolution skills
- Results-oriented with sound judgment
- High integrity, professionalism, and emotional intelligence

Functional:

- Deep knowledge of Local Government policy, legislation, and reform initiatives
- Expertise in M&E frameworks, complaints systems, and governance oversight
- Proficiency in data analysis, policy development, and performance management
- Familiarity with project management and stakeholder engagement best practices
- Competence in using the Microsoft Office Suite and relevant monitoring/complaints tracking software

Minimum Required Qualification and Experience

- Master's Degree in Public Administration, Governance, Policy, Management Studies, or a related field.
- Minimum of five (5) years' experience in governance, public sector monitoring, or policy implementation.

- At least three (3) years in a senior leadership role involving inter-agency coordination and compliance oversight.

Special Conditions Associated with the Job:

- 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, on occasions.
- Frequent island-wide travel for site visits, audits, and stakeholder consultations, and to attend conferences, seminars and meetings.
- May be required to work extended hours, including during emergencies or peak reporting cycles.
- Required to manage sensitive and confidential information with discretion.
- Must remain accessible to Ministry leadership for urgent interventions.

2. Data Protection Officer (Ministry) (GMG/SEG 3)

Job Purpose

The Data Protection Officer (DPO) is responsible for monitoring the Ministry's and its portfolio entities data practices ensuring that all functions carried out by the Ministry and its portfolio entities are in accordance with the provisions of the Data Protection Act (2020). Under the general direction of the Chief Technical Director - Portfolio Progress and Reporting, the DPO will be accountable for monitoring internal compliance and providing guidance to the Ministry and its portfolio entities on data protection obligations. Additionally, the DPO will serve as a primary point of contact for supervisory authorities, such as Office of the Information Commissioner, and individuals whose data is processed by the Ministry and its portfolio entities.

Key Responsibilities

Technical/Professional:

- Designs and implements a comprehensive Data Privacy Governance Framework and strategies to effectively manage the use of personal data in accordance with the provisions of the Data Protection Act;
- Provides oversight and management of all DPOs assigned to the Ministry's portfolio entities;
- Establishes and maintain appropriate systems and internal control mechanisms that align with the prescribed standards of the Data Protection Act;
- Ensures that the Ministry and its operational processes pertaining to data processing adhere to the established data protection standards and regulations;
- Implement strategies to enhance operational processes and ensure processes are in compliance with regulatory requirements;
- Designs and implement Data Protection policies and procedures within the Ministry;
- Ensures that breaches of the data protection standards or violations of the provisions outlined in the Data Protection Act are addressed promptly;
- Reviews and update the Data Protection Plan regularly to ensure it aligns with any changes in laws, regulations, and policies;
- Ensures the timely collection of data, analysis, and reporting of data on key performance measures;
- Maintains a robust system to address and respond to queries and complaints;
- Ensures proper management and maintenance of personal data records, in compliance with data protection standards;
- Sensitizes and train staff on the components of relevant Acts, Regulations and Policies related to data;
- Informs data controllers and data subjects about their rights, obligations, and responsibilities regarding data protection;
- Provides advice and recommendations to staff and the Chief Technical Director - Portfolio Progress and Reporting regarding the interpretation and application of data protection rules;
- Collaborates with the Information and Communication Technology (ICT) Branch to ensure compliance with the Data Protection Act in the Ministry's ICT system;
- Collaborates with the Information and Communication Technology (ICT) Branch to manage data security incidents and ensure timely resolution of issues such as security breaches, complaints, or subject access requests;
- Provides legislative advice and guidance to the Chief Technical Director - Portfolio Progress and Reporting regarding any gaps identified from the outcome of the Data Protection and Privacy Impact Assessment;

- Liaises with the Office of the Information Commissioner to address data protection matters and clarify or resolve any doubts regarding the application of the act's provisions;
- Collaborates with the Enterprise Risk Management Unit, Internal Audit Division, Legal Services Division, and other key stakeholders to monitor, implement and analyze compliance programmes;
- Prepares and submit routine and special reports, as required;
- Attends and participate in meetings, seminars, workshops, and conferences, as required;
- Performs any other related duties that may be assigned periodically;
- Performs all other related duties and functions as determined by the Director, Management Accounts from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent critical reasoning, quantitative and qualitative analysis skills
- Strong environmental scanning, analysis, and interpretive skills
- Strong negotiating and persuasive presentation skills
- Leadership
- Planning and Organizing
- Problem Solving & Analysis
- Communication
- Initiative & Judgment
- Integrity/Ethics
- Interpersonal Skills
- Priority Management
- Teamwork

