

# **EXECUTIVE AGENCIES**

# **ESTABLISHMENT**

MINISTRY OF FINANCE & THE PUBLIC SERVICE

July 2022

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# SUMMARY OF EXECUTIVE AGENCIES

Agencies	Establishment
Administrator General's Department	110
Child Development Agency	473
Companies Office of Jamaica	125
Forestry Department	287
Jamaica Customs Agency	1549
Jamaica Information Service	215
Management Institute for National Development	100
National Environment & Planning Agency	288
National Land Agency	807
National Works Agency	458
Passport, Immigration & Citizenship Agency	679
Registrar General's Department	449
Total	5540

Corpora	te Communications and Marketing Division	l		
No. of Posts 1	Posts Senior Director, Corporate Communications and Marketing	Classification LEVEL	1 8	<b>Remarks</b> Post(s) [# 294602] of Senior Manager (LEVEL 8) retitled and transferred from Public Relations and Corporate Communications with effect from July 13, 2020.
1 Marketir	ng and Sales Branch			
No. of	-			
Posts 1	Posts Director, Marketing & Sales	Classification LEVEL	1 7	Remarks Post(s) [# 294606] of Marketing Supervisor (LEVEL 6) retitled, upgraded and transferred from Marketing with effect from April 1, 2022.
1	Senior Marketing & Sales Officer	LEVEL	6	Post(s) [# 294608] of Forester, Marketing (LEVEL 6) retitled and transferred from Marketing with effect from April 1, 2022.
1	Marketing Officer	LEVEL	5	Post(s) [# 294607] of Marketing Officer (LEVEL 5) transferred from Marketing with effect from April 1, 2022.
3				
Public R No. of	elations, Education and Communications Brand	ch		
Posts	Posts	Classification	1	Remarks
1	Customer Service Officer	LEVEL	5	New post(s) [# 321576] with effect from July 13, 2020.
1	Public Education Officer	LEVEL	5	Post(s) [# 294603] of Public Education Officer (LEVEL 5) transferred from Public Relations and Corporate Communications with effect from July 13, 2020.
1	Public Relations & Communications Officer	LEVEL	5	Post(s) [# 294604] of PR & Communications Officer (LEVEL 5) transferred from Public Relations and Corporate Communications with effect from July 13, 2020.
1	Administrative Support Officer	LEVEL	4	Post(s) [# 294605] of Administrative Support Officer (LEVEL 4) transferred from Public Relations and Corporate Communications with effect from July 13, 2020.

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### **Corporate Communications and Marketing Division**

8 Total- Corporate Communications and Marketing Division

#### **Corporate Services - Finance and Accounts**

No. of				
Posts 1	Posts Senior Director, Finance & Accounts	Classification LEVEL	n 8	<b>Remarks</b> Post(s) [# 294609] of Director (LEVEL 8) retitled with effect from July 13, 2020.
1 2	Administrative Support Officer	LEVEL	4	
	counts & Reporting			
No. of				
Posts 1	Posts Senior Accountant, Final Accounts & Reporting	Classification LEVEL	n 6	Remarks Post(s) [# 294621] of Final Accounts & Reporting Supervisor (LEVEL 6) retitled with effect from July 13, 2020.
1	Final Accounts Officer	LEVEL	5	Post(s) [# 294622] of Final Accounts Officer (LEVEL 4) upgraded with effect from July 13, 2020.
1	Bank Reconciliation Officer	LEVEL	4	
3				
Financia No. of	l Accounts			
Posts 1	Posts Director, Financial Accounts	Classification LEVEL	n 7	<b>Remarks</b> Post(s) [# 294613] of Financial Accounts Supervisor (LEVEL 6) retitled and upgraded with effect
1	Senior Accountant	LEVEL	6	from July 13, 2020. Post(s) [# 294619] of Project Accountant (LEVEL 6) retitled and transferred from Projects
1	Accountant	LEVEL	5	with effect from July 13, 2020. Post(s) [# 294614] of Accounts Payable Officer (LEVEL 4) retitled and upgraded with effect from July 13, 2020.
1	Payroll Administrator	LEVEL	5	Post(s) [# 294617] of Payroll Officer (LEVEL 4) retitled and upgraded with effect from July 13, 2020.
1	Accounting Technician	LEVEL	4	Post(s) [# 294620] of Accounting Technician (LEVEL 4) transferred from Projects with effect from July 13, 2020.
1	Accounts Receivable Officer	LEVEL	4	

### **Corporate Services - Finance and Accounts**

**Financial Accounts** 

No. of Posts 1	Posts Collections Officer	Classification LEVEL	4	<b>Remarks</b> Post(s) [# 294624] of Collections Officer (LEVEL 4) transferred from Final Accounts and Reporting with effect from July
1	Payroll Officer	LEVEL	4	13, 2020. Post(s) [# 294618] of Payroll Clerk (LEVEL 3) retitled and upgraded with effect from July 13, 2020.
1	Accounting Clerk	LEVEL	3	
9	-			
Managen	nent Accounts			
No. of				
Posts	Posts	Classification		Remarks
1	Director, Management Accounts	LEVEL	7	Post(s) [# 294612] of Senior Accountant, Management Accounts (LEVEL 7) retitled and transferred from Corporate Services - Finance and Accounts with effect from July 13, 2020.
1	Budget Officer	LEVEL	4	New post(s) [# 321575] with effect from July 13, 2020.
	otal- Corporate Services - Finance and Accounts			
10 1				
	te Services - Human Resource Management	& Developme	nt	
No. of	D. (			
Posts 1	Posts Senior Director, Human Resource Management & Development	Classification LEVEL	8	Remarks Post(s) [# 294625] of Director, Human Resource Management & Development (LEVEL 8) retitled with effect from July 13, 2020.
1	Administrative Support Officer	LEVEL	4	
2				
Human R	lesource Development			
No. of	1			
Posts	Posts	Classification		Remarks
1	Director, Human Resource Development Human Resource Development Officer	LEVEL	7 5	Post(s) [# 294632] of Senior Human Resource Officer, HRD (LEVEL 7) retitled with effect from July 13, 2020. Post(s) [# 294633] of Training Officer (LEVEL 5) retitled with
				effect from July 13, 2020.

### **Corporate Services - Human Resource Management & Development**

Human Resource Development

No. of Posts 2	Posts	Classification		Remarks
Human F	Resource Management			
No. of Posts 1	Posts Director, Human Resource Management	Classification LEVEL	7	<b>Remarks</b> Post(s) [# 294628] of Human Resource Manager (LEVEL 7) retitled with effect from July 13,
1 1 1	Human Resource Officer (Staffing and Records) Human Resource Officer (Benefits) Secretary 2	LEVEL LEVEL LEVEL	5 5 3	2020. Post(s) [# 294636] of Secretary 2 (LEVEL 3) transferred from Corporate Services - Administration with effect from July 13, 2020.
4 Organiza No. of Posts 1	Posts Director, Organisational Development	Classification LEVEL	7	<b>Remarks</b> Post(s) [# 294627] of Senior Human Resource Officer (LEVE
1 9 T	fotal- Corporate Services - Human Resource Management & De	velopment		7) retitled with effect from July 13, 2020.
Corpora	te Services - Infrastructure, Facilities and D	ocumentation		
No. of Posts 1	<b>Posts</b> Senior Director, Infrastructure, Facilities and Documentation	Classification LEVEL	8	Remarks Post(s) [# 294634] of Manager, Administration (LEVEL 7) retitled upgraded and transferred from Corporate Services - Administration with effect from July 13, 2020.
1	Senior Secretary	LEVEL	4	Post(s) [# 294635] of Senior Secretary (LEVEL 4) transferred from Corporate Services - Administration with effect from July 13, 2020.

### **Corporate Services - Infrastructure, Facilities and Documentation**

Infrastructure, Facilities & Property Management

No. of Posts	Posts	Classification	ı	Remarks
1	Senior Facilities & Property Management Officer	LEVEL	6	Post(s) [# 294640] of Supervisor Facilities & Property (LEVEL 6) retitled and transferred from Facilities and Property with effec from July 13, 2020.
1	Civil Works Engineer	LEVEL	7	Post(s) [# 295415] of Civil Works Engineer (LEVEL 7) transferred from Forest Science and Technology with effect from July 13, 2020.
1	Property & Maintenance Officer	LEVEL	5	Post(s) [# 294641] of Property & Maintenance Officer (LEVEL 5) transferred from Facilities and Property with effect from July 13, 2020.
1	Security Officer/Watchman 2	LEVEL	2	
1	Attendant/Handyman	LEVEL	1	Post(s) [# 294656] of Attendant/Handyman (LEVEL 1) transferred from Office Services with effect from July 13, 2020.
5				
Office S	ervices			
No. of	Dente			Descenter
Posts 1	Posts Office Services Officer	Classification LEVEL	5	Remarks Post(s) [# 294651] of Office Services Officer (LEVEL 4) upgraded with effect from April 1 2022.
1	Inventory & Stores Officer	LEVEL	4	Post(s) [# 294642] of Inventory Officer (LEVEL 3) retitled and upgraded with effect from April 1 2022.
1	Telephone Operator/Receptionist	LEVEL	2	
4	Attendant/Handyman	LEVEL	1	
7				
Records	Management & Documentation			
No. of				
Posts 1	<b>Posts</b> Senior Records Management & Documentation Officer	Classification LEVEL	6	Remarks Post(s) [# 294643] of Records Management & Documentation Officer (LEVEL 5) retitled and upgraded with effect from April 1 2022.

### **Corporate Services - Infrastructure, Facilities and Documentation**

Records Management & Documentation

No. of				
Posts	Posts	Classification	I	Remarks
1	Senior Records Officer	LEVEL	4	Post(s) [# 294644] of Senior Records Officer (LEVEL 4) transferred from Information and Documentation with effect from July 13, 2020.
1	Records Officer	LEVEL	3	Post(s) [# 294645] of Records Officer (LEVEL 3) transferred from Information and Documentation with effect from July 13, 2020.
3				
Transpo	ortation Management			
No. of				
Posts	Posts	Classification		Remarks
1	Transportation Management Officer	LEVEL	5	
2	Driver	LEVEL	2	
1	Messenger/Driver	LEVEL	2	Post(s) [# 294657] of Messenger/Driver (LEVEL 2) transferred from Corporate Services - Infrastructure, Facilities and Documentation - Office Services with effect from April 1, 2022.
4				
21	Total- Corporate Services - Infrastructure, Facilities and Docume	ntation		
Corpor	ate Services - Strategic/Corporate Planning			
No. of				
Posts	Posts	Classification	ı	Remarks
1	Senior Director, Strategic and Corporate Planning	LEVEL	8	Post(s) [# 294599] of Manager (LEVEL 7) retitled and upgraded with effect from July 13, 2020.
1	Director, Corporate Planning and Enterprise Risk Management	LEVEL	7	Post(s) [# 294600] of Corporate Planning Analyst (LEVEL 6) retitled and upgraded with effect from July 13, 2020.
1	Projects Officer	LEVEL	6	
3				
3	Total- Corporate Services - Strategic/Corporate Planning			

### **Corporate Services Division**

	Posts Principal Director, Corporate Services	Classification LEVEL	9	<b>Remarks</b> Post(s) [# 294597] of Principal Director (LEVEL 9) retitled with effect from July 13, 2020.
1 2	Administrative Support Officer	LEVEL	5	Check Holn Buly 10, 2020.
	ocurement Branch			
No. of	Sedrement Branch			
	Posts	Classification	l	Remarks
1	Senior Director, Public Procurement	LEVEL	8	Post(s) [# 307689] of Director, Public Procurement (LEVEL 8) retitled with effect from July 13, 2020.
1	Senior Public Procurement Officer	LEVEL	6	Post(s) [# 294611] of Senior Procurement Officer (LEVEL 6) retitled and transferred from Finance and Accounts with effect from July 13, 2020.
1	Public Procurement Officer	LEVEL	5	<b>,</b>
3				
5 To	otal- Corporate Services Division			
Executive	e Office			
No. of				
	Posts	Classification		Remarks
	Chief Executive Officer & Conservator of Forests	LEVEL	10	
	Senior Administrative Support Officer	LEVEL	6	
1	Executive Secretary	LEVEL	5	
3				
3 To	stal- Executive Office			
Forest O	perations			
No. of				
	Posts	Classification		Remarks
1	Principal Director, Forest Operations	LEVEL	9	Post(s) [# 294660] of Principal Director (LEVEL 9) retitled with effect from July 13, 2020.
1	Private Forestry Programme Coordinator	LEVEL	6	
1	Administrative Support Officer	LEVEL	5	
3				
Nursery C	Operations			

 No. of
 Classification
 Remarks

 1
 Nursery Operations Coordinator
 LEVEL
 6

### **Forest Operations**

Nursery Operations

	Operations			
No. of Posts 1	<b>Posts</b> Forest Technician	Classification LEVEL 5	5	<b>Remarks</b> Post(s) [# 294997] of Forest
				Technician (LEVEL 5) transferred from Forest Operations - Eastern Zone, North East Region - Client Services with effect from July 13, 2020.
3	Overseer	LEVEL	4	2020.
4	Nursery Foreman		3	
9				
12	Total- Forest Operations			
Forest (	<b>Operations- Eastern Zone</b>			
No. of				
Posts 1	Posts Senior Director, Zonal Operations	Classification LEVEL 8	8	Remarks Post(s) [# 295435] of Director,
I	Senior Director, Zonai Operations		0	Zonal Operations (LEVEL 8) retitled with effect from July 13, 2020.
1	Rural Sociologist	LEVEL	7	
1	Agroforester	LEVEL 6	6	New post(s) [# 321581] with effect from July 13, 2020.
1	Zonal Liaison Administrator	LEVEL	5	Post(s) [# 295436] of Administrative Support Officer (LEVEL 4) retitled and upgraded with effect from July 13, 2020.
1	Accounting Technician	LEVEL 4	4	<b>,</b> .
1	Accounting Clerk 2	LEVEL	3	
1	Attendant/Handyman	LEVEL	1	
7				
	ast Region			
No. of Posts	Posts	Classification		Remarks
1 0515	Forest Manager		7	Kemarks
1	Secretary		3	
1	Driver		2	Post(s) [# 295442] of Driver
				(LEVEL 2) transferred from Forest Operations Eastern Zone with effect from July 13, 2020.
2	Security Officer/Watchman 1	LEVEL	1	Two (2) post(s) [#s 295446-7] of Security Officer/Watchman (LEVEL 1) retitled with effect from July 13, 2020.
1	Attendant/Handyman	LEVEL	1	nom ony 10, 2020.

