



CLARENDON MUNICIPAL CORPORATION

CAREER OPPORTUNITIES

Applications are invited from suitably qualified persons to fill the following positions: -

1. **IN-HOUSE CLERK (PIDG/RIM 2)- (Vacant) (2 Positions)**

Salary range: \$1,711,060 - \$2,301,186 p.a. (Band 4)

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Four C.X.C./G.C.E. O Level passes including Mathematics and English Language.
- One (1) year experience in the public or private sector
- An equivalent combination of education and experience

2. **ENFORCEMENT OFFICER (PTSG/PX 4) - (Vacant) (3 Positions)**

Salary range: \$2,190,302 - \$2,945,712 p.a.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Completion of Secondary Education/ Five CSEC subjects
- 2 years' working experience
- Appointment as District Constable would be a key asset

3. **PHYSICAL PLANNING COORDINATOR (GMG/AM 4) – (Not Vacant)**

Salary range: \$2,803,771 - \$3,770,761 p.a. (Band 6)

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Planning Technology from a Tertiary Institution.
- Three (3) years of experience in an organization with Physical Planning functions.
- Equivalent combination of experience and education

4. **CUSTOMER CARE OFFICER (GMG/AM 3) – (Vacant)**

Salary range: \$2,190,302 - \$2,945,712 p.a. (Band 5)

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Management Studies, Public Administration, Personnel Management and Business Administration
- At least two (2) years in Customer Service or performing related functions
- Knowledge of Customer service principles and practices

5. **CUSTOMER CARE ASSISTANT (GMG/AM 1) – (Vacant)**

Salary range: \$1,439,455 - \$1,935,907 p.a. (Band 3)

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- At least five (5) subjects at the CXC General proficiency/GCE O 'levels including English Language and a numeric subject.
- Customer Service Certification 4

- Certificate in Telephone Operating and ethics
- Training in public speaking
- 3 years' experience in a similar field

OR

- Diploma in Management Studies with two (2) years' experience in a similar role.
- Training in Customer Service and Telephone Ethics
- Training in public speaking

6. SUPERVISOR, ENFORCEMENT & CIVIC ORDER (PTSG/PX 6)

Salary range: \$2,803,771 - \$3,770,761 p.a. (Band 6)

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Security Science or a related discipline.
- At least 5 years' progressive work experience in the area of Security/Law Enforcement.
- Appointment as a District Constable would be a key asset.

7. HELP DESK OFFICER (GMG/AM 2) – (Vacant)

Salary range: \$1,711,060 - \$2,301,186 p.a. (Band 4)

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}

8. LICENSING AND APPLICATION PROCESSING OFFICER (GMG/AM 4)- (2 Positions)

Salary range: \$2,803,771 - \$3,770,761 p.a. (Band 6)

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.

9. COLLECTION AND COMPLIANCE OFFICER (GMG/AM 3) – (Vacant) – (4 positions)

Salary range: \$2,190,302 - \$2,945,712 p.a (Band 5)

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.

10. COLLECTION & DISBURSEMENT OFFICER (FMG/AT 1) – (Vacant)

Salary range: \$1,711,060 - \$2,301,186 p.a. (Band 4)

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- CXC passes in a minimum of four (4) subjects including Mathematics or Principles of Accounts and English and at least four (4) years' related experience;
OR
- AAT Level 1;
OR
- Certificate in Accounting from a recognized tertiary institution and at least two (2) years' related experience.
OR
- Successful completion of Level I in Government Accounting, other relevant financial management courses and at least two (2) years relevant experience.

11. MAINTENANCE OFFICER (SOG/ST 4) – (Vacant)

Salary range: \$2,803,771 - \$3,770,761 p.a. (Band 6)

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma or Associate Degree in Civil Engineering, Construction Management or equivalent
- Two (2) years' related experience in civil works and infrastructure.

12. RECORDS CLERK (PIDG/RIM 1) – (Vacant)

Salary range: \$1,439,455 - \$1,935,907 p.a. (Band 3)

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- 5 CXC's including English Language & Mathematics
- Specialized training in Records Management
- Two (2) years' experience in related field

**FOR FURTHER DETAILS, PLEASE VISIT OUR WEBSITE AT
www.clarendonmc.gov.jm**

Applications accompanied by resumes should be addressed and submitted no later than Friday June 19, 2026, to:

**Rowhan Blake (Mr.)
Chief Executive Officer
Clarendon Municipal Corporation
3 Sevens Road
May Pen
Clarendon**

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