Functional:

- Expert knowledge of the data protection law and practices
- Proficiency in the use of the relevant computer applications
- Knowledge of change management principles and practices
- Expert knowledge of auditing techniques and practices
- Good knowledge of risk management techniques and strategies
- Sound knowledge and understanding of GOJ policies and programmes and the machinery of government
- Sound knowledge of applicable laws, policies, regulation and procedures

Minimum Required Qualification and Experience

- Bachelor's Degree in Law, Computer Science, Audit or equivalent qualification from recognized tertiary institution.
- Experience or knowledge in data privacy legislation (in particular GDPR).
- Experience or specialized training in records and information management systems.
- Certification in Information Security, Data Protection and/or Privacy Certification such as CIPP, CIPT, ISEB, etc. (preferred)
- Exposure to legal training.
- Minimum three (3) years related work experience.

Special Conditions Associated with the Job:

- Pressured working conditions with numerous critical deadlines.
- Will be required to work long hours, after work and on weekends and public holidays when the need arises.
- May be required to travel locally and overseas.

3. Electrical Engineer (SOG/ST 7)

Job Purpose

Reporting to the Senior Director, Infrastructure and Building Projects, the Electrical Engineer is responsible for providing technical expertise and support in the planning, design, implementation, inspection, and maintenance of electrical systems and installations across infrastructure and building projects undertaken by the Ministry, its affiliated Agencies, and Local Authorities. The role ensures that electrical systems are safe, efficient, compliant with regulatory standards, and aligned with the Ministry's infrastructure development objectives.

Key Responsibilities

Technical/Professional:

- Designs, reviews, and recommends electrical systems and specifications for Ministry buildings and infrastructure projects;
- Ensures compliance of electrical installations with applicable codes, standards, and safety regulations;
- Provides technical oversight for electrical works during the construction, installation, and commissioning phases of projects;
- Conducts site visits to inspect electrical systems and installations for safety, efficiency, and conformance to project specifications;
- Evaluates electrical designs submitted by consultants, agencies, or contractors and recommend modifications where necessary;
- Prepares electrical engineering estimates, bills of quantities, and specifications for tendering and procurement processes;
- Monitors and verify electrical-related activities on construction projects, including power distribution, lighting, fire alarm systems, and standby power installations;
- Participates in project planning meetings, technical reviews, and engineering assessments.
- Supports the preparation and review of technical reports, project proposals, and funding applications related to electrical works;
- Provides technical advice on energy efficiency, renewable energy integration, and modernization of existing electrical systems;
- Assists in developing maintenance schedules and protocols for electrical systems in Ministry-managed facilities.

Management/Administrative

- Maintains proper documentation of all electrical projects, including designs, inspection reports, test certificates, and correspondence;
- Coordinates with Civil Engineers, Architects, Quantity Surveyors, and other technical staff to ensure integrated project implementation;
- Supports the procurement process by contributing to the development of specifications, scope of works, and bid evaluation;
- Assists in the preparation of Cabinet Submissions and reports required for project approval or funding;
- Provides input to policy development and strategic initiatives related to infrastructure and utility management;
- Participates in the design and development of Operational and Work plans for the Branch.
- Prepares monthly departmental reports of activities performed;
- Assists in monitoring the development of all projects;
- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

Human Resources

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organization's goals;
- Assists with the preparation and conducts presentations on the role of the Branch for the Orientation and Onboarding programme;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Strong analytical and problem-solving skills
- Excellent written and verbal communication
- Effective time management and organizational skills

- Ability to work independently and in teams
- Commitment to ethical conduct and public service values

Functional:

- Knowledge of electrical systems, circuits, power distribution, and control systems
- Proficiency in reading and interpreting blueprints, technical drawings, and schematics
- Skilled in preparing detailed reports, specifications, and cost estimates
- Understanding of safety protocols, energy standards, and environmental considerations
- Familiarity with procurement and contract management procedures in government projects

Minimum Required Qualification and Experience

- Bachelor's Degree in Electrical Engineering or equivalent from a recognized tertiary institution.
- Registration with the Professional Engineers Registration Board (PERB) is required.
- Minimum of three (3) to five (5) years of post-qualification experience in electrical engineering design, installation, and inspection.
- Experience in public infrastructure, building services, or utility planning is desirable.
- Knowledge of the Electricity Act, National Electrical Code, and relevant international standards.
- Experience with electrical design software and Microsoft Office Suite.

