



Ministry of National Security

CAREER OPPORTUNITY

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

PROPERTY OFFICER (CIVIL ENGINEER) (SOG/ST7) - VACANT **SALARY SCALE: \$5,198,035.00 – \$6,990,779.00 PER ANNUM**

JOB PURPOSE

The incumbent will be responsible for preparing civil /structural engineering designs and assessments for a broad range of building related projects across the national security portfolio. He/she will undertake the design, specification and management of building projects in support of the design team. The successful candidate will also be required to function as a part of a multi-disciplinary design team on projects from initial conception through detailed design, tender and construction. 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:

- Conduct site investigations of green field and brown field sites to determine: suitability of sites to house proposed structures, the type of structural systems to utilize and structural soundness of existing buildings;
- Assess and interpret architectural drawings, blueprints, maps, aerial photographs, soil tests, terrain, hydrological characteristics, and related topographical and geological data to inform development of civil/structural designs;
- Develop civil/structural engineering designs for small to medium construction projects to include assisting with the preparation of design briefs, preparation and presentation of conceptual designs and subsequently detailed designs;
- Assisting in the retention and management of consultant engineers on large construction projects to include preparation of design briefs, Terms of References, reviewing designs and preparing payment recommendations and contract administration;
- Liaising with other construction professionals to include architects and mechanical, electrical, plumbing engineers to ensure the completeness of final designs in accordance with Jamaica's Building Regulations
- Engaging the planning authorities (i.e. Municipal Corporations, National Environmental Planning Agency, National Works Agency etc.) to obtain the relevant approvals or construction permits;
- Providing supervision of construction and renovation of assigned projects so as to ensure compliance with approved designs and established guidelines for the use of public funds;
- Supporting the public investments and procurement processes through the provision of technical guidance in respect of assigned projects, including the review of bidding documents, draft contracts, Project Concepts and Project Proposals.
- Managing assigned renovation projects to include developing scopes of work, developing working drawings, monitoring contractors, preparing payment requests in respect of assigned projects. Ministry.
- Liaising with the National Land Agency to administer lease agreements and/or acquire property on behalf of the Ministry to include obtaining valuation reports, draft terms of lease and/or sale agreements

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Civil/Structural Engineering or related field;
- Five (5) years of engineering experience including the use of AUTOCAD, ArcGIS, ETABS, 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 2 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).

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Sound knowledge contemporary architecture/engineering design principles and practices
- Ability to conduct site investigations and analyze data (maps, reports, tests, drawings and other)
- 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

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: Property Officer – Civil Engineer (SOG/ST7)

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