



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

DIRECTOR, TECHNICAL SERVICES (GMG/SEG 4) - VACANT

SALARY SCALE: \$6,333,301.00 – \$8,517,586.00 PER ANNUM

JOB PURPOSE

The incumbent is responsible for supervising a technical team in developing conceptual designs, detailed designs and cost estimates for a broad range of building related projects across the national security portfolio. The successful candidate will also be required to provide operational oversight to a multi-disciplinary design team on assigned projects from initiation through to completion. Finally, the incumbent will work collaboratively with both internal and external stakeholders to produce fit for purpose security infrastructure while adhering to well-defined functional objectives and simultaneously demonstrating innovativeness through the introduction of new ideas and concepts related to the built environment.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Coordinating the process developing design briefs and conceptual designs for assigned infrastructure projects;
- Preparing and/or supervising the preparation of full sets of detailed design drawings for small to medium construction projects in accordance with Jamaica's Building Regulations;
- Assisting in the retention and management of consultant architects, civil/structural and mechanical, electrical & plumbing (MEP) engineers on large construction projects to include facilitating the preparation of design briefs, Terms of References, reviewing designs and contract administration;
- Supervising the preparation of blank and priced bills of quantities, rate assessments, certificates for interim and final payments, tender analysis reports, cash flow projections and financial reports;
- Supporting the public investments and procurement processes through the provision of technical guidance in respect of assigned projects, including the review of project concepts, project proposals, bidding documents and draft contracts.
- Providing supervision and quality assurance services in respect of assigned construction and refurbishing/repairs projects in accordance with established Standard Operating Procedures, the FAA Act, the Procurement Act and Regulations and the GOJ Procurement Guidelines;
- Providing technical guidance, making presentations, and preparing reports for dissemination to diverse project stakeholders.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Master's Degree in Architecture
- Certification in Project Management would be an asset;
- Five (5) years of architectural experience including the use of AUTOCAD, REVIT, Sketch-up and Photoshop technology; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

- At least 3 years experience developing and submitting designs for approval by the planning authorities (i.e. Municipal Corporation, National Environmental Planning Agency, National Works Agency, Jamaica Fire Brigade).
- At least 3 years experience working collaboratively with other building professionals including quantity surveyors, mechanical, electrical, civil/structural engineers to develop detailed designs for approval by the planning authorities.

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Sound knowledge contemporary architectural design principles and practices
- Sound knowledge of the building approval processes
- Sound knowledge of National Building Codes, National Environmental Planning Laws, the Procurement Guidelines and other applicable guidelines and standards
- Sound knowledge of the construction industry standards
- Good Technical Report writing skills
- Excellent oral and presentation skills
- Ability to prioritize, plan and organize workloads
- High level of proficiency in interpreting architectural and engineering designs;
- Ability to manage projects from initiation through to completion
- Negotiating skills
- Leadership skills

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to obnoxious surroundings;
- Working in stressful and hazardous environment;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel island wide.

Interested persons should forward their applications and resume **NO LATER THAN May 17, 2024**, to the: -

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Director-Technical Services (GMG/SEG 4)

Please note that we thank all for responding but only shortlisted applicants will be contacted.