



CLARENDON MUNICIPAL CORPORATION

JOB OPPORTUNITIES

Applications are invited from suitable qualified persons to fill the following posts in the Clarendon Municipal Corporation:

1. **Help Desk Officer (GMG/AM 2) – (Vacant), salary range (Band 4): \$1,711,060 - \$2,301,186 per annum.**
2. **Licensing and Application Processing Officer (GMG/AM 4) – (Vacant), salary range (Band 6): \$2,803,771 - \$3,770,761 per annum.**
3. **Collection and Compliance Officer (GMG/AM 3) – (Vacant), salary range (Band 5): \$2,190,302 - \$2,945,712 per annum.**
4. **Maintenance Officer (SOG/ST 4)- (Vacant), salary range (Band 6): \$2,803,771 - \$3,770,761 per annum.**
5. **Records Clerk (PIDG/RIM 1) – (Vacant), salary range (Band 3): \$1,439,455 - \$1,935,907 per annum.**
6. **Collection and Disbursement Officer (FMG/AT 1) – (Vacant), salary range (Band 4): \$1,711,060 - \$2,301,186 per annum.**

1) Help Desk Officer (GMG/AM 2)

Job Purpose:

Under the direction of the Director, Physical Planning and Sustainable Development, the incumbent provides information and assistance to stakeholders, including customers, on the use of the AMANDA/JDAP systems for tracking development approvals and facilitate the use and efficient operation of the development application tracking and processing system.

Key Outputs:

- Development applications processed;
- Client requests processed
- Reports prepared
- Participation in committee and other meetings as necessary
- Complaints tracking system
- Development application resources stored centrally

Key Responsibilities:

Technical/Professional Responsibilities

- Provide comprehensive information on application requirements for subdivision, planning, and building applications, including necessary documents, process steps, timelines, applicable fees, and involved agencies.
- Serve as the primary point of contact for customers seeking information and assistance regarding development application processes.

- Maintain a centralized resource center for development application documentation and planning guidelines.
- Act as the main contact point for developers to track their applications.
- Ensure that updates to the AMANDA system are promptly communicated and implemented by liaising with respective officers.
- Collaborate with the Physical/Urban Planner, Planning Coordinator, Director of Physical Planning, and Sustainable Development to address any issues affecting the system's functionality.
- Ensure the timely processing of all applications within specified timeframes, working closely with the Planning Coordinator and Director of Planning.
- Prepare monthly reports, in collaboration with the Planning Coordinator and Director of Planning, concerning the utilization and performance of the AMANDA system.
- Follow up with respective officers to update the AMANDA/JDAP system from their desks.
- Maintain a complaint log database, follow up on issue resolution, and provide updates to clients.
- Process complaints by logging respective issues in the database, contacting relevant officers to resolve issues, and conducting follow-ups for issue resolution and client updates.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

Performance Standards:

- Development applications processed within stipulated timeline;
- Complaints logged and tracked to resolution
- Client requests processed in timely fashion

Required Skills, Knowledge and Competencies:

Core

- Oral and written communication skills
- Customer-focused and able to manage direct client interface
- Excellent Interpersonal skills
- Ability to work well under pressure and meet tight deadlines
- Good problem-solving skills

Technical

- Knowledge of the development planning process
- Ability to read blueprints
- Knowledge of information technology and web-based systems
- Ability to interact with diverse stakeholders
- Strong presentation skills
- Strong knowledge of Microsoft Office Suite.

Minimum Required Qualification and Experience:

- Diploma in Construction Management, Urban/Physical Planning or related discipline
- One (1) year experience in the development application process, development planning
- Must be proficient in the use of Microsoft Office Suite {e.g. Word, Excel, Access}

2) Licensing and Application Processing Officer (GMG/AM 4)

Job Purpose:

Reporting to the Manager, Licensing and Applications, the Licensing and Applications Processing Officer, is responsible for ensuring the timely processing of all applications and related documents received by the Authority for compliance with respect to the grant/ issuance of a licence, permit or authorization against existing

policies, procedures and regulatory requirements. The incumbent will undertake a range of transactions to maintain the integrity of a Licensing of Barbers, Hairdressers, Beauty Therapist, Barber Shops, Beauty Salon and Vendors.