### Forest Operations- Eastern Zone

North Ea	ast Region			
No. of Posts 3	Posts Security Officer/Watchman	Classification LEVEL	1	<b>Remarks</b> Three (3) new post(s) [#s 325453- 55] with effect from April 1, 2022.
	ast Pagion Client Services			
No. of	ast Region- Client Services			
Posts	Posts	Classification		Remarks
1	Forester, Client Services		6	Post(s) [# 295450] of Forester (LEVEL 6) retitled with effect from May 3, 2021.
5	Forest Technician	LEVEL	5	
6				
North Ea	ast Region- Forest Management			
No. of				
Posts 1	Posts Forester, Forest Management	Classification LEVEL	6	<b>Remarks</b> Post(s) [# 295452] of Forester (LEVEL 6) retitled with effect from May 3, 2021.
3	Forest Technician	LEVEL	5	1011 May 0, 2021.
4			Ũ	
	ast Region			
No. of				
Posts	Posts	Classification		Remarks
1	Forest Manager		7	
1	Secretary		3	
1	Driver	LEVEL	2	Post(s) [# 294650] of Driver (LEVEL 2) transferred from Corporate Services - Administration, Transportation Management with effect from July 13, 2020.
1	Attendant/Handyman	LEVEL	1	• · ·
3	Security Officer/Watchman	LEVEL	1	Three (3) new post(s) [#s 325450- 2] with effect from April 1, 2022.
7				
South Ea	ast Region- Client Services			
No. of Posts 1	Posts Forester, Client Services	Classification LEVEL	6	<b>Remarks</b> Post(s) [# 294503] of Forester (LEVEL 6) retitled with effect from May 3, 2021.
6 7	Forest Technician	LEVEL	5	

### **Forest Operations- Eastern Zone**

South East Region- Forest Management

-	ast Region- Forest Management			
No. of Posts 1	<b>Posts</b> Forester, Forest Management	Classificati LEVEL	ion 6	<b>Remarks</b> Post(s) [# 294505] of Forester (LEVEL 6) retitled with effect
8	Forest Technician	LEVEL	5	from May 3, 2021.
9 49	Total- Forest Operations- Eastern Zone			
	Operations- Western Zone			
No. of Posts 1	<b>Posts</b> Senior Director, Zonal Operations	Classificati LEVEL	ion 8	<b>Remarks</b> Post(s) [# 294527] of Director, Zonal Operations (LEVEL 8) retitled with effect from July 13, 2020.
1	Rural Sociologist	LEVEL	7	
1	Agroforester	LEVEL	6	New post(s) [# 321582] with effect from July 13, 2020.
1	Zonal Liaison Administrator	LEVEL	5	Post(s) [# 294528] of Administrative Support Officer (LEVEL 4) retitled and upgraded with effect from July 13, 2020.
1	Accounting Technician	LEVEL	4	-
1	Accounting Clerk 2	LEVEL	3	
1	Accounting Clerk 1	LEVEL	2	
1	Driver	LEVEL	2	
1	Attendant/Handyman	LEVEL	1	
2	Security Officer/Watchman 1	LEVEL	1	Two (2) post(s) [#s 294499-500] of Security Officer/Watchman (LEVEL 1) retitled and transferred from Forest Operations - Eastern Zone - South East Region with effect from July 13, 2020.
1	Security Officer/Watchman 1	LEVEL	1	Post(s) [# 294538] of Security Officer/Watchman (LEVEL 1) retitled with effect from July 13, 2020.
1	Attendant/Handyman	LEVEL	1	New post(s) [# 325456] with effect from April 1, 2022.

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North West Region

No. of				
Posts	Posts	Classification		Remarl
1	Forest Manager	LEVEL	7	
1	Secretary	LEVEL	3	

Executive Agencies Establishment, 2022

### Forest Operations- Western Zone

North W	Vest Region			
No. of				
Posts	Posts	Classificat		Remarks
1	Driver		2	
1	Attendant/Handyman	LEVEL	1	
4				
North W	est Region- Client Services			
No. of				
Posts	Posts	Classificat		Remarks
1	Forester, Client Services	LEVEL	6	Post(s) [# 294542] of Forester (LEVEL 6) retitled with effect from May 3, 2021.
3	Forest Technician	LEVEL	5	
1	Forest Technician	LEVEL	5	Post(s) [# 294998] of Forest Technician (LEVEL 5) transferred from Forest Operations - Eastern Zone, North East Region - Client Services with effect from July 13, 2020.
6	Forest Technician	LEVEL	5	Post(s) [# 294554] of Forest Technician (LEVEL 5) transferred from Forest Operations - Western Zone, North West Region - Forest Management with effect from July 13, 2020.
North W	Vest Region- Forest Management			
No. of Posts	Posts	Classificat	ion	Remarks
1	Forester, Forest Management	LEVEL	6	Post(s) [# 294544] of Forester (LEVEL 6) retitled with effect from May 3, 2021.
5	Forest Technician	LEVEL	5	<b>2</b>
6				
South W	Vest Region			
No. of				
Posts	Posts	Classificat		Remarks
1	Forest Manager		7	
1	Secretary	LEVEL	3	
1	Driver	LEVEL	2	
2	Security Officer/Watchman 1	LEVEL	1	Two (2) post(s) [#s 294569-70] of Security Officer/Watchman (LEVEL 1) retitled with effect from July 13, 2020.

### **Forest Operations- Western Zone**

South West Region

No. of	Desta		Dumenta
Posts 1	Posts Security Officer/Watchman 1	Classification LEVEL	Remarks Post(s) [# 294539] of Security Officer/Watchman (LEVEL 1) retitled and transferred from Forest Operations - Western Zone, North West Region with effect from July 12, 2020
1	Attendant/Handyman	LEVEL	effect from July 13, 2020. 1
3	Security Officer/Watchman		Three (3) new post(s) [#s 3254 49] with effect from April 1, 202
10			
	Vest Region- Client Services		
No. of Posts	Posts	Classification	Remarks
1	Forester, Client Services		6 Post(s) [# 294573] of Forester (LEVEL 6) retitled with effect from May 3, 2021.
4 5	Forest Technician	LEVEL	5
	Vest Region- Forest Management		
No. of			
Posts 1	Posts Forester, Forest Management	Classification LEVEL 6	Remarks 6 Post(s) [# 294575] of Forester (LEVEL 6) retitled with effect
3	Forest Technician	LEVEL	from May 3, 2021. 5
1	Forest Technician		5 Post(s) [# 294509] of Forest Technician (LEVEL 5) transferr from Forest Operations - Easte Zone, South East Region - Fore
			Management with effect from July 13, 2020.

7

51 Total- Forest Operations- Western Zone

### Forest Science & Technology Division

Applied Forest Research Branch

No. of Posts	Posts	Classificati	on	Remarks
1	Senior Director, Applied Forest Research	LEVEL	8	Post(s) [# 295416] of Senior Research Officer (LEVEL 7) upgraded, retitled and transferred from Research & Development with effect from July 13, 2020.
2	Research Officer	LEVEL	6	Two (2) post(s) [#s 295417-8] of Research Officer (LEVEL 6) transferred from Research & Development with effect from July 13, 2020.
1	Forest Technician	LEVEL	5	Post(s) [# 295460] of Forest Technician (LEVEL 5) transferred from Forest Operations Western Zone, North East Region, Forest Management with effect from July 13, 2020.
1	Forest Technician	LEVEL	5	Post(s) [# 295022] of Forest Technician (LEVEL 5) transferred from Forest Operations Western Zone, South West Region, Client Services with effect from July 13, 2020.
2	Forest Technician	LEVEL	5	Two (2) post(s) [#s 294582 & 294585] of Forest Technician (LEVEL 5) transferred from Forest Operations Western Zone, South West Region, Forest Management with effect from July 13, 2020.
7				
	esource Assessment Section			
No. of Posts 1	Posts Director, Forest Resource Assessment	Classificati LEVEL	on 7	<b>Remarks</b> Post(s) [# 295424] of Forest Resource Assessment Officer (LEVEL 7) retitled and transferred from Forest Information Resource Management with effect from July 13, 2020.
1				
	esource Assessment Section - Biophysical I	nventory Unit		
No. of Posts 1	Posts Forester (Biophysical Inventory)	Classificati LEVEL	on 6	<b>Remarks</b> New post(s) [# 321579] with effect from July 13, 2020.

### Forest Science & Technology Division

Forest Resource Assessment Section - Biophysical Inventory Unit

Ne of	1 5	2	
No. of Posts	Posts	Classification	Remarks
1	Forest Technician (Biophysical Inventory) - (BPI)	LEVEL 5	5 Post(s) [# 295455] of Forest Technician (LEVEL 5) retitled and transferred from Forest Operations - Eastern Zone, North East Region - Forest Management with effect from July 13, 2020.
2	Forest Technician (Biophysical Inventory) - (BPI)	LEVEL 5	<ul> <li>Two (2) post(s) [#s 295013 &amp; 295016] of Forest Technician (LEVEL 5) retitled and transferred from Forest Operations - Western Zone, North West Region - Client Services with effect from July 13, 2020.</li> </ul>
2	Forest Technician (Biophysical Inventory) - (BPI)	LEVEL 5	5 Two (2) post(s) [#s 294583-4] of Forest Technician (LEVEL 5) retitled and transferred from Forest Operations, Western Zone, South West Region - Forest Management with effect from July 13, 2020.
1	Forest Technician (Biophysical Inventory) - (BPI)	LEVEL 5	5 Post(s) [# 294552] of Forest Technician (LEVEL 5) retitled and transferred from Forest Operations - Western Zone, North West Region - Forest Management with effect from July 13, 2020.
2	Forest Technician (Biophysical Inventory)	LEVEL 5	-

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# Forest Resource Assessment Section - Plantation Assessment Unit

Posts	Posts	Classifica	ation	Remarks
1	Forester, Plantation Assessment	LEVEL	6	New post(s) [# 321580] with effect from July 13, 2020.
1	Forest Technician (Plantation Assessment)	LEVEL	5	Post(s) [# 294504] of Forest Technician (LEVEL 5) retitled and transferred from Forest Operations, Eastern Zone, South East Region - Client Services with effect from July 13, 2020.

### Forest Science & Technology Division

Forest Resource Assessment Section - Plantation Assessment Unit

No. of				
Posts	Posts	Classificatio	n	Remarks
1	Forest Technician (Plantation Assessment)	LEVEL	5	Post(s) [# 295015] of Forest Technician (LEVEL 5) retitled and transferred from Forest Operations, Western Zone, North West Region - Client Services with effect from July 13, 2020.
3	Forest Technician (Plantation Assessment)	LEVEL	5	Three (3) post(s) [#s 294550-1 & 294553] of Forest Technician (LEVEL 5) retitled and transferred from Forest Operations, Western Zone, North West Region - Forest Management with effect from July 13, 2020.
2	Forest Technician (Plantation Assessment)	LEVEL	5	Two (2) post(s) [#s 294580-1] of Forest Technician (LEVEL 5) retitled and transferred from Forest Operations - Western Zone, South West Region - Forest Management with effect from July 13, 2020.
8 Earrant D	and the second			
No. of	esource Information Management Branch			
Posts	Posts	Classificatio	m	Remarks
1	Senior Director, Forest Resource Information Management	LEVEL	8	Post(s) [# 295419] of Manager, Forest Resource Information Management (LEVEL 8) retitled with effect from July 13, 2020.
1	GIS Analyst	LEVEL	7	Post(s) [# 295423] of GIS Mapping Officer (LEVEL 7) retitled and transferred from Forest Information Resource Management with effect from July 13, 2020.
1	Spatial Analyst	LEVEL	7	Post(s) [# 295422] of GIS Mapping Officer (LEVEL 7) retitled and transferred from Forest Information Resource Management with effect from
				July 13, 2020.

