



## MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

Applications are invited from suitably qualified candidates to fill the following position:

### **Director, Technical Services (SOG/ST 8) – Projects & Technical Services Branch (NOT VACANT)**

Salary scale: \$2,101,170 – \$2,497,631 per annum and any allowances attached to the post

#### **Job Purpose**

Under the general direction of the Senior Director, Projects and Technical Services, the Director is responsible for managing, planning, directing and coordinating all technical services, in the development and implementation of the Ministry's housing infrastructure development programmes, to support the Ministry's policy objectives, in conformance with the requisite standards and established procedures.

#### **Key Responsibilities:**

##### **Management/Administrative Responsibilities**

- Develops a framework to guide the planning and development of the Ministry's Housing and Infrastructure Development programmes;
- Develops a reporting system to ensure proper monitoring and evaluation of housing and infrastructure development programme;
- Participates in the development of the Unit's corporate plan and budget;
- Participates in the establishment of a set of operational objectives and standards to guide the operations of the Division;
- Develops work plans and schedules for reporting staff;
- Delegates and oversee the functions of supervisees
- Convenes and participates in meetings relevant to role and function;
- Collaborates with Ministries/Departments/Agencies/Private Sector as necessary for the development/implementation of projects/programmes;
- Represents the Ministry at local and international meetings, conferences and other fora;
- Prepares and submits performance reports as required;
- Prepares operational reports

##### **Professional/Technical Responsibilities**

- Assesses the Ministry's owned lands and facilities and directs the planning of their development;
- Facilitates the planning and coordinating of the Ministry's joint venture projects;
- Provides technical advice to the honourable Minister, Permanent Secretary, Chief Technical Director, Senior Director, local authorities, agencies and private sector;
- Participates in the coordination of the Ministry's tender process;
- Conducts pre-elimination project assessments and ensures appropriate feasibility studies;
- Assesses and advises the adequacy of funding for Ministry's projects;
- Participates in discussions on behalf of the Ministry with funding agencies;
- Participates and advises the development of contracts for housing/infrastructure development projects;
- Liaises and collaborates with Ministry Units/Departments and personnel to ensure adherence to technical (planning/building), legal, environmental and regulatory requirements and standards in the implementation process;
- Keeps abreast of trends and changes in technical discipline and make recommendation for adoption where necessary to enhance the efficiency and effectiveness of the Ministry's programmes;
- Coordinates site visits to monitor and evaluate the performance of implemented Ministry projects and ensures the preparation of project progress reports;
- Reviews project progress reports and recommends appropriate actions;
- Prepares official papers and submissions as required;
- Participates in internal project and land divestment committees

#### **Required Skills/Competencies**

- Knowledge of the housing and construction sectors;

- Knowledge of the policy direction in housing and infrastructure development;
- Knowledge of the operational procedure of central government;
- Knowledge of the contract administration process and the established forms of contracts;
- Project/construction management experience
- Excellent leadership and management skills;
- Strong organizational skills;
- Excellent communication and presentation skills;
- Excellent team building skills;
- Excellent interpersonal skills;
- Experienced in the use of standard computer applications;
- Results oriented
- Analytical and astute

#### **Minimum Required Education and Experience**

- BSc. Degree in Engineering, Surveying, Architecture or related discipline
- Masters Degree in management studies or Public Administration is advantageous
- Eight (8) years related working experience. At least four (4) years in a management or senior management capacity
- Training in project management

**Please note that only shortlisted applicants will be contacted.**

All applications along with resumes should be submitted on or before **July 20, 2017**  
to

**Senior Director, Human Resource Management & Development**  
**Ministry of Economic Growth and Job Creation**  
**7<sup>th</sup> Floor, the Towers**  
**25 Dominica Drive**  
**Kingston 5**  
**Or email:**  
[human.resources@megjc.gov.jm](mailto:human.resources@megjc.gov.jm)