Special Conditions Associated with the Job:

- Required to travel frequently across the island to project sites and local authorities.
- Occasional extended hours to meet project deadlines.
- Exposure to active construction environments and utility systems.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions.
- May be required to work long working hours and travel locally (island-wide) and internationally to execute duties and attend conferences, seminars and meetings.

4. Clinical Dietitian 2 (HPC/ND 2)

Job Purpose

Under the direction and leadership of the Institutional (Administrative) Dietitian, the Clinical Dietitian 2 is responsible for creating menus for residents of the infirmaries, based on their nutrient needs and the doctors' orders, to help with health problems, promote recovery and prevent diseases. The incumbent develops menus, shopping lists and recipes; assists in supervising kitchen staff in the preparation of meals; and maintains the highest professional food quality. The Clinical Dietitian 2 is required to work closely with the entire health care team, including the kitchen staff, to enable the required outcome of improved health of all residents.

Key Responsibilities

Technical/Professional:

- Conducts nutrition assessments, identifies residents at risk for malnutrition and creates diet plans;
- Develops nutrition plans and implements interventions based on knowledge of patients' current health;
- Analyzes the effectiveness of interventions and uses metrics to implement data-driven improvement;
- Keeps up with the latest nutritional research, integrating new findings into diet plans and nutritional services;
- Completes monthly, quarterly and yearly assessments of clients and adapts nutrition plans as needed;
- Provides nutrition education to residents and Patient Care Assistants;
- Collaborates with physicians, therapists and Patient Care Assistants to tailor dietary services and improve resident/patient outcomes;
- Reviews and communicates drug-nutrient and drug-drug incompatibilities that impact a patient's nutrition status and/or nutrient utilization;
- Communicates and influences treatment interventions determined by the medical team through interdisciplinary meetings;
- In conjunction with the Matron, plans weekly menus for the residents as may be required;
- In conjunction with the Matron and Head Cook, develops shopping lists to meet the nutrient needs of the residents of the Infirmary;
- Coordinates with Chefs in the planning of weekly menus;

- Evaluates food outputs to ensure that quality standards are consistently attained and maintained.

Management/Administrative

- Contributes to the development of the Division's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Prepares reports and project documents as required;
- Prepares and delivers nutrition-related presentations as needed;
- Maintains customer service principles, standards and measurements.

Human Resources

- Participates in the preparation and implementation of presentations on the role of the Branch for the Orientation and Onboarding programme;
- Contributes to and maintains a harmonious working environment;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent diagnostic skills
- Good analytical skills
- Good oral and written communication skills
- Good specialist and interpretative knowledge
- Good organizational and time management skills
- Interpersonal skills to establish rapport with residents and their families
- Teamwork skills to collaborate with doctors, nurses, patient care assistants and social workers
- Problem-solving ability
- Tolerance, patience, sensitivity and tact
- A firm but encouraging and empathetic attitude
- A genuine concern for the wellbeing and health of residents

Functional:

- Knowledge of the science of human nutritional care
- Knowledge of Clinical Nutrition Services
- Knowledge of nutrition care for population groups across the lifespan
- Knowledge of Food Service System Management
- Ability to develop and implement transition of feeding plans from the inpatient to the home setting
- Ability to supervise professional staff
- Ability to work with multiple stakeholders across clinical and non-clinical services to optimize the nutritional status of patients in line with current standards and policies
- Demonstrated commitment to continuing professional development
- Competency in IT, training and presentation skills relevant to the position

Minimum Required Qualification and Experience

- Bachelor of Science Degree with a major in Nutrition and Dietetics.
- At least three (3) years' working experience in clinical dietetics.
- Registration with the Council for the Professions Supplementary to Medicine.

Special Conditions Associated with the Job:

- Long working hours and working on weekends.
- Ability to work alternately in hot and cold areas of kitchen facility.
- Standing for long periods.
- May be required to travel locally and internationally to attend conferences, seminars and meetings.
- Execution of the job requires travelling to Adult Residential Care Facilities and other stakeholders, island wide. This may result in exposure to emotionally distressing conditions.

Applications accompanied by résumés should be submitted **no later than Thursday, 12th November, 2026, to:**

Senior Director, Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10

Email: hrd@mlgcd.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