### Forest Science & Technology Division

Forest Resource Information Management Branch - GIS Section

31 0	· · · · · · · · · · · · · · · · · · ·			
No. of Posts 1	Posts Forest Technician	Classificat LEVEL	ion 5	Remarks Post(s) [ #295008] of Forest Technician (LEVEL 5) transferred from Forest Operations, Eastern Zone, South East Region - Client Services with effect from July 13, 2020.
1	Forest Technician	LEVEL	5	Post(s) [# 295014] of Forest Technician (LEVEL 5) transferred from Western Zone, North West Region - Client Services with effect from July 13, 2020.
	esource Information Management Branc	h - Surveying Secti	on	
No. of	esource information management Drane	in Surveying Seen	011	
Posts	Posts	Classificat	ion	Remarks
2	Senior Surveyor	LEVEL	7	Two (2) post(s) [#s 295420-1] of Senior Surveyor (LEVEL 7) transferred from Forest Information Resource Management Branch with effect from July 13, 2020.
1	Forest Technician	LEVEL	5	Post(s) [# 295458] of Forest Technician (LEVEL 5) transferred from Forest Operations - Eastern Zone, North East Region - Forest Management with effect from July 13, 2020.
1	Forest Technician	LEVEL	5	Post(s) [# 295012] of Forest Technician (LEVEL 5) transferred from Forest Operations - Western Zone, North West Region - Client Services with effect from July 13, 2020.
1	Forest Technician	LEVEL	5	Post(s) [# 295024] of Forest Technician (LEVEL 5) transferred from Forest Operations - Western Zone, South West Region - Client Services with effect from July 13, 2020.
5				

### Forest Science & Technology Division

Planning & Evaluation Branch

No. of	Desta			Descelar
Posts 1	Posts Senior Director, Planning & Evaluation	Classificati LEVEL	on 8	Remarks Post(s) [# 295431] of Manager (LEVEL 7) retitled, upgraded and transferred from Planning and Monitoring with effect from July 13, 2020.
2	Technical Assessment Officer	LEVEL	6	Two (2) post(s) [#s 295433-4] of Forester (Technical Audit) (LEVEL 6) retitled and transferred from Planning and Monitoring with effect from July 13, 2020.
1	Forest Planner	LEVEL	6	Post(s) [# 295432] of Forest Planner (LEVEL 6) transferred from Planning and Monitoring with effect from July 13, 2020.
1	Forest Technician [Technical Assessment]	LEVEL	5	Post(s) [# 295006] of Forest Technician (LEVEL 5) retitled and transferred from Forest Operations, Eastern Zone, South East Region, Client Services with

#### 5

Silviculture Branch

No. of				
Posts	Posts	Classificatio	n	Remarks
1	Senior Director, Silviculture	LEVEL	8	Post(s) [# 295427] of Manger (LEVEL 8) retitled with effect from July 13, 2020.
1	Silviculturist	LEVEL	6	New post(s) [# 321578] with effect from July 13, 2020.
1	Forest Biologist	LEVEL	6	
2	Forest Technician	LEVEL	5	Two (2) post(s) [#s 295459 & 295456] of Forest Technician (LEVEL 5) transferred from Forest Operations, Eastern Zone, North East Region, Forest Management with effect from July 13, 2020.
1	Forest Technician	LEVEL	5	Post(s) [# 295023] of Forest Technician (LEVEL 5) transferred from Forest Operations, Western Zone, South West Region, Client Services with effect from July 13, 2020.

effect from July 13, 2020.

### Forest Science & Technology Division

Silviculture Branch

No. of Posts	Posts	Classification		Remarks
1 0515				
1	Forest Technician	LEVEL	5	Post(s) [# 294579] of Forest Technician (LEVEL 5) transferred from Forest Operations, Western Zone, South West Region, Forest Management with effect from July 13, 2020.
1	Forest Technician (Seed Programme Coordinator)	LEVEL	5	
8				
48	Total- Forest Science & Technology Division			

#### Forest Science & Technology Services Division

No. of Posts	Posts	Classification	1	Remarks
1	Principal Director, Forest Science and Technology Services	LEVEL	9	Post(s) [# 295413] of Principal Director, Forest Science and Technology Services (LEVEL 9) transferred from Forest Science & Technology Division with effect from May 3, 2021.
1	Forester, GIS & Data Management	LEVEL	6	Post(s) [# 321577] of Forester, GIS & Data Management (LEVEL 6) transferred from Forest Science & Technology Division with effect from May 3, 2021.
1	Administrative Support Officer	LEVEL	5	Post(s) [# 295414] of Administrative Support Officer (LEVEL 5) transferred from Forest Science & Technology Division with effect from May 3, 2021.

3 3

Total- Forest Science & Technology Services Division

#### **Information Communication & Technology**

No. of Posts	Posts	Classification	n	Remarks
1	Senior Director, Information Communication and Technology	LEVEL	8	Post(s) [# 295470] of Senior Manager (LEVEL 8) retitled with effect from July 13, 2020.
1	Director, IT Infrastructure Services	LEVEL	7	Post(s) [# 295474] of IT Infrastructure Services Manager (LEVEL 7) retitled with effect from July 13, 2020.

# Information Communication & Technology

No. of Posts 1	Posts Director, Business Systems/Application Manager	Classification LEVEL	7	<b>Remarks</b> Post(s) [# 295471] of Business
I	Director, business Systems/Application Manager	LEVEL	1	Systems/Applications Manager (LEVEL 7) retitled with effect from July 13, 2020.
1	User Support Officer	LEVEL	5	•
2	Systems/Network Administrator	LEVEL	5	
2 8	Database Administrator/Programmer	LEVEL	5	
8	Total- Information Communication & Technology			
	l Audit			
No. of				<b>D</b>
Posts 1	Posts Chief Audit Executive	Classification LEVEL	8	Remarks Post(s) [# 295465] of Chief Internal Auditor (LEVEL 8) retitle with effect from July 13, 2020.
1	Senior Internal Auditor	LEVEL	7	New post(s) [# 321574] with effect from July 13, 2020.
2				
2	Total- Internal Audit			
L <b>egal &amp;</b>	Forest Enforcement Services Division			
No. of				
Posts 1	Posts Principal Director, Legal and Forest Enforcement	Classification	9	Remarks Post(s) [# 295466] of Senior
I	Services	LEVEL	9	Legal Officer (LEVEL 9) retitled and transferred from Legal and Enforcement with effect from Ju 13, 2020.
1	Administrative Support Officer	LEVEL	5	Post(s) [# 295469] of Administrative Support Officer (LEVEL 5) transferred from Lega and Enforcement with effect from July 13, 2020.
2				
Forest E	nforcement Services Branch			
No. of				
Posts	Posts	Classification		Remarks

### Legal & Forest Enforcement Services Division

Forest Enforcement Services Branch

No. of Posts	Posts	Classificat	ion	Remarks
1	Senior Compliance/Enforcement Officer	LEVEL	6	Post(s) [# 294485] of Senior Compliance/Enforcement Officer (LEVEL 5) upgraded and transferred from Forest Operations, Eastern Zone, North East Region, Compliance/Enforcement with effect from July 13, 2020.
1	Senior Compliance/Enforcement Officer	LEVEL	6	Post(s) [# 294516] of Senior Compliance/Enforcement Officer (LEVEL 5) upgraded and transferred from Forest Operations, Eastern Zone, South East Region, Compliance/Enforcement with effect from July 13, 2020.
1	Senior Compliance/Enforcement Officer	LEVEL	6	Post(s) [# 294586] of Senior Compliance/Enforcement Officer (LEVEL 5) upgraded and transferred from Forest Operations, Western Zone, South West Region, Compliance/Enforcement with effect from July 13, 2020.
1	Senior Compliance/Enforcement Officer	LEVEL	6	Post(s) [# 294555] of Senior Compliance/Enforcement Officer (LEVEL 5) upgraded and transferred from Forest Operations, Western Zone, North West Region, Compliance/Enforcement with effect from July 13, 2020.
1	Forest Ranger	LEVEL	5	New post(s) [# 321573] with effect from July 13, 2020.
10	Forest Ranger	LEVEL	5	Ten (10) post(s) [#s 294486-95] of Forest Ranger (LEVEL 4) upgraded and transferred from North East Region, Compliance/Enforcement with effect from July 13, 2020.
10	Forest Ranger	LEVEL	5	Ten (10) post(s) [#s 294517-26] of Forest Ranger [LEVEL 4] upgraded and transferred from South East Region, Compliance/Enforcement with effect from July 13, 2020.

### Legal & Forest Enforcement Services Division

Forest Enforcement Services Branch

No. of				
Posts	Posts	Classification	n	Remarks
10	Forest Ranger	LEVEL	5	Ten (10) post(s) [#s 294556-65] of Forest Ranger [LEVEL 4] upgraded and transferred from North West Region, Compliance/Enforcement with effect from July 13, 2020.
10	Forest Ranger	LEVEL	5	Ten (10) post(s) [#s 294587-96] of Forest Ranger [LEVEL 4] upgraded and transferred from South West Region, Compliance/Enforcement with effect from July 13, 2020.
46				
Legal Se	ervices Branch			
No. of				
Posts	Posts	Classification	n	Remarks
1	Senior Director, Legal Services	LEVEL	8	Post(s) [# 295468] of Legal Officer (LEVEL 7) retitled, upgraded and transferred from Legal and Enforcement with effect from July 13, 2020.
49	Total- Legal & Forest Enforcement Services Division			

49 Total- Legal & Forest Enforcement Services Division

287 Total-Forestry Department

No. of				
Posts	Posts	Classifica		Remarks
1	Director, Application Management Division	LEVEL	10	
1	Civil/Structural Engineer	LEVEL	8	
1	Executive Secretary	LEVEL	5	
3				
Applicat	tion Processing Branch			
No. of				
Posts	Posts	Classifica		Remarks
1	Manager, Application Processing	LEVEL	8	
5	Application Processing Coordinator	LEVEL	7	
13	Application Processing Officer	LEVEL	6	
1	Applications Processing Officer	LEVEL	6	New post(s) [# 323171] with effect from July 12, 2021
1	Senior Secretary	LEVEL	4	
4	Technical Assistant	LEVEL	3	
25				
Applicat	tions Secretariat Branch			
No. of				
Posts	Posts	Classifica		Remarks
1	Manager, Application Secretariat	LEVEL	8	
1	Senior Customer Service Officer	LEVEL	7	
3	Customer Service Officer	LEVEL	6	
1	Planning Technologist	LEVEL	5	
3	Customer Service Assistant	LEVEL	4	
1	Senior Secretary	LEVEL	4	
3	Records Clerk	LEVEL	3	
13				
Applicat	tions Secretariat Branch - Map Registry & Da	ata Managemer	nt	
No. of				
Posts	Posts	Classifica		Remarks
	Coordinator, Map Registry	LEVEL	7	
1				
1	GIS Officer	LEVEL	5	
			5 4	

LEVEL

4

1 6

Development Assistance Centre

Senior Secretary

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Manager, Development Assistance Centre	LEVEL	8	
2	Application Processing Officer	LEVEL	6	
1	Senior Secretary	LEVEL	4	
4				

### **Application Management Division**

51 Total- Application Management Division

### **Corporate Management Division**

No. ofClassificationRemainPostsOirector, Corporate ManagementLEVEL101Executive SecretaryLEVEL5	rks
1 Director, Corporate Management LEVEL 10	rks
1 Executive Secretary LEVEL 5	
2	
Documentation Centre	
No. of	
Posts Posts Classification Remai	rks
1 Senior Librarian LEVEL 7	
1 Librarian LEVEL 6	
1 Library Assistant LEVEL 3	
3	
Facilities Management and Operations Branch	
No. of	
Posts Posts Classification Remai	rks
1 Manager, Facilities Management & Operations LEVEL 8	
1 Senior Secretary LEVEL 4	
2	
Facilities Management and Operations Branch - Office Services	
No. of	
Posts Posts Classification Remai	rks
1 Office Services Supervisor LEVEL 5	
1 Inventory Clerk LEVEL 4	
2 Telephone Operator LEVEL 4	
5 Office Attendant LEVEL 1	
9	
Facilities Management and Operations Branch - Procurement	
No. of	
Posts Posts Classification Remai	rks
1 Procurement Clerk LEVEL 4	
1	
Facilities Management and Operations Branch - Property, Transport and Security	
No. of	

1 05	10313	Classificat	1011	IXCIIIAI Ka
1	Property, Transport & Security Supervisor	LEVEL	5	
1	Assistant Transport Officer	LEVEL	4	
3	Site Warden	LEVEL	3	
6	Driver/Biker	LEVEL	3	
1	Watchman/Security Officer	LEVEL	1	
1	Maintenance Assistant	LEVEL	3	

### **Corporate Management Division**

Facilities Management and Operations Branch - Property, Transport and Security

		p = = = ;; = = = = = = = = = = = = = = =	• •	
No. of				
Posts	Posts			Remarks
1	Caretaker		1	
1	Handyman	LEVEL	1	
15				
Facilitie	s Management and Operations Branch - Rec	ords Managem	ent	
No. of				
Posts	Posts	Classifica		Remarks
1	Registrar		5	
1	Senior Records Clerk		4	
6	Records Clerk	LEVEL	3	
8				
Finance	and Accounts Branch			
No. of				
Posts	Posts			Remarks
1	Manager, Finance & Accounts		8	
1	Accountant (Disbursements & Salaries)		7	
1	Accountant (Final Accounts)		7	
1	Budget Analyst		6	
1	Senior Accounting Officer	LEVEL	6	
1	Accounts Payable Clerk	LEVEL	5	
4	Accounting Clerk	LEVEL	5	
1	Senior Secretary	LEVEL	4	
1	Cashier	LEVEL	4	
12				
Information	tion Technology Branch			
No. of	-			
Posts	Posts		-	Remarks
1	Manager, Information Technology		8	
1	Information Technology Business Analyst		7	
1	Enterprise System Specialist		7	
1	Applications Development Specialist		7	
1	System Administrator		6	
1	DataBase SQL/Website Administrator		6	
1	Web Administrator		6	
1	Technical Support Specialist		6	
2	End User Support Officer	LEVEL	5	
1	Senior Secretary	LEVEL	4	
11				

11

#### **Corporate Management Division**

Public Education & Corporate Communication

No. of				
Posts	Posts	Classification	on	Remarks
1	Manager, Public Education & Corporate Communications	LEVEL	8	
1	Public Relations Officer	LEVEL	7	
1	Senior Public Education & Community Outreach Officer	LEVEL	7	
1	Community Animator	LEVEL	6	
1	Public Education & Community Outreach Officer	LEVEL	6	
1	Information Officer	LEVEL	6	
1	Administrative Assistant	LEVEL	5	
1	Graphic Artist	LEVEL	5	
1	Records Clerk	LEVEL	3	
9				

#### Public Procurement Branch

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Manager, Public Procurement	LEVEL	8	
1	Senior Public Procurement Officer	LEVEL	6	
1	Public Procurement Officer	LEVEL	5	
1	Public Procurement Administrator	LEVEL	4	
1	Public Procurement Clerk	LEVEL	3	
5				

