



MINISTRY OF EDUCATION & YOUTH
CAREER OPPORTUNITY

Applications are invited from suitably qualified persons in the Ministry of Education and Youth to fill the following position (**not vacant**):

Site Acquisition Officer (SOG/ST 5)
TECHNICAL SERVICES

Job Purpose:

Under the general direction of the Director, Technical Services, the Site Acquisition Officer is responsible to manage the process for the acquisition of lands for the construction/expansion of schools in accordance with the Ministry's programmes and objectives

Key Responsibility Areas:
Technical/ Professional Responsibilities

- Participates in the development of the operational plan of the Division as it relates to project objectives;
- Prepares status reports as required;
- Represents the Ministry at meetings etc. as directed.
- Provide advice to the Director on land acquisition matters.

Management Responsibilities

- Acquires suitable sites for the construction/expansion of varying types of educational institutions;
- Liaises with the Commissioner of Lands and other Ministries/Agencies/Departments to obtain information on available government land or properties being offered for sale;
- Investigates and makes recommendations on proposed school sites;
- Tenders for and prepares contracts for the engagement of Commissioned Land Surveyors to carry out boundary and topographical surveys;
- Obtains site suitability reports from NEPA, WRA, etc;
- Obtains offers of sale from vendors and commission valuation reports;

- Advises the Director of Technical Services of the progress of negotiations for the acquisition of new sites;
- Assists in the drafting and preparation of land acquisition documents such as Lease and Sale Agreements in consultation with the Commissioner of Lands;
- Prepares Draft Submissions for Land Acquisition Review Committee and Cabinet for acquisition of sites;
- Negotiates with various denominational bodies in the lease/purchase/rental of non-government owned lands on which schools are located;
- Maintains a register of educational sites in which the Ministry has an interest;
- Investigates reports of encroachments and refer them to the Commissioner of Lands for action;
- Provides ownership information and timely response to requests from schools;

Other Responsibilities

- Performs the duties of Secretary to the National Contracts Commission's Sector Committee located in the Ministry;
- Performs other related duties as assigned.

Required Competencies:

- Good knowledge of Government of Jamaica Procurement and Contract Procedures;
- Sound knowledge of real estate conveyancing;
- Excellent oral and written communication, and interpersonal skills;
- Ability to work independently;
- Proficiency in the use of relevant computer applications;
- Ability to plan, organize and coordinate.

Minimum Qualification and Experience:

- Bachelor's of Science Degree in Estate Management/Land Economy and Valuation Surveying;
- Two (2) years' experience in real estate sales or similar position.

Authority:

- To recommend payment for purchases of land, leases and for topographical and boundary surveys issued.

Specific Condition associated with the job:

- Required to travel sites island wide on short notice;
- Required to work beyond normal working hours at all times,

- Required to tolerate adverse site conditions (adverse weather, overgrown sites, biting and stinging insects);
- Required to possess a valid Driver's License and a reliable Motor Vehicle.

Remuneration Package:

Salary Scale - **\$1,322,684 - \$1,572,255** per annum along with allowance(s) attached to the post

Interested persons are invited to submit an application with résumés no later than **Friday, September 9, 2022** to the address presented below.

**Director – Human Resource Management
Ministry of Education & Youth
2- 4 National Heroes Circle,
Kingston 4
OR**

Email: jobapplications@moey.gov.jm
Subject: “Site Acquisition Officer (SOG/ST 5)”

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.