Key Outputs:

- Letters prepared;
- Reference Interviews conducted;
- Appraisals conducted;
- Recommendations prepared;
- Information provided;
- Statistical Reports prepared;
- Lists prepared Reports produced (monthly, quarterly, annually etc).

Key Responsibility:

Technical/Professional Responsibilities

- Reviews application against set criteria to review eligibility;
- Liaises with external bodies integral to the evaluation process to verify information or request;
- Assesses information received to assist in determining if an applicant is 'fit and proper';
- Liaises with applicants for additional information or seek clarity on specific matters;
- Updates client files with reports and additional data received and maintain data integrity by ensuring accurate input;
- Generates report after site inspection report receive and application submitted for consideration for the granting of license;
- Collates reports with recommendations for application approval, rejection or any other action deemed necessary;
- Recommends amendments to documents based on consistent review of forms;
- Prepares letters of approval or refusal or additional information for signature;
- Prepares licenses, permit or authorisation based on approval;
- Adheres to established, relevant policies and procedures of the Authority
- Contributes to the Divisional planning and reporting;
- Participates in workshops, seminars or training exercises critical to increasing knowledge and awareness of internal and external customers;
- Keeps abreast of any legislative procedural training regarding debt collection, Municipal/Enforcement Laws under the Building Act, Town and Country Planning Act, Nuisance Act, Fire Regulations and Amusement Regulations;
- Respond to client queries regarding Licensing process;
- Ensures proper maintenance of client's payment records in accordance with appropriate records management systems.

Management/Administrative Responsibilities

- Participates in the development of the Division's annual strategic objectives and corporate plans based on the Authority's vision and mission;
- Contributes to the development of the Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Assist in the preparation of presentations in support of the LA operations, monthly/quarterly leadership meetings and committees.

Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit and organization's goals.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skill and Competencies:

Core

- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications and software;

Technical

- Expert knowledge of the operations of the machinery of local authorities;
- Knowledge of accounting and the calculation of interest
- Sound knowledge of the best practices and key pieces of legislation underpinning local authorities (eg, Local Governance Act, Local Government Unified Service Act, Parochial Revenue Fund Act)
- Strategic and corporate planning skills;
- The ability to develop organizational best practices/operational guidelines/rules;
- Sound knowledge of Government Administration, Financial Accounting and Public Procurement Policies and Guidelines;
- Strong appreciation for organizational change and change management skills;
- Good project management skills (from inception to implementation and assessment);
- Well-developed skills in stakeholder engagement;
- Adequate knowledge of the prevailing social, economic, political and environmental issues;
- Excellent human relations, problem solving, research, and policy analysis formulation skills.

Minimum Required Qualification and Experience:

- Bachelor's Degree in Business Administration or Management or related field
- At least one 1 years' experience in the public or private sector.
- Customer service experience and/or knowledge of application processing procedure would be an asset.

OR

- Associate's Degree in Business Administration or Management or related field
- At least three 3 years' experience in the public or private sector.
- Customer service experience and/or knowledge of application processing procedure would be an asset.

3) Collection and Compliance Officer (GMG/AM 4)

Job Purpose:

Reporting to the Senior Collection and Compliance Officer / Manager, Revenue Collection and Compliance, the Compliance Officer is responsible for effectively administering and ensuring compliance with Local Authority. The incumbent has direct responsibility to safeguard the collection of outstanding tax, contacting delinquent clients to arrange collections, reconcile accounts, meeting collections quota assigned and reporting in keeping with the laws and Regulations.

