



Ministry of
Education & Youth

ICO 25 -126

CAREER OPPORTUNITY

JOB TITLE : MAINTENANCE & INFRASTRUCTURE DEVELOPMENT OFFICER (SOG/ST 5) - VACANT REGIONAL BUILDING SECTION

KINGSTON REGIONAL OFFICE, REGION 1 AND PORT ANTONIO REGIONAL OFFICE, REGION 2,

Under the general direction of the Manager, the Maintenance and Infrastructure Development Officer will provide support for planning, designing and co-ordinating all minor construction and refurbishment projects, to ensure that they are accomplished within prescribed codes, time frames and budgets. This includes supporting the allocation of resources to initiate, plan, execute, monitor and close all related project for the Public Educational Facilities in the Region.

REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Architecture/Quality Surveying Civil/Structural Engineering or Construction Management with at least three (3) years related work experience
- OR
- Diploma in Construction Management, Civil Engineering or Quantity Surveying. With five (5) to six (6) years' experience in a construction environment;
- Training in Supervisory Management would be an asset;
- Training in Project Management and Energy Management would be an asset

REMUNERATION PACKAGE:

Salary Scale: \$3,501,526.00.00 to \$4,709,163.00 per annum
(SOG/ST 5) Salary Scale, Band 7,





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5983. INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN WEDNESDAY, SEPTEMBER 10, 2025 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR – HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 -4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
DIVISION OF SCHOOL SERVICES
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Maintenance and Infrastructure Development Officer r x4
JOB GRADE:	SOG/ST 5
POST NUMBER:	
DIVISION:	Division of Schools' Services (DSS)
BRANCH:	Regional Educational Services, Maintenance and Infrastructure Development
REPORTS TO:	Manager Maintenance and Infrastructure Development
MANAGES:	N/A

Strategic Objective of the Section

To manage the development and execution of minor assigned construction and refurbishing/repairs projects in accordance with established GOJ regulations including , the FAA Act, the Procurement Act and Regulations, Construction Regulations and the GOJ Procurement Guidelines and Standard Operating Procedures.

Job Purpose:

Under the general direction of the Manager, the Maintenance and Infrastructure Development Officer will provide support for planning, designing and co-ordinating all minor construction and refurbishment projects, to ensure that they are accomplished within prescribed codes, time frames and budgets. This includes supporting the allocation of resources to initiate, plan, execute, monitor and close all related project for the Public Educational Facilities in the Region.

Key Outputs:

- Annual Work Plan completed
- Occupational Health & Safety (OH&S) guidelines observed
- Project Proposals prepared

- Implementation Plans prepared
- Working drawings and related estimates of cost prepared and submitted
- Sites visited and supervised
- Payments verified
- Solutions to complaints & risks provided
- Technical advice provided
- Monthly Status Reports submitted

Key Responsibility Areas

Technical /Professional Responsibilities:

- Communicates with Principals/Administrators of Public Educational Facilities in the Region and visits these facilities in order to ascertain /verify maintenance needs and determine priorities;
- Provide technical support to prepare working drawings; prepare related estimates for the refurbishing of buildings and offices and submits to the Manager Maintenance and Infrastructure for approval;
- Develops designs for assigned projects as assigned;
- Develops schematic designs for assigned projects as assigned;
- Develops detailed architectural and engineering designs as assigned
- Manages the implementation of Regional Maintenance Programmes
- Completes Project Proposals along with Implementation Plans and submits for approval;
- Participates in the preparation of Contract documents for the acquisition of supplies and services for implementation of civil works projects;
- Conducts site visits to inspect and review work being carried out by contractors to ensure satisfactory performance and compliance with the terms and conditions of the respective contracts;
- Verifies Payment Vouchers submitted by contractors, certifies and submits to the Infrastructure Development and Maintenance Director for approval;
- Collaborates with the contractors and contractor's representative to devise plans to ensure that there is minimal disruption of school activities during construction;
- Monitors the expenditure and commitments of the Region to ensure proper management of funds allocated and informs the Infrastructure Development and Maintenance Director of any cost over-runs promptly;
- Reviews and administers the implementation of the Tender process, prepares Tender Reports and Final Project Reports;
- Certifies payments for workers and contractors and prepares draft Final Accounts;
- Executes tasks assigned in the development and continual performance improvement of the Section;
- Reviews draft bill of qualities for minor projects and renovations;
- Executes solutions to complaints/reports concerning engineering problems and ensures that they are resolved;
- Collects and monitors energy and water bills for analysis for presentation;
- Reviews utilities consumption and recommends strategies to minimize costs;
- Executes all repairs to infrastructure and facilities of the Region;
- Inspects building structures to determine the need for repairs or renovations and makes recommendations to address needs identified;

- Monitors building management, fire alarm detection and suppression systems and fire risk assessments; ensuring action is taken to mitigate risks and takes all corrective and preventative actions to issues arising;
- reporting delays and breaches to the Regional Director promptly;
- Proactively keeps up-to-date with all legislation, ensuring compliance to all standards and laws.