77 Total- Corporate Management Division

#### **Environmental Management & Conservation Division**

No. of Posts	Posts	Classifica	tion	Remarks
1	Director, Environmental Management & Conservation	LEVEL	10	
1	Executive Secretary	LEVEL	5	
2				

### Conservation & Protection Sub-Division

No. of Posts	Posts	Classification	Remarks
1	Senior Manager, Conservation & Protection Sub- Division	LEVEL	9
1	Conservation Officer	LEVEL	5
1	Senior Secretary	LEVEL	4
3			

### **Environmental Management & Conservation Division**

Conservation & Protection Sub-Division - Ecosystem Management Branch

No. of				
Posts	Posts	Classifica	ntion	Remarks
1	Manager, Ecosystems Management	LEVEL	8	
1	Coordinator, Watershed Information Systems	LEVEL	7	
1	Coordinator - Watersheds Area Management	LEVEL	7	Post(s) [# 140241] of Enforcement Coordinator (LEVEL 7) retitled and transferred from Enforcement and Compliance Branch with effect from May 17, 2021.
1	Fauna Co-ordinator	LEVEL	7	
1	Flora Coordinator	LEVEL	7	
1	Coordinator, Ecosystem	LEVEL	7	
1	Watershed Planner	LEVEL	6	
4	Environmental Officer	LEVEL	6	
1	Environmental Officer (Coastal)	LEVEL	6	
1	Environmental Officer (Watershed)	LEVEL	6	
1	Environmental Officer (Conservation)	LEVEL	6	
3	Conservation Officer	LEVEL	5	
1	Senior Secretary	LEVEL	4	
18				

#### Conservation & Protection Sub-Division - Protected Areas Branch

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Manager, Protected Areas	LEVEL	8	
1	Coordinator, Management & Operations	LEVEL	7	
1	Coordinator, Protected Areas System	LEVEL	7	
2	Environmental Officer	LEVEL	6	
1	Environmental Officer	LEVEL	6	
1	Environmental Officer	LEVEL	6	
1	Senior Secretary	LEVEL	4	
8				

#### Environmental Management Sub-Division

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Senior Manager, Environmental Management	LEVEL	9	
1				

#### Environmental Management Sub-Division - Air Quality Management

No. of Posts	Posts	Classifica	tion	Remarks
1	Manager, Air Quality Management	LEVEL	8	
1	Coordinator, Air Quality Management	LEVEL	7	
1	Air Pollution Management Specialist	LEVEL	7	

NT C

#### **Environmental Management & Conservation Division**

Environmental Management Sub-Division - Air Quality Management

No. of			
Posts	Posts	Classification	Remarks
3	Air Quality Management Officer	LEVEL 6	
6			

# Environmental Management Sub-Division - Pollution Monitoring & Assessment Branch

NO. 01				
Posts	Posts	Classifica	tion	Remarks
1	Manager, Pollution Monitoring Assessment	LEVEL	8	
1	Waste Water Coordinator	LEVEL	7	
1	Coordinator, National Integrated Watershed Mgmt. Prog.	LEVEL	7	
1	Coordinator, Technical Services	LEVEL	7	
3	Environmental Officer	LEVEL	6	
1	EMS Programmes Officer	LEVEL	6	
1	Laboratory Technican	LEVEL	4	
1	Laboratory Technician	LEVEL	4	
1	Senior Secretary	LEVEL	4	

#### 11

#### Environmental Management Sub-Division - Pollution Prevention Branch

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Manager, Pollution Prevention	LEVEL	8	
1	Coordinator, Pollution Prevention	LEVEL	7	
2	Environmental Officer	LEVEL	6	
1	EMS Programmes Officer	LEVEL	6	
1	Senior Secretary	LEVEL	4	

6

55 Total- Environmental Management & Conservation Division

#### **Executive Office**

No. of			
Posts	Posts	Classification	Remarks
1	Chief Executive Officer	LEVEL 11	
1	Executive Assistant	LEVEL 7	
2	Executive Secretary	LEVEL 5	

<sup>4</sup> 

#### Human Resource Management and Development Branch

No. of Posts	Posts	Classifica	tion	Remarks
1	Director, Human Resource Management & Development	LEVEL	10	
1	Manager, Human Resources	LEVEL	8	
1	Human Resource Development Officer	LEVEL	7	

### **Executive Office**

Human Resource Management and Development Branch

IIGIIIGII	Resource management and Development Drane	/11		
No. of				
Posts	Posts	Classification		Remarks
1	Senior Human Resource Officer	LEVEL	7	
1	Human Resource Officer (Performance Management)	LEVEL	6	
1	Human Resource Officer, Talent Acquisition and Staffing	LEVEL	6	New post(s)(s) [# 323255] with effect from November 1, 2021.
1	Human Resource Officer	LEVEL	6	
1	Executive Secretary	LEVEL	5	
1	Data Management Records Clerk	LEVEL	4	
1	Senior Secretary	LEVEL	4	
1	Clerical Officer	LEVEL	3	
11				
Internal	Auditor			
No. of Posts	Posts	Classification		Remarks
1	Chief Internal Auditor	LEVEL	8	Kemarks
1	Senior Internal Auditor	LEVEL	7	
3	Internal Auditor	LEVEL	6	
1	Senior Secretary	LEVEL	4	
6			•	
21	Total- Executive Office			
Legal &	Enforcement Division			
No. of				
Posts	Posts	Classification		Remarks
1	Director, Legal and Enforcement	LEVEL	10	
1	Executive Secretary	LEVEL	5	
2				
	Secretariat			
No. of	-			
Posts	Posts Manager Deard Corretoriat	Classification		Remarks
1	Manager, Board Secretariat	LEVEL	8	Post(s) [# 140175] of Board Secretariat Administrator (LEVEL 7) upgraded and retitled with effect from May 14, 2018.
1	Administrative Assistant	LEVEL	5	
1	Senior Secretary	LEVEL	4	
3	Senior Secretary	LEVEL	4	
6				

#### Legal & Enforcement Division

Enforcement and Compliance Branch

No. of				
Posts	Posts	Classificat	tion	Remark
1	Manager, Enforcement	LEVEL	8	
4	Enforcement Coordinator	LEVEL	7	
3	Enforcement Investigator	LEVEL	6	
6	Environmental Officer (Enforcement)	LEVEL	6	
1	Regional Monitoring Officer	LEVEL	6	
3	Enforcement Officer	LEVEL	5	
1	Senior Secretary	LEVEL	4	
9	Enforcement Inspector	LEVEL	4	
1	Secretary	LEVEL	3	
29				

#### Legal Services Branch

Classifica	tion	Remarks
LEVEL	8	
LEVEL	7	
LEVEL	7	
LEVEL	5	
LEVEL	4	
	LEVEL LEVEL LEVEL LEVEL	LEVEL 8 LEVEL 7 LEVEL 7 LEVEL 5

43 Total- Legal & Enforcement Division

### Planning, Projects, Evaluation & Research Division

### Projects Branch

No. of Posts	Posts	Classifica	tion	Remarks
1	Senior Manager, Projects	LEVEL	9	
1				
1	Total- Planning, Projects, Evaluation & Research Division			

### Planning, Projects, Monitoring, Evaluation & Research Division

No. of				
Posts	Posts	Classification	n	Remarks
1	Director, Planning, Projects, Monitoring, Evaluation & Research	LEVEL	10	
1	Executive Secretary	LEVEL	5	
2				
Planning	, Monitoring, Evaluation & Research Branch			
No. of				
Posts	Posts	Classification	n	Remarks
1	Manager, Planning, Monitoring, Evaluation & Research	LEVEL	8	

### Planning, Projects, Monitoring, Evaluation & Research Division

Planning, Monitoring, Evaluation & Research Branch

No. of					
Posts	Posts	Classifica	tion	Remarks	
1	Corporate Planner	LEVEL	7		
1	Environmental Economist	LEVEL	7		
1	Monitoring & Evaluation Officer	LEVEL	6		
2	Research Officer	LEVEL	6		
1	Senior Secretary	LEVEL	4		
7					
Projects	S				
No. of				<b>D</b>	
Posts	Posts Managar Projecto	Classifica LEVEL	ition 8	Remarks	
1 2	Manager, Projects		о 5		
2	Project Assistant Administrative Assistant		5		
I	Authinistrative Assistant	LEVEL	5		
4					
13	Total- Planning, Projects, Monitoring, Evaluation & Reseau	rch Division			
13	Planning Division	rch Division			
<sup>13</sup> Spatial	Planning Division	rch Division Classifica	tion	Remarks	
13 Spatial No. of	Planning Division		<b>tion</b> 10	Remarks	
13 Spatial No. of Posts	Planning Division Posts	Classifica		Remarks	
13 Spatial No. of Posts 1	Posts Director, Spatial Planning Division	Classifica LEVEL	10	Remarks	
13 Spatial No. of Posts 1 1	Planning Division Posts Director, Spatial Planning Division Architect Planner	Classifica LEVEL LEVEL	10 8	Remarks	
13 Spatial No. of Posts 1 1 1 3	Planning Division Posts Director, Spatial Planning Division Architect Planner	Classifica LEVEL LEVEL	10 8	Remarks	
13 Spatial No. of Posts 1 1 1 3 Plannin No. of	Posts Director, Spatial Planning Division Architect Planner Executive Secretary	Classifica LEVEL LEVEL LEVEL LEVEL	10 8 5		
13 <b>Spatial</b> No. of Posts 1 1 1 3 Plannin No. of Posts	Posts Director, Spatial Planning Division Architect Planner Executive Secretary	Classifica LEVEL LEVEL LEVEL Classifica	10 8 5	Remarks	
13 Spatial No. of Posts 1 1 1 3 Plannin No. of	Posts Director, Spatial Planning Division Architect Planner Executive Secretary	Classifica LEVEL LEVEL LEVEL LEVEL	10 8 5		
13 <b>Spatial</b> No. of Posts 1 1 1 3 Plannin No. of Posts	Posts Director, Spatial Planning Division Architect Planner Executive Secretary	Classifica LEVEL LEVEL LEVEL Classifica	10 8 5		

### Planning Sub-Division - Local Area Planning Branch

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Manager, Local Area Planning	LEVEL	8	
3	Senior Physical Planner	LEVEL	7	
1	Air Quality Management Officer	LEVEL	6	
4	Physical Planner	LEVEL	6	
2	Senior Planning Technician	LEVEL	5	
5	Planning Technician	LEVEL	4	
1	Senior Secretary	LEVEL	4	
17				

### **Spatial Planning Division**

Planning Sub-Division - National Spatial Strategy Branch

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Manager, National Spatial Strategy Branch	LEVEL	8	
1	GIS Coordinator	LEVEL	7	
1	Senior Physical Planner	LEVEL	7	
3	Physical Planner	LEVEL	6	
6				
27	Total- Spatial Planning Division			

288 Total-National Environment and Planning Agency

### **National Land Agency**

### **Adjudication Services Division**

No. of Posts	Posts	Classificat	tion	Remarks
1	Senior Director, Adjudication Services	LEVEL	10	
1	Manager, Adjudication Services	LEVEL	9	
1	Legal Officer 3	LEVEL	8	
3	Legal Officer 3	LEVEL	8	
1	Legal Officer 2	LEVEL	7	
1	Adjudication Specialist	LEVEL	6	
1	Executive Secretary	LEVEL	5	
1	Adjudication Officer	LEVEL	4	
1	Assistant Adjudication Officer	LEVEL	3	
11				
11	Total- Adjudication Services Division			

### **Business Services Division**

Posts	Posts	Classifica	tion	Remarks
1	Senior Director, Business Services	LEVEL	10	
1	Manager, Business Services	LEVEL	8	
1	Business Development Officer	LEVEL	7	New post(s) [# 308015] with effect from July 8, 2019.
1	Executive Secretary	LEVEL	5	
4	-			

### Business Services - Call Centre

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Supervisor, Call Centre Services	LEVEL	6	
6	Call Center Service Officer	LEVEL	4	
2	Call Centre Service Officer	LEVEL	4	Two (2) new post(s) [#s 308017- 8] with effect from July 8, 2019.