Key Outputs:

- Financial statements created;
- Delinquency /Credit reports developed and submitted;
- Delinquent clients contacted and letters issued;
- Collection policies and procedures observed;
- Payment collection goals and targets met;
- Reports produced (monthly, quarterly, annually etc)

Key Responsibility:

Technical/Professional Responsibilities

- Contributes to the creation of policies and administering of programs to promote compliance;
- Determine manner in which to resolve a variety of delinquent cases. This includes:
 - identifying the specific issues involved;
 - planning the number and kinds of approaches and steps necessary to execute the plan for each collection effort;
 - adjusting the approach and method according to conditions encountered in completing the case.
- Contacts delinquent clients to arrange for the collection of tax;
- Issues order/demand letters to taxpayers whose business licenses or permits are cancelled/expired; prepares affidavits to document that orders were served;
- Obtains information from third party sources and a variety of leads in locating non-compliant taxpayers.
- Interview taxpayers and/or their representatives concerning all types of unpaid property tax liabilities.
- Secure full payment of tax liability or make other approved arrangements, arrange for payment based on an assessment of taxpayer's financial status.
- Recommend levy, writ and summons actions when taxpayers neglects or refuse to satisfy liabilities.
- Ensures proper maintenance of client's payment records in accordance with appropriate records management systems.
- Initiate requests for adjustments to taxpayers' accounts as appropriate
- Investigate and inform supervisor of status of unusual occurrences and recommend appropriate action.
- Testify as an expert witness for the Government or procure necessary witnesses or documentary evidence to sustain Government's position.
- Undertakes surveys to determine the number of entities required to pay trade licences within the jurisdiction.
- Monitors to ensure compliance by required entities.
- Undertakes required action to ensure payment by non-compliant persons.
- Makes on-site inspections of a business entities to determine if it is still operating after cancellation of a license or permit; refers violations to the legal division for further action;
- Keeps abreast of any legislative procedural training regarding debt collection, Municipal/Enforcement Laws under the Building Act, Town and Country Planning Act, Nuisance Act, Fire Regulations and Amusement Regulations;
- Prepares/generates accurate and timely invoices for clients;
- Respond to client queries regarding outstanding tax balances and all other fees to be paid;
- Collaborating with other teams supervised by the Manager, Revenue and Collection and Compliance in the collection of money due to the Local Authority as required.

Required Knowledge, Skill and Competencies:

Core

- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications and software.

Technical

- Expert knowledge of the operations of the machinery of local authorities;
- Knowledge of accounting and the calculation of interest;
- Sound knowledge of the best practices and key pieces of legislation underpinning

local authorities (eg, Local Governance Act, Local Government Unified Service Act, Parochial Revenue Fund Act);

- Strategic and corporate planning skills;
- The ability to develop organizational best practices/operational guidelines/rules
- Sound knowledge of Government Administration , Financial Accounting and Public Procurement Policies and Guidelines;
- Strong appreciation for organizational change and change management skills
- Good project management skills (from inception to implementation and assessment);
- Well-developed skills in stakeholder engagement;
- Adequate knowledge of the prevailing social, economic, political and environmental issues;
- Excellent human relations, problem solving, research, and policy analysis formulation skills.

Minimum Required Qualification and Experience:

- Diploma in Management Studies, Public Management, Accounting, Business Administration or a related field/equivalent qualification
- Two (2) years progressive work experience in the private or public sector.

4) Maintenance Officer (SOG/ST 4)

Job Purpose:

The Maintenance Officer is responsible for supporting the Assistant Superintendent in ensuring the continuous upkeep and repair of parish infrastructure, including roads, drains, bridges, and public buildings. The role involves overseeing, coordinating and where appropriate playing a lead role in the performance of repairs, troubleshooting and preventive, predictive and emergency maintenance, ensuring compliance with technical standards, and managing resources to maintain public infrastructure efficiently and safely.

Applications accompanied by resumes should be addressed and submitted **no later than June 19, 2026.**

To:

**Rohan Blake
Chief Executive Officer
Clarendon Municipal Corporation
3 Sevens Road
May Pen
Clarendon**

Please note that only short-listed candidates will be contacted.