Management/Administrative Responsibilities:

- Ensures compliance to OH&S guidelines, procedures and risk assessments, ensuring actions are adhered to, to mitigate risks and takes all corrective and preventative actions to issues arising;
- Participates in the development of the Branch's Budget and Operational and Corporate Plans;
- Prepares Work Plan in consultation with the Maintenance and Infrastructure Development Manager;
- Provides advice and guidance on construction and maintenance to educational facilities in the Region;
- Contributes to the section's monthly and annual reports;
- Participates in the preparation of the Annual Maintenance Programme for Public Educational Facilities in the Region;
- Arranges work in accordance with agreed Programme and keeps the Maintenance and Infrastructure Development Manager informed of progress;
- Performs other related duties as assigned by the Maintenance and Infrastructure Development Manager;

Performance Standards:

- Project Proposals are accurate and completed on a timely basis;
- Workings drawings and Cost Estimates are consistently accurate;
- Payment Vouchers certified for payment are accurate and consistent with the terms of the contracts;
- Implementation Plans and approved revisions strictly adhered to;
- Reports are comprehensive, accurate and submitted on a timely basis;
- The Maintenance and Infrastructure Development Manager is informed promptly of deviations/bottlenecks that occur;
- Advice given is technically sound and timely;
- Corrective and preventative actions effectively employed;
- OH&S guidelines and procedures are strictly adhered to;
- Repairs and renovations to infrastructures and facilities are satisfactorily performed.
- Compliance of construction projects with the Building Act

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts:

Within the Ministry of Education

Contact (Title)	Purpose of Communication
Regional Director	Provide and obtain information
Technical Services	Collaborate to successfully manage Infrastructure and Maintenance Programmes
Other Regional Infrastructure Development and Maintenance Officers	Collaboration on civil works and maintenance matters
Internal Auditors	To provide Information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Public Health Inspectors	To address health concerns in schools
School Principals	To provide guidance/advice in addressing infrastructural problems in schools; verify infrastructural and maintenance needs
Contractors and Suppliers	To review/ monitor contractual obligations
Technical Officers in Parish Councils and National Works Agency	To request guidance on specific technical problems
Board Chairpersons	To provide advice/ guidance on the development of building Proposals

Required Competencies

Core:

- Ability to communicate effectively orally and in writing
- Good communication and interpersonal skills
- Excellent time management skills
- Strong attention to detail
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good analytical thinking skills
- Good interpersonal skills
- Results and goal oriented
- Ability to demonstrate a high level of integrity and professionalism

Technical:

- In-depth knowledge of the Project Management
- Sound knowledge of Government's Procurement Act
- Ability to prepare engineering drawings, specifications and cost estimates for civil works
- Sound knowledge and understanding of GoJ Financial Administration and Audit (FAA) Act

- Sound knowledge GoJ Building Act
- Sound knowledge of the Building and Construction Industry
- Sound knowledge of relevant computer applications

Minimum Required Education and Experience:

- First Degree in Architecture/Quantity Surveying/Civil/Structural Engineering or Construction Management with at least three (3) years related work experience
- OR**
- Diploma in Construction Management, Civil Engineering or Quantity Surveying. With five (5) to six (6) years' experience in a construction environment
 - Training in Supervisory Management would be an asset
 - Training in Project Management would be an asset
 - Training in Energy Management would be an asset

Authority To:

- Conduct site visits
- Provide guidance & advice re construction matters
- Certify payments to contractors/workers within prescribed limits
- Sign for supplies or services already ordered

Specific Conditions Associated with the Job:

- Required to travel to visit construction sites
- A valid Driver's License and reliable motor vehicle required.
- Required to navigate difficult terrain
- Required to work under various climatic conditions
- Required to inspect active sewage disposal systems
- Required to tolerate adverse and hazardous conditions on construction sites, including climbing ladders and tall buildings
- Required to work beyond normal working hours and on weekends and public holidays