#### 9

#### Business Services - Customer Service

No. of Posts	Darte	Cleasifies		Dementer
Posts	Posts	Classification		Remarks
1	Manager, Customer Service	LEVEL	8	New post(s) [# 308019] with effect from July 8, 2019.
1	Customer Service Standards Specialist	LEVEL	6	New post(s) [# 308020] with effect from July 8, 2019.
1	Customer Service Supervisor	LEVEL	6	
3	Senior Customer Service Officer	LEVEL	5	
1	Senior Customer Service Officer	LEVEL	5	New post(s) [# 308021] with effect from July 8, 2019.
4	Customer Service Officer	LEVEL	4	Four (4) new post(s) [#s 308110- 3] with effect from July 8, 2019.
5	Customer Service Officer	LEVEL	4	-

# National Land Agency

### **Business Services Division**

D '	a .	<u> </u>	~ ·
Business	Services	- Customer	Service.
Dubillobb		Customer	

	s Services - Customer Service			
No. of Posts 2	Posts Dispatch Officer	Classificat LEVEL	ion 3	<b>Remarks</b> Two (2) new post(s) [#s 308022- 3] with effect from July 8, 2019.
18				
Mapping	g Operations			
No. of Posts 1	Posts Mapping Specialist	Classificati LEVEL	ion 7	<b>Remarks</b> Post(s) [# 140302] of Mapping Specialist (LEVEL 7) transferred from the Technical Information Unit with effect from July 8, 2019.
1	Chief Technical Information Officer	LEVEL	6	Post(s) [# 140303] of Chief Technical Information Officer (LEVEL 6) transferred from the Technical Information Unit with effect from July 8, 2019.
2	Map Registrar	LEVEL	3	Two (2) post(s) [#s 140332-3] of Map Registrar (LEVEL 3) transferred from the Technical Information Unit with effect from July 8, 2019.
1	Records Officer	LEVEL	3	Post(s) [# 140334] of Library Assistant (LEVEL 3) retitled and transferred from the Technical Information Unit with effect from July 8, 2019.
5 Dublic D	alations & Markating			
Public Relations & Marketing No. of				
Posts	Posts	Classification		Remarks
1	Manager, Marketing & Public Relations	LEVEL	8	
1	Market Research Officer	LEVEL	7	Post(s) [# 104322] of Market Development Officer (LEVEL 7) retitled with effect from July 8, 2019.
2	Public Relations Officer	LEVEL	6	
1 5	Public Relations Officer	LEVEL	6	New post(s) [# 308016] with effect from July 8, 2019.
	l Services (North East)			
No. of				
Posts	Posts	Classification		Remarks
1	Senior Customer Service Officer	LEVEL	5	New post(s) [# 308024] with effect from July 8, 2019.
### **Business Services Division**

Regional Services (North East)

No of				
No. of Do sta	Deste		·	Descender
Posts 1	Posts Records Officer	Classifica LEVEL	tion 3	<b>Remarks</b> New post(s) [# 308026] with
I	Records Officer	LEVEL	3	effect from July 8, 2019.
1	Cashier	LEVEL	3	New post(s) [# 308025] with
•			Ŭ	effect from July 8, 2019.
3				2
	1 Corrigon (Consth)			
0	l Services (South)			
No. of Posts	Posts	Classifica	tion	Remarks
1	Regional Administrator	LEVEL	7	Kemarks
3	Senior Customer Service Officer	LEVEL	5	
1	Office Administrator	LEVEL	4	
2	Records Officer	LEVEL	3	
1	Cashier	LEVEL	3	
2	Driver	LEVEL	2	
1	Attendant	LEVEL	1	
11			-	
	l Services (West)			
No. of				
Posts 1	Posts Regional Administrator	Classifica LEVEL	tion 7	Remarks
	-			
2	Sonior Customor Sonvice Otticor			
3	Senior Customer Service Officer		5	
1	Office Administrator	LEVEL	4	
1 2	Office Administrator Records Officer	LEVEL LEVEL	4 3	
1 2 1	Office Administrator Records Officer Cashier	LEVEL LEVEL LEVEL	4 3 3	
1 2 1 1	Office Administrator Records Officer Cashier Maintenance Assistant	LEVEL LEVEL LEVEL LEVEL	4 3 3 2	
1 2 1 1 2	Office Administrator Records Officer Cashier Maintenance Assistant Driver	LEVEL LEVEL LEVEL LEVEL LEVEL	4 3 3 2 2	
1 2 1 1 2 1	Office Administrator Records Officer Cashier Maintenance Assistant	LEVEL LEVEL LEVEL LEVEL	4 3 3 2	
1 2 1 1 2 1 12	Office Administrator Records Officer Cashier Maintenance Assistant Driver Office Attendant	LEVEL LEVEL LEVEL LEVEL LEVEL	4 3 3 2 2	
1 2 1 1 2 1 12	Office Administrator Records Officer Cashier Maintenance Assistant Driver	LEVEL LEVEL LEVEL LEVEL LEVEL	4 3 3 2 2	
1 2 1 2 1 12 67 1	Office Administrator Records Officer Cashier Maintenance Assistant Driver Office Attendant	LEVEL LEVEL LEVEL LEVEL LEVEL	4 3 3 2 2	
1 2 1 2 1 2 1 12 67 1 <b>Corpora</b>	Office Administrator Records Officer Cashier Maintenance Assistant Driver Office Attendant	LEVEL LEVEL LEVEL LEVEL LEVEL	4 3 3 2 2	
1 2 1 2 1 2 1 12 67 1 <b>Corpora</b> <b>No. of</b>	Office Administrator Records Officer Cashier Maintenance Assistant Driver Office Attendant Total- Business Services Division	LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL	4 3 2 2 1	Remarks
1 2 1 2 1 2 1 12 67 1 <b>Corpora</b>	Office Administrator Records Officer Cashier Maintenance Assistant Driver Office Attendant Total- Business Services Division Ate Legal Services Division Posts	LEVEL LEVEL LEVEL LEVEL LEVEL	4 3 2 2 1	Remarks
1 2 1 2 1 12 67 7 <b>Corpora</b> No. of Posts	Office Administrator Records Officer Cashier Maintenance Assistant Driver Office Attendant Total- Business Services Division Ate Legal Services Division Posts Senior Director, Corporate Legal Services	LEVEL LEVEL LEVEL LEVEL LEVEL Classifica LEVEL	4 3 2 2 1	Remarks
1 2 1 2 1 2 1 12 67 7 <b>Corpora</b> <b>No. of</b> <b>Posts</b> 1	Office Administrator Records Officer Cashier Maintenance Assistant Driver Office Attendant Total- Business Services Division Ate Legal Services Division Posts	LEVEL LEVEL LEVEL LEVEL LEVEL	4 3 2 2 1 <b>tion</b> 10	Remarks

### **Corporate Legal Services Division**

General Legal Services

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Legal Officer 4	LEVEL	8A	
1	Legal Officer 3	LEVEL	8	
1	Legal Officer 2	LEVEL	7	
1	Paralegal Specialist	LEVEL	6	
1	Senior Paralegal Officer	LEVEL	5	
1	Paralegal Officer	LEVEL	4	
1	Assistant Paralegal Officer	LEVEL	3	
7				

#### Legal Services - Land Settlement Unit

No. of			
Posts	Posts	Classification	Remarks
1	Senior Legal Officer 4	LEVEL 8	3A
1	Legal Officer 2	LEVEL 7	7
1	Paralegal Specialist	LEVEL 6	6
2	Senior Paralegal Officer	LEVEL	5
2	Paralegal Officer	LEVEL 4	4
1	Senior Secretary	LEVEL 4	4 Post(s) [# 140777] of Secretary (LEVEL 3) retitled and upgraded with effect from July 8, 2019.
1	Assistant Paralegal Officer	LEVEL 3	3
9			

#### Legal Services - Probate Unit

No. of Desta	Deste	Classification		Damarka
Posts	Posts	Classification		Remarks
1	Legal Officer 4	LEVEL	8A	New post(s) [# 308027] with effect from July 8, 2019.
1	Legal Officer 3	LEVEL	8	
1	Legal Officer 2	LEVEL	7	
1	Paralegal Specialist	LEVEL	6	
1	Senior Paralegal Officer	LEVEL	5	New post(s) [# 308028] with effect from July 8, 2019.
1	Paralegal Officer	LEVEL	4	
1	Senior Secretary	LEVEL	4	New post(s) [# 308029] with effect from July 8, 2019.
1	Assistant Paralegal Officer	LEVEL	3	·
0				

8

28 Total- Corporate Legal Services Division

### **Corporate Services Division**

· · · · ·				
No. of				
Posts	Posts	Classification		Remarks
1	Senior Director Corporate Services	LEVEL	10	
1	Administrator, Operations Administrative Support	LEVEL	6	New post(s) [# 308030] with effect from July 8, 2019.
1	Executive Secretary	LEVEL	5	-
3				
	at Managamant			
	nt Management			
No. of Posts	Posts	Classification		Remarks
1	Information Governance Specialist	LEVEL	7	New post(s) [# 308031] with
				effect from July 8, 2019.
1	Document Management Administrator	LEVEL	6	Post(s) [# 140507] of Document Management Administrator (LEVEL 6) transferred from Corporate Office with effect from July 8, 2019.
1	Records Supervisor	LEVEL	5	Post(s) [# 140455] of Records Supervisor (LEVEL 5) transferred from Operations Branch with effect from July 8, 2019.
1	Senior Records Officer	LEVEL	4	Post(s) [# 140456] of Senior Records Officer (LEVEL 4) transferred from Estate Management/Corporate Legal Complex with effect from July 8, 2019.
3	Records Officer	LEVEL	3	Three (3) post(s) [#s 140458-60] of Records Officer (LEVEL 3) transferred from Estate Management/Corporate Legal Complex with effect from July 8, 2019.
7				
Finance	& Accounts			
No. of				
Posts	Posts	Classification	-	Remarks
1	Director, Finance		9	
1	Senior Secretary	LEVEL	4	
2				
Finance	& Accounts - Accounts Receivables/Payables/I	Disbursement		
No. of Posts 1	Posts Supervisor, Disbursement	Classification LEVEL	7	Remarks Post(s) [# 140428] of Supervisor,
_				Accounts Receivables & Utilities (LEVEL 7) retitled with effect from July 8, 2019.

### **Corporate Services Division**

Finance & Accounts - Accounts Receivables/Payables/Disbursement

	5			
No. of	D (		<i></i>	
Posts	Posts Senior Accounts Receivable Officer	Classifica LEVEL		Remarks
1			6 5	
2	Senior Disbursement Officer		5	
1	Senior Disbursement Officer	LEVEL	5	New post(s) [# 308037] with effect from July 8, 2019.
1	Receivable Officer	LEVEL	4	
2	Disbursement Officer	LEVEL	4	
1	Cashier	LEVEL	3	
9				
	& Accounts - Budget			
No. of				
Posts	Posts	Classifica		Remarks
1	Senior Budget Officer	LEVEL	6	New post(s) [# 308035] with effect from July 8, 2019.
1	Budget Officer	LEVEL	5	New post(s) [# 308036] with effect from July 8, 2019.
2				•
Finance	& Accounts - Final Accounts & Reporting			
No. of	D (		<b>.</b>	
Posts	Posts Manager Financial Departing			Remarks
1	Manager, Financial Reporting	LEVEL	8	New post(s) [# 308032] with effect from July 8, 2019.
1	Supervisor, Final Accounts & Reporting	LEVEL	7	Post(s) [# 140487] of Supervisor Final Accounts & Reporting (LEVEL 6) upgraded with effect from July 8, 2019.
1	Senior Final Accounts Officer	LEVEL	5	New post(s) [# 308033] with effect from July 8, 2019.
1	Senior Final Accounts Officer	LEVEL	5	-
1	Final Accounts Officer	LEVEL	4	New post(s) [# 308034] with effect from July 8, 2019.
3	Final Accounts Officer	LEVEL	4	
8			•	
	& Accounts - Management Accounts			
No. of	& Accounts - Management Accounts			
Posts 1	Posts Manager, Management Accounting	Classifica LEVEL	ition 8	<b>Remarks</b> Post(s) [# 140389] of Management Accountant (LEVE 8) retitled with effect from July 8, 2019.

### **Corporate Services Division**

Finance & Accounts - Property Accounts

1 11101100				
No. of Bosts	Deste	Class: <b>G</b> ast		Damarka
Posts 1	Posts Supervisor, Property Accounts	Classificat LEVEL	10n 7	Remarks
1	Senior Property Accounts Officer	LEVEL	5	
1	Property Accounts Officer	LEVEL	4	
1	Cashier	LEVEL	3	
	Assistant Property Accounts Officer	LEVEL	3	
1	Assistant Property Accounts Officer	LEVEL	3	
5				
-	& Accounts - Revenue Operations			
No. of	Deste		•	Descender
Posts 1	Posts Cashiar Supervisor	Classificat LEVEL	10n 6	<b>Remarks</b> Post(s) [# 140409] of Cashier
6	Cashier Supervisor Cashier	LEVEL	3	Supervisor (LEVEL 6) transferred from Management Accounting with effect from July 8, 2019. Six (6) post(s) [#s 140410-2 &
				140424-6] of Cashier (LEVEL 3) transferred from Management Accounting with effect from July 8, 2019.
7				
-	& Accounts - Salaries/Payroll			
No. of Posts	Posts	Classificat	ion	Remarks
1	Supervisor, Payroll	LEVEL	7	Kemarks
1	Senior Salaries Officer	LEVEL	5	
3	Salaries Officer	LEVEL	4	
	Salaries Officer		4	
5				
	ons Branch			
No. of				<b>D</b>
Posts	Posts	Classificat		Remarks
1	Operations Manager	LEVEL	8	
1	Senior Administrator, Operations	LEVEL	7	Post(s) [# 140518] of Senior Building Officer (LEVEL 7) retitled and transferred from Housing & Accommodation with effect from July 8, 2019.
1	Asset Management Inventory Officer	LEVEL	5	New post(s) [# 308038] with effect from July 8, 2019.
1	Senior Secretary	LEVEL	4	-
1	Senior Records Officer	LEVEL	4	
5				
-				

Executive Agencies Establishment, 2022

### **Corporate Services Division**

Operations Branch - Corporate Services /Land Valuation

No. of				
Posts	Posts	Classification		Remarks
1	Administrator	LEVEL	6	
1	Maintenance Supervisor	LEVEL	5	
1	Maintenance Technician	LEVEL	4	Post(s) [# 140462] of Maintenance Technician (LEVEL 4) transferred from Estate Management/Corporate Legal Complex with effect from July 8, 2019.
1	Maintenance Technician	LEVEL	4	Post(s) [# 140533] of Maintenance Technician (LEVEL 4) transferred from Surveys & Mapping/Land Titles/Business Services Complex with effect from July 8, 2019.
1	Telephone Operator	LEVEL	3	
3	Records Officer	LEVEL	3	
1	Maintenance Assistant	LEVEL	2	
4	Attendant	LEVEL	1	
1	Attendant	LEVEL	1	New post(s) [# 308042] with effect from July 8, 2019.
2	Gardener	LEVEL	1	-
17				

<sup>16</sup> 

#### Operations Branch - Estate Management/Corporate Legal Complex

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Administrator	LEVEL	6	
1	Senior Records Officer	LEVEL	4	
1	Telephone Operator	LEVEL	3	
1	Maintenance Assistant	LEVEL	2	
1	Gardener	LEVEL	1	
4	Attendant	LEVEL	1	
9				

### Operations Branch - Housing & Accommodation

_	1	0			
	No. of				
	Posts	Posts	Classificati	on	Remarks
	2	Building Officer	LEVEL	6	
	1	Senior Secretary	LEVEL	4	
	1	Senior Records Officer	LEVEL	4	
	1	Maintenance Assistant	LEVEL	2	
	1	Gardener	LEVEL	1	
	(				

<sup>6</sup> 

### **Corporate Services Division**

Operations Branch - Surveys Mapping/Land Titles/Business Services

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Administrator	LEVEL	6	
1	Office Supervisor	LEVEL	5	
1	Senior Records Officer	LEVEL	4	
2	Records Officer	LEVEL	3	
1	Maintenance Assistant	LEVEL	2	
1	Office Attendant	LEVEL	1	
1	Gardener	LEVEL	1	
4	Attendant	LEVEL	1	
12				

#### **Operations Branch - Transport**

No. of				
Posts	Posts	Classificatio	on	Remarks
1	Transport Supervisor	LEVEL	5	
1	Senior Driver	LEVEL	3	
13	Driver	LEVEL	2	Thirteen (13) post(s) [#s 140441- 53] of Driver (LEVEL 2) transferred from Operations Branch with effect from July 8, 2019.
3	Driver	LEVEL	2	Three (3) new post(s) [#s 308039- 41] with effect from July 8, 2019.

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#### Public Procurement Branch

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Manager, Public Procurement	LEVEL	8	
1	Senior Public Procurement Officer	LEVEL	7	
1	Senior Procurement Officer	LEVEL	7	
1	Procurement Officer	LEVEL	6	
1	Public Procurement Officer	LEVEL	6	
1	Public Procurement Administrator	LEVEL	4	
6				

#### Strategic Planning and Evaluation

No. of Posts	Posts	Classification	l	Remarks
1	Strategic Planning & Risk Management Specialist	LEVEL	7	Post(s) [# 140406] of Corporate Planner (LEVEL 7) retitled and transferred from Corporate Planning with effect from July 8, 2019.

### **Corporate Services Division**

Strategic Planning and Evaluation

No. of       Classification       Remarks         Property Administration Branch - Enforcement Squatter Management       8         No. of       Posts       Posts       Classification       Remarks         1       Property Administrator       LEVEL       6       6       2       Enforcement Officer       LEVEL       4         3       Property Administration Branch - Crown Land Management       Remarks       1       8         Property Administration Branch - Crown Land Management       1       8       8       1         No. of       Posts       Posts       Classification       Remarks         1       Senior Property Administrator       LEVEL       7       2       1       2       1       2       1       2       1       2       1       3       1       3       1       3       1       3       1       3       1       3       1       3       1       3       1       3       1       3       1       3       1       3       1       3       1       3       1       1       3       1       1       1       1       1       1       1       1       1       1       1       1       1	Strategic	e Planning and Evaluation		
Total - Corporate Services Division         Estate Management Division         No. of Posts       Posts       Classification       Remarks         1       Senior Director, Estate Management       LEVEL       10         1       Executive Secretary       LEVEL       5         1       Records Officer       LEVEL       3         3       Property Administration Branch       EVEL       9         No. of Posts       Posts       Remarks       Property Administration (LEVEL 8A) retiled and upgraded with effect from July 8, 2019.         1       Senior Secretary       LEVEL       4         2       Property Administration Branch - Enforcement Squatter Management       Remarks         No. of       Classification       Remarks         1       Senior Secretary       LEVEL       4         2       Property Administrator       Classification       Remarks         1       Property Administrator       LEVEL       6         2       Enforcement Officer       LEVEL       6         3       Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       7         3       Property Administrator       LEVEL	Posts			Post(s) [# 294251] of Corporate Planning Analyst (LEVEL 6) retitled and transferred from Corporate Planning with effect
Estate Management Division         No. of Posts       Posts       Classification       Remarks         1       Senior Director, Estate Management       LEVEL       10         1       Executive Secretary       LEVEL       5         1       Records Officer       LEVEL       3         Property Administration Branch       Classification       Remarks         No. of       Posts       Posts       Post(s) [# 140622] of Manager, Property Administration (LEVEL BA) retified and upgraded with effect from July 8, 2019.         1       Senior Secretary       LEVEL       4         2       Property Administration Branch - Enforcement Squatter Management       No. of         Posts       Posts       Classification       Remarks         1       Senior Secretary       LEVEL       4         2       Property Administrator       LEVEL       6         2       Enforcement Officer       LEVEL       6         2       Enforcement Officer       LEVEL       7         3       Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       7         3       Property Administrator       LEVEL       7         4				
No. of Posts         Posts         Classification         Remarks           1         Senior Director, Estate Management         LEVEL         10           1         Executive Secretary         LEVEL         5           1         Records Officer         LEVEL         3           Property Administration Branch         EVEL         3           No. of Posts         Posts         Classification         Remarks           1         Manager, Regional Services         Classification         Remarks           1         Senior Secretary         LEVEL         9         Post(s) [# 140622] of Manager, Property Administration (LEVEL 8/4) retilted and upgraded with effect from July 8, 2019.           1         Senior Secretary         LEVEL         4           2         Property Administrator Branch - Enforcement Squatter Management         8           No. of Posts         Posts         Classification Property Administrator         Remarks           1         Property Administrator         LEVEL         6           2         Enforcement Officer         LEVEL         7           3         Property Administrator         LEVEL         7           2         Property Administrator         LEVEL         7           2         Prop	123	Total- Corporate Services Division		
No. of Posts         Posts         Classification         Remarks           1         Senior Director, Estate Management         LEVEL         10           1         Executive Secretary         LEVEL         5           1         Records Officer         LEVEL         3           3         Property Administration Branch         Remarks         Posts           1         Manager, Regional Services         Classification         Remarks           1         Manager, Regional Services         LEVEL         9         Post(s) [# 140622] of Manager, Property Administration (LEVEL 8A) retitled and upgraded with effect from July 8, 2019.           1         Senior Secretary         LEVEL         4           2         Property Administration Branch - Enforcement Squatter Management         8           No. of Posts         Posts         Classification         Remarks           1         Property Administrator         LEVEL         6           2         Enforcement Officer         LEVEL         6           3         Property Administrator         LEVEL         7           2         Property Administrator         LEVEL         7           2         Property Administrator         LEVEL         6           4	Estate N	<b>Aanagement Division</b>		
1       Senior Director, Estate Management       LEVEL       10         1       Executive Secretary       LEVEL       5         1       Records Officer       LEVEL       3         3       Property Administration Branch       Remarks         No. of       Posts       Posts       Remarks         1       Manager, Regional Services       LEVEL       9       Post(s) [# 140622] of Manager, Property Administration (LEVEL 8A) retitled and upgraded with effect from July 8, 2019.         1       Senior Secretary       LEVEL       4         2       Property Administration Branch - Enforcement Squatter Management       Remarks         No. of       Posts       Posts       Remarks         1       Senior Secretary       LEVEL       4         2       Property Administrator       LEVEL       4         2       Enforcement Officer       LEVEL       6         2       Enforcement Officer       LEVEL       4         3       Property Administration Branch - Crown Land Management       Remarks         1       Senior Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       7         3       Property Administrator       LEVEL	-	8		
1       Executive Secretary       LEVEL       5         1       Records Officer       LEVEL       3         Property Administration Branch         No. of Posts       Posts       Classification LEVEL       8         1       Manager, Regional Services       LEVEL       9         1       Senior Secretary       LEVEL       4         2       Property Administration Branch - Enforcement Squatter Management       6         1       Senior Secretary       LEVEL       4         2       Property Administrator       LEVEL       6         2       Enforcement Officer       LEVEL       4         3       Property Administrator       LEVEL       6         2       Enforcement Officer       LEVEL       4         3       Property Administrator       LEVEL       6         2       Enforcement Officer       LEVEL       7         3       Posts       Posts       Classification       Remarks         1       Senior Property Administrator       LEVEL       7       2         2       Property Administrator       LEVEL       5       Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from Augue	Posts			Remarks
1       Records Officer       LEVEL       3         Property Administration Branch         No. of Posts       Posts       Remarks         1       Manager, Regional Services       LEVEL       9       Post(s) [# 140622] of Manager, Property Administration (LEVEL 8A) retitled and upgraded with effect from July 8, 2019.         1       Senior Secretary       LEVEL       4         2       Property Administration Branch - Enforcement Squatter Management       Remarks         No. of Posts       Posts       Classification Remarks       Remarks         1       Property Administrator       LEVEL       4         2       Enforcement Officer       LEVEL       6         2       Enforcement Officer       LEVEL       4         3       Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       7         3       Posts       Classification Remarks       Remarks         1       Senior Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       6         4       Assistant Property Administrator       LEVEL       5       Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from Auguer </td <td>1</td> <td>•</td> <td></td> <td></td>	1	•		
3         Property Administration Branch         No. of Posts       Posts       Classification LEVEL       Remarks         1       Manager, Regional Services       LEVEL       9       Post(s) [# 140622] of Manager, Property Administration (LEVEL BA) retilted and upgraded with effect from July 8, 2019.         1       Senior Secretary       LEVEL       4         2       Property Administration Branch - Enforcement Squatter Management       Remarks         No. of Posts       Posts       Classification LEVEL       Remarks         1       Property Administrator       LEVEL       6         2       Enforcement Officer       LEVEL       4         3       Property Administration Branch - Crown Land Management       Remarks         1       Senior Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       6         4       Assistant Property Administrator       LEVEL       5       Four (4) post(s) [#s 294258-61] of Assistant Property Administrator		•		
Property Administration Branch         No. of Posts       Posts       Classification LEVEL       Remarks         1       Manager, Regional Services       LEVEL       9       Remarks         1       Senior Secretary       LEVEL       9       Posts       Posts, 2019.         1       Senior Secretary       LEVEL       4       2         Property Administration Branch - Enforcement Squatter Management         No. of       Posts       Posts       Classification       Remarks         1       Property Administrator       LEVEL       6       2       Enforcement Officer       LEVEL       4         3       Property Administration Branch - Crown Land Management       Remarks       1       Senior Property Administrator       LEVEL       6         2       Enforcement Officer       LEVEL       4       3       3         Property Administration Branch - Crown Land Management       Remarks       Remarks         1       Senior Property Administrator       LEVEL       7       2         2       Property Administrator       LEVEL       7       2       Four (4) post(s) [#s 294258-61] of Assistant Property Administrator       LEVEL       5       Four (4) post(s) [#s 294258-61] of Assistant Property Administrator <td>1</td> <td>Records Officer</td> <td>LEVEL 3</td> <td></td>	1	Records Officer	LEVEL 3	
No. of Posts       Posts       Posts       Remarks         1       Manager, Regional Services       LEVEL       9       Post(s) [# 140622] of Manager, Property Administration (LEVEL 8A) retitled and upgraded with effect from July 8, 2019.         1       Senior Secretary       LEVEL       4         2       Property Administration Branch - Enforcement Squatter Management       Remarks         No. of Posts       Posts       Classification at Property Administrator       Remarks         1       Property Administrator       LEVEL       6         2       Enforcement Officer       LEVEL       4         3       Property Administration Branch - Crown Land Management       Remarks         No. of Posts       Posts       Posts       Remarks         1       Senior Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       6         4       Assistant Property Administrator       LEVEL       5       Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from Augus	3			
PostsPostsClassificationRemarks1Manager, Regional ServicesLEVEL9Post(s) [# 140622] of Manager, Property Administration (LEVEL 8A) retitled and upgraded with effect from July 8, 2019.1Senior SecretaryLEVEL42Property Administration Branch - Enforcement Squatter ManagementRemarksNo. of PostsPostsClassification LEVELRemarks1Property AdministratorLEVEL62Enforcement OfficerLEVEL43Property Administration Branch - Crown Land ManagementRemarksNo. of PostsPostsClassification LEVELRemarks1Senior Property AdministratorLEVEL72Property AdministratorLEVEL72Property AdministratorLEVEL64Assistant Property AdministratorLEVEL54Assistant Property AdministratorLEVEL55Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from Augus	Property	Administration Branch		
1       Manager, Regional Services       LEVEL       9       Post(s) [# 140622] of Manager, Property Administration (LEVEL 8A) retilled and upgraded with effect from July 8, 2019.         1       Senior Secretary       LEVEL       4         2       Property Administration Branch - Enforcement Squatter Management       Remarks         1       Property Administrator       EVEL       4         2       Property Administrator       Remarks         1       Property Administrator       EVEL       6         2       Enforcement Officer       LEVEL       6         2       Enforcement Officer       LEVEL       4         3       Property Administration Branch - Crown Land Management       Remarks         No. of       Posts       Posts       Remarks         1       Senior Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       6         4       Assistant Property Administrator       LEVEL       5       Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from Augus				
Property Administration (LEVEL 8A) retitled and upgraded with effect from July 8, 2019. 1 Senior Secretary LEVEL 4 2 Property Administration Branch - Enforcement Squatter Management No. of Posts Posts Classification 1 Property Administrator LEVEL 6 2 Enforcement Officer LEVEL 4 3 Property Administration Branch - Crown Land Management No. of Posts Posts Classification 1 Senior Property Administrator LEVEL 7 2 Property Administrator LEVEL 7 2 Property Administrator LEVEL 6 4 Assistant Property Administrator LEVEL 6 4 Assistant Property Administrator LEVEL 5 Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from August				
No. of       Posts       Posts       Posts       Percent of the second seco	1			Property Administration (LEVEL 8A) retitled and upgraded with
No. of       Posts       Posts       Posts       Percent of the second seco	Property	Administration Branch - Enforcement Squat	ter Management	
1       Property Administrator       LEVEL       6         2       Enforcement Officer       LEVEL       4         3       Property Administration Branch - Crown Land Management         No. of         Posts       Posts         1       Senior Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       6         4       Assistant Property Administrator       LEVEL       5       Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from August	¥	1	0	
2       Enforcement Officer       LEVEL       4         3       Property Administration Branch - Crown Land Management         No. of       Classification       Remarks         1       Senior Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       6         4       Assistant Property Administrator       LEVEL       5       Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from August				Remarks
3         Property Administration Branch - Crown Land Management         No. of       Classification       Remarks         1       Senior Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       6         4       Assistant Property Administrator       LEVEL       5       Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from August				
Property Administration Branch - Crown Land Management         No. of       Classification       Remarks         1       Senior Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       6         4       Assistant Property Administrator       LEVEL       5       Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from August		Enforcement Officer	LEVEL 4	
No. of PostsClassificationRemarks1Senior Property AdministratorLEVEL72Property AdministratorLEVEL64Assistant Property AdministratorLEVEL5Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from August				
PostsClassificationRemarks1Senior Property AdministratorLEVEL72Property AdministratorLEVEL64Assistant Property AdministratorLEVEL5Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from August		Administration Branch - Crown Land Manag	gement	
1       Senior Property Administrator       LEVEL       7         2       Property Administrator       LEVEL       6         4       Assistant Property Administrator       LEVEL       5		Posts	Classification	Domorks
2       Property Administrator       LEVEL       6         4       Assistant Property Administrator       LEVEL       5       Four (4) post(s) [#s 294258-61] of Assistant Property         4       Administrator       LEVEL       5       Administrator (LEVEL 4) upgraded with effect from August				ACHIAI KS
4 Assistant Property Administrator LEVEL 5 Four (4) post(s) [#s 294258-61] of Assistant Property Administrator (LEVEL 4) upgraded with effect from Augus				
		· ·		of Assistant Property Administrator (LEVEL 4) upgraded with effect from August

### **Estate Management Division**

Property Administration Branch - Land Settlement Unit

No. of Posts	Posts	Classificatio	n	Remarks
1	Senior Property Administrator	LEVEL	7	Post(s) [# 140703] of Senior Property Administrator (LEVEL 7) transferred from Property Management Services with effect from July 8, 2019.
2	Property Administrator	LEVEL	6	Two (2) post(s) [#s 140704-5] of Property Administrator (LEVEL 6) transferred from Property Management Services with effect from July 8, 2019.
1	Records Officer	LEVEL	3	Post(s) [# 140706] of Records Officer (LEVEL 3) transferred from Property Management Services with effect from July 8, 2019.

#### 4

#### Property Administration Branch - North East Region

No. of Posts	Posts	Classificatio	n	Remarks
1	Regional Lands Officer	LEVEL	7	Post(s) [# 140731] of Regional Lands Officer (LEVEL 6) upgraded with effect from August 10, 2020.
3	Senior Lands Officer	LEVEL	6	Three (3) post(s) [#s 140732-4] of Senior Lands Officer (LEVEL 5) upgraded with effect from August 10, 2020.
3	Lands Officer	LEVEL	5	Three (3) post(s) [#s 140739-41] of Lands Officer (LEVEL 4) upgraded with effect from August 10, 2020.
1	Secretary	LEVEL	3	
1	Accounting Clerk	LEVEL	3	
1 10	Ranger	LEVEL	2	

#### Property Administration Branch - South East Region

No. of Posts	Posts	Classification	Remarks
1	Regional Lands Officer	LEVEL 7	Post(s) [# 140755] of Regional Lands Officer (LEVEL 6) upgraded with effect from August 10, 2020.

### **Estate Management Division**

Property Administration Branch - South East Region

No of	6			
No. of Posts	Posts	Classificatior		Remarks
3	Senior Lands Officer	LEVEL	6	Three (3) post(s) [#s 140756-8] of Senior Lands Officer (LEVEL 5) upgraded with effect from August 10, 2020.
4	Lands Officer	LEVEL	5	Four (4) post(s) [#s 140759, 140761 & 140763-4] of Lands Officer (LEVEL 4) upgraded with effect from August 10, 2020.
1	Secretary	LEVEL	3	
1	Accounting Clerk	LEVEL	3	
2	Ranger	LEVEL	2	
12				
Property	Administration Branch - South Region			
No. of				
Posts	Posts	Classification		Remarks
1	Regional Lands Officer	LEVEL	7	Post(s) [# 140715] of Regional Lands Officer (LEVEL 6) upgraded with effect from August 10, 2020.
3	Senior Lands Officer	LEVEL	6	Three (3) post(s) [#s 140716-8] of Senior Lands Officer (LEVEL 5) upgraded with effect from August 10, 2020.
4	Lands Officer	LEVEL	5	Four (4) post(s) [#s 140711-3 & 140719] of Lands Officer (LEVEL 4) upgraded with effect from August 10, 2020.
1	Secretary	LEVEL	3	-
1	Accounting Clerk	LEVEL	3	
1	Ranger	LEVEL	2	
11				
Property	Administration Branch - West Region			
No. of				
Posts	Posts	Classification		Remarks
1	Regional Lands Officer	LEVEL	7	Post(s) [# 140307] of Regional Lands Officer (LEVEL 6) upgraded with effect from August 10, 2020.
4	Senior Lands Officer	LEVEL	6	Four (4) post(s) [#s 140313-5 & 140750] of Senior Lands Officer (LEVEL 5) upgraded with effect from August 10, 2020.

### **Estate Management Division**

Property Administration Branch - West Region

	Administration Drahen - West Region			
No. of Posts 4	Posts Lands Officer	Classificati LEVEL	ion 5	<b>Remarks</b> Four (4) post(s) [#s 140317-20] of Lands Officer (LEVEL 4) upgraded with effect from August 10, 2020.
1	Secretary	LEVEL	3	
1	Accounting Clerk	LEVEL	3	
1	Ranger	LEVEL	2	
12				
Property	Services Branch			
No. of				
Posts	Posts	Classificati	ion	Remarks
1	Manager, Property Services	LEVEL	9	Post(s) [# 140670] of Manager, Property Services (LEVEL 8A) upgraded with effect from July 8, 2019.
1	Senior Secretary	LEVEL	4	
2				
Property	Services Branch - Divestment Services			
No. of				
Posts	Posts	Classificati	ion	Remarks
1	Senior Divestment Administrator	LEVEL	7	
2	Property Administrator	LEVEL	6	
4 7	Assistant Property Administrator	LEVEL	5	Four (4) post(s) [#s 140305-6, 140310 & 280002] of Assistant Property Administrator (LEVEL 4) upgraded with effect from August 10, 2020.
Property	Services Branch - Mapping Unit			
No. of	11 0			
Posts	Posts	Classificati	ion	Remarks
2	Assistant Surveyor	LEVEL	5	
1	Draughtsman	LEVEL	4	
1	Map Clerk	LEVEL	3	
4				
Property	Services Branch - Scanning Operation			
No. of				
<b>Posts</b> 1	Posts Supervisor, Scanning & Records	Classificati LEVEL	ion 5	<b>Remarks</b> New post(s) [# 308043] with effect from July 8, 2019.
1	Senior Scanning Officer	LEVEL	5	New post(s) [# 308044] with effect from July 8, 2019.

### **Estate Management Division**

Property Services Branch - Scanning Operation

Property	Services Branch - Scanning Operation			
No. of	<b>D</b> (			
Posts	Posts Scapping Officer	Classificati LEVEL		Remarks Four (4) new post(s) [#s 308045
4	Scanning Officer	LEVEL	3	8] with effect from July 8, 2019.
1	Office Assistant	LEVEL	2	New post(s) [# 308049] with
			-	effect from July 8, 2019.
7				<b>2</b> · ·
	Services Branch - Strategic Portfolio Manag	ement		
No. of	8 8			
Posts	Posts	Classificati	on	Remarks
1	Senior Property Administrator	LEVEL	7	
1	Property Administrator	LEVEL	6	
1	Assistant Property Administrator	LEVEL	5	Post(s) [# 140316] of Assistant
				Property Administrator (LEVEL 4 upgraded with effect from Augus 10, 2020.
3				
	Fotal- Estate Management Division			
Executiv	ve Management			
No. of				_
Posts	Posts			Remarks
1	Chief Executive Officer	LEVEL	11	
1				
	ve Support			
No. of				_
Posts	Posts	Classificati		Remarks
1				
	Project Specialist		8	
1	Administrative Assistant	LEVEL	6	
1				
1 3	Administrative Assistant Senior Secretary	LEVEL	6	
1 3 4	Administrative Assistant Senior Secretary Total- Executive Management	LEVEL	6	
1 3 4 7 Human	Administrative Assistant Senior Secretary	LEVEL	6	
1 3 4 <u>Human</u> No. of	Administrative Assistant Senior Secretary Fotal- Executive Management Resource Management & Development	LEVEL LEVEL	6 4	
1 3 4 T Human No. of Posts	Administrative Assistant Senior Secretary Total- Executive Management Resource Management & Development Posts	LEVEL LEVEL Classificati	6 4 on	Remarks
1 3 4 <u>Human</u> No. of	Administrative Assistant Senior Secretary Total- Executive Management Resource Management & Development Posts Director, Human Resource Management & Development	LEVEL LEVEL Classificati LEVEL	6 4 on 9	Remarks
1 3 4 T Human No. of Posts	Administrative Assistant Senior Secretary Total- Executive Management Resource Management & Development Posts Director, Human Resource Management &	LEVEL LEVEL Classificati	6 4 on	Remarks
1 3 4 Muman No. of Posts 1	Administrative Assistant Senior Secretary Total- Executive Management Resource Management & Development Posts Director, Human Resource Management & Development	LEVEL LEVEL Classificati LEVEL	6 4 on 9	Remarks

### Human Resource Management & Development

Documentation and Information Management

No. of				
Posts 1	Posts Data Management Officer	Classification LEVEL	5	Remarks Post(s) [# 140420] of Data Management Officer (LEVEL 5) transferred from Human Resource Management with effect from July 8, 2019.
1	Records Officer	LEVEL	3	Post(s) [# 140417] of Records Officer (LEVEL 3) transferred from Human Resource Management with effect from July 8, 2019.
2				
	Resource Development			
No. of Posts 1	<b>Posts</b> Senior Administrator, Human Resource Development	Classification LEVEL	7	<b>Remarks</b> Post(s) [# 140413] of Human Resource Development Officer (LEVEL 7) retitled with effect
1	Administrator, Human Resource Development	LEVEL	6	from July 8, 2019. Post(s) [# 140414] of Human Resource Development Officer (LEVEL 6) retitled with effect from July 8, 2019.
2				
	Resource Management			
No. of Posts	Posts	Classification		Remarks
1	Manager, Human Resource Management	LEVEL	8A	New post(s) [# 308013] with effect from July 8, 2019.
1	Senior Administrator, Organizational Development	LEVEL	7	New post(s) [# 308014] with effect from July 8, 2019.
1	Administrator, Performance Management	LEVEL	6	Post(s) [# 140416] of Human Resource Management Officer (LEVEL 6) retitled with effect from July 8, 2019.
1	Snr. Human Resource Officer - Probation, Confirmation & Medical	LEVEL	4	Post(s) [# 140423] of Senior Records Officer (LEVEL 4) retitled with effect from July 8, 2019.
4				
Pension,	Leave, Document & Information Management	Branch		
No. of				
Posts 1	Posts Manager, Pension, Leave Document & Information Management	Classification LEVEL	8	Remarks New post(s) [# 308012] with effect from July 8, 2019.
Executive	Agoncios Establishment 2022			Page 46

### Human Resource Management & Development

Pension, Leave, Document & Information Management Branch

No. of				
Posts	Posts	Classifica	ntion	Remarks
1	Senior Administrator, Pension and Leave Management	LEVEL	7	Post(s) [# 140415] of Senior Human Resource Management Officer (LEVEL 7) retitled and transferred from Human Resource Management with effect from July 8, 2019.
2	Human Resource Officer	LEVEL	4	Two (2) post(s) [#s 140400-1] of Senior Records Officer (LEVEL 4) retitled and transferred from Human Resource Management with effect from July 8, 2019.
2	Human Resource Officer	LEVEL	4	Two (2) post(s) [#s 140421 & 140419] of Records Officer (LEVEL 3) retitled, reclassified and transferred from Human Resource Management with effect from July 8, 2019.
6				
Staff We	elfare & Benefits			
No. of				
Posts	Posts	Classifica	ntion	Remarks
1	Senior Administrator, Staff Welfare & Benefits	LEVEL	8	Post(s) [# 140398] of Manager, Employee Relations & Benefits
				(LEVEL 8) retitled and transferred from Employee Relations & Benefits with effect from July 8, 2019.
1	Administrator, Compensation & Insurance	LEVEL	6	(LEVEL 8) retitled and transferred from Employee Relations & Benefits with effect from July 8,
1	Administrator, Compensation & Insurance Senior Human Resource Officer	LEVEL	6	<ul> <li>(LEVEL 8) retitled and transferred from Employee Relations &amp; Benefits with effect from July 8, 2019.</li> <li>Post(s) [# 140404] of Assistant Human Resource Officer (LEVEL 6) retitled and transferred from Employee Relations &amp; Benefits with effect from July 8, 2019.</li> <li>Post(s) [# 140422] of Records Officer (LEVEL 3) retitled, reclassified and transferred from Human Resource Management</li> </ul>
				<ul> <li>(LEVEL 8) retitled and transferred from Employee Relations &amp; Benefits with effect from July 8, 2019.</li> <li>Post(s) [# 140404] of Assistant Human Resource Officer (LEVEL 6) retitled and transferred from Employee Relations &amp; Benefits with effect from July 8, 2019.</li> <li>Post(s) [# 140422] of Records Officer (LEVEL 3) retitled, reclassified and transferred from</li> </ul>

22 Total- Human Resource Management & Development

#### Information & Communication Technology No. of Posts Classification Posts Remarks Director, Information & Communication 1 LEVEL 9A Technology **Executive Secretary** 5 1 LEVEL 1 Senior Secretary LEVEL 4 3 Information Services No. of Posts Posts Classification Remarks 1 Manager, Information Services LEVEL 8 1 Information Services - Application Development Unit No. of Posts Remarks Posts Classification 2 Senior Applications Developer LEVEL 7 1 Systems Architect LEVEL 6 1 **Application Developer** LEVEL 6 Post(s) [# 140932] of System Architect (LEVEL 6) retitled with effect from July 8, 2019. 4 Information Services - Database & Spatial Administration No. of Classification Posts Posts Remarks 7 Post(s) [# 140930] of Spatial 1 Spatial Developer LEVEL Developer (LEVEL 7) transferred from Application Development Unit with effect from July 8, 2019.

I	Senior Geo-Spatial Solution Specialist		,	Specialist (LEVEL 7) retitled with effect from July 8, 2019.
1	Senior Database Administrator	LEVEL	7	
1	Spatial Database Administrator	LEVEL	6	
1	Relational Database Administrator	LEVEL	6	
1	Spatial Support Specialist	LEVEL	6	Post(s) [# 294267] of Application

LEVEL

7

Support Specialist (LEVEL 6) retitled and transferred from Information Systems Quality Assurance Support with effect from July 8, 2019.

Post(s) [# 140931] of Senior GIS

6

1

Information Services - Quality Assurance & Support

Senior Geo-Spatial Solution Specialist

No. of			
Posts	Posts	Classification	Remarks
1	Systems Analyst	LEVEL 7	

### Information & Communication Technology

Information Services - Quality Assurance & Support

miormat	ion Services - Quanty Assurance & Support			
No. of				
Posts	Posts	Classification	1	Remarks
1	Quality Assurance Analyst	LEVEL	6	
		LEVEL		
2	Application Support Specialist	LEVEL	6	
4				
System S	Support - Network Administration			
No. of				
Posts	Posts	Classification	1	Remarks
1	Network Security Specialist	LEVEL	7	
1	Network Administrator	LEVEL	6	
I	Network Authinistrator		0	
2				
	Support - Server Support			
No. of				
Posts	Posts	Classification	l	Remarks
1	Senior Server Support Specialist	LEVEL	7	
1	Server Support Specialist	LEVEL	6	
			0	
2				
System S	Support-Technology Support			
No. of				
Posts	Posts	Classification	l	Remarks
1	Senior Technology Support Specialist	LEVEL	7	
5	Client Support Technologist	LEVEL	6	
			0	
6				
Systems	Support			
No. of				
Posts	Posts	Classification	l	Remarks
1	Manager, Systems Support	LEVEL	8	
2	Client Support Technologist	LEVEL	6	Two (2) new post(s) [#s 308050-
2	Client Support Technologist		0	1] with effect from July 8, 2019.
3				]
	fotal- Information & Communication Technology			
51 1	otal- mormation & communication reemology			
Internal	Audit			
No. of				
Posts	Posts	Classification	l	Remarks
1	Chief Audit Executive	LEVEL	9	
1	Senior Auditor	LEVEL	7	New post(s) [# 308114] with
•			•	effect from July 8, 2019.
2	Senior Auditor	LEVEL	7	<b>2</b> <i>i</i>
3				$T_{hron}(2)$ now post(s) [#- 200000
3	Auditor	LEVEL	6	Three(3) new post(s) [#s 308009- 11] with effect from July 8, 2019.
Б	Auditor		6	
5	Auditor	LEVEL	6	

#### **Internal Audit**

No. of			
Posts	Posts	Classification	Remarks
1	Assistant Auditor	LEVEL 5	
13			
13	Total- Internal Audit		

### Land Administration and Management Division

No. of				
Posts	Posts	Classification	on	Remarks
1	Senior Director, Land Administration & Management	LEVEL	10	
1	Manager, Land Administration & Management Division	LEVEL	9	
1	Manager, Land Administration & Management Division	LEVEL	9	Post(s) [# 307036] of Manager (LEVEL 9) retitled with effect from July 8, 2019.
1	Legal Officer 3	LEVEL	8	
3	Legal Officer 3	LEVEL	8	
1	Legal Officer 2	LEVEL	7	
3	Legal Officer 2	LEVEL	7	
1	Paralegal Specialist	LEVEL	6	
1	Paralegal Specialist	LEVEL	6	
1	Executive Secretary	LEVEL	5	
1	Paralegal Officer	LEVEL	4	
1	Paralegal Officer	LEVEL	4	
2	Senior Secretary	LEVEL	4	
1	Assistant Paralegal Officer	LEVEL	3	
1	Assistant Paralegal Officer	LEVEL	3	
20	-			

20 Total- Land Administration and Management Division

### Land Titles Division

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Senior Director/Registrar of Titles	LEVEL	10	
1	Executive Secretary	LEVEL	5	
2				
Legal A <sub>l</sub> No. of	oplications Branch			
Posts	Posts	Classifica	tion	Remarks
1	Manager, Legal Application/Senior Deputy Registrar of Titles	LEVEL	8A	
1	Senior Secretary	LEVEL	4	
2				

### Land Titles Division

Legal Applications Branch - First Registration

Legarri	pphoutons Branen Thist Registration			
No. of				
Posts	Posts	Classificatio	on	Remarks
1	Paralegal Specialist	LEVEL	6	New post(s) [# 308053] with effect from July 8, 2019.
1	Paralegal Specialist	LEVEL	6	Post(s) [# 294210] of Paralegal Specialist (LEVEL 6) transferred from Legal Unit with effect from July 8, 2019.
1	Paralegal Specialist	LEVEL	6	
4	Application Officer	LEVEL	4	
4	Application Officer	LEVEL	4	Four (4) new post(s) [#s 308054- 7] with effect from July 8, 2019.
1	Records Officer	LEVEL	3	New post(s) [# 308058] with effect from July 8, 2019.
12				
Legal A	pplications Branch - Legal Unit			
No. of				
Posts	Posts	Classificatio	n	Remarks
2	Legal Officer 3	LEVEL	8	Two (2) new post(s) [#s 308059- 60] with effect from July 8, 2019.
2	Legal Officer 3	LEVEL	8	
3	Legal Officer 2	LEVEL	7	
7				
	pplications Branch - New Title/Production			
No. of				
Posts	Posts	Classificatio	n	Remarks
1	Supervisor, Legal Applications	LEVEL	7	Post(s) [# 294190] of Supervisor, Legal Applications (LEVEL 6) upgraded with effect from July 8, 2019.
1	Paralegal Specialist	LEVEL	6	New post(s) [# 308061] with effect from July 8, 2019.
6	Senior Application Officer	LEVEL	6	Six (6) post(s) [#s 294191-6] of Senior Application Officer (LEVEL 5) upgraded with effect from July 8, 2019.
2	Senior Application Officer	LEVEL	6	Two (2) new post(s) [#s 308062- 3] with effect from July 8, 2019.
10				
Legal A	pplications Branch - Processing Unit			
No. of				
Posts 1	Posts Paralegal Specialist	Classificatio LEVEL	on 6	Remarks

### Land Titles Division

Legal Applications Branch - Processing Unit

No. of				
Posts	Posts	Classification	ı	Remarks
4	Senior Application Officer	LEVEL	6	Four (4) post(s) [#s 294198-201] of Senior Application Officer (LEVEL 5) upgraded with effect from July 8, 2019.
4	Plan Application Officer	LEVEL	4	Four (4) new post(s) [#s 308064- 7] with effect from July 8, 2019.
1	Control Officer	LEVEL	3	
2	Coding Officer	LEVEL	3	
1	Records Officer	LEVEL	3	New post(s) [# 308068] with effect from July 8, 2019.
13				
0	oplications Branch - South Region			
No. of Desta	Deste	Cleasification	_	Dementer
Posts 1	Posts Legal Officer 2	Classificatior LEVEL	1 7	Remarks
1	Senior Title Investigator	LEVEL	6	
1	Title Investigator	LEVEL	5	
3			U	
	oplications Branch - West Region			
No. of	D (			
Posts 1	Posts Legal Officer	Classificatior LEVEL	ו 7	Remarks
1	Senior Title Investigator	LEVEL	6	
1	Title Investigator	LEVEL	5	
3			U	
	rvices Branch			
No. of				
Posts 1	<b>Posts</b> Manager, Legal Services/Deputy Registrar of Titles	Classificatior LEVEL	1 8A	Remarks Post(s) [# 140939] of Manager, Legal Services (LEVEL 8A) retitled and transferred from Legal Unit with effect from July 8, 2019.
1	Senior Secretary	LEVEL	4	New post(s) [# 308052] with effect from July 8, 2019.
2				-
Memora	ndum			
No. of				
Posts	Posts	Classification		Remarks
1	Manager, Memorandum/Deputy Registrar of Titles		8A	
1	Supervisor, Memorandum	LEVEL	6	

### Land Titles Division

Memorandum

Memora	iliuuili			
No. of				
Posts	Posts	Classification		Remarks
1	Senior Title Investigator	LEVEL	6	
1	Caveat Officer	LEVEL	5	New post(s) [# 308069] with effect from July 8, 2019.
12	Memorandum Officer	LEVEL	5	Twelve (12) post(s) [#s 294221- 32] of Title Investigator (LEVEL 5) retitled with effect from July 8, 2019.
7	Memorandum Officer	LEVEL	5	Seven (7) post(s) [#s 294212-8] of Memorandum/Coder (LEVEL 4) retitled and upgraded with effect from July 8, 2019.
1	Caveat Officer	LEVEL	5	
1	Senior Secretary	LEVEL	4	
1	Process Server	LEVEL	3	
26				
Titles O	peration			
No. of				
Posts	Posts	Classification		Remarks
1	Manager, Titles Operations	LEVEL	8	
1	Senior Secretary	LEVEL	4	
2				
-	peration- Customer Service Unit			
No. of	Dente		_	
Posts	Posts Cuctomor Sonvice Supervisor	Classification		Remarks
1	Customer Service Supervisor	LEVEL	6 5	
5	Senior Customer Service Officer	LEVEL	5	
4	Customer Service Officer	LEVEL	4	
1	Customer Service Clerk	LEVEL	2	
11				
	peration- Document Management			
No. of Posts	Posts	Classification		Remarks
1	Document Management Administrator	LEVEL	6	ivillat N3
2	Records Information Supervisor	LEVEL	5	
1	Senior Records Officer	LEVEL	4	
14	Records Officer	LEVEL	3	
18			U	
	peration- Scanning /Dispatch			
No. of				
Posts	Posts	Classification	ı	Remarks
1	Supervisor, Titles Dispatch	LEVEL	5	

#### Land Titles Division

Titles Operation- Scanning /Dispatch

No. of				
Posts	Posts	Classificati	on	Remarks
1	Senior Scanning Officer	LEVEL	4	
1	Senior Dispatch Officer	LEVEL	4	
7	Scanning Officer	LEVEL	3	
5	Dispatch Officer	LEVEL	3	
1	Office Assistant	LEVEL	2	
16				

127 Total- Land Titles Division

#### Land Valuation Division

No. of				
Posts	Posts	Classification	1	Remarks
1	Senior Director/Commissioner of Land Valuations	LEVEL	10	
1	Executive Secretary	LEVEL	5	
1	Senior Records Officer	LEVEL	4	
1	Senior Secretary	LEVEL	4	New post(s) [# 308070] with effect from July 8, 2019.

#### 4

#### North East Region

No. of				
Posts	Posts	Classificatio	n	Remarks
1	Manager/Deputy Commissioner of Land Valuations	LEVEL	9	Post(s) [# 140297] of Manager/Deputy Commissioner of Land Valuations (LEVEL 8A) upgraded with effect from July 8, 2019.
2	Senior Valuation Surveyor	LEVEL	7	
1	Senior Valuation Surveyor	LEVEL	7	New post(s) [# 308077] with effect from July 8, 2019.
4	Valuation Surveyor	LEVEL	6	
2	Valuation Surveyor	LEVEL	6	Two (2) new post(s) [#s 308078- 9] with effect from July 8, 2019.
3	Valuer	LEVEL	5	
2	Valuation Assistant	LEVEL	4	
1	Senior Secretary	LEVEL	4	
1	Valuation Assistant	LEVEL	4	Post(s) [# 294273] of Records Officer (LEVEL 3) retitled and reclassified with effect from July 8, 2019.

### Land Valuation Division

South East Region

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Manager/Deputy Commissioner of Land Valuations	LEVEL	9	Post(s) [# 140549] of Manager/Deputy Commissioner of Land Valuations (LEVEL 8A) upgraded with effect from July 8, 2019.
2	Senior Valuation Surveyor	LEVEL	7	
1	Senior Valuation Surveyor	LEVEL	7	New post(s) [# 308080] with effect from July 8, 2019.
7	Valuation Surveyor	LEVEL	6	
3	Valuation Surveyor	LEVEL	6	Three (3) new post(s) [#s 308081- 3] with effect from July 8, 2019.
5	Valuer	LEVEL	5	
1	Senior Secretary	LEVEL	4	
3	Valuation Assistant	LEVEL	4	
23				

#### South Region

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Manager/Deputy Commissioner of Land Valuations	LEVEL	9	Post(s) [# 140308] of Manager/Deputy Commissioner of Land Valuations (LEVEL 8A) upgraded with effect from July 8, 2019.
1	Senior Valuation Surveyor	LEVEL	7	New post(s) [# 308071] with effect from July 8, 2019.
2	Senior Valuation Surveyor	LEVEL	7	
5	Valuation Surveyor	LEVEL	6	
5	Valuation Surveyor	LEVEL	6	Five (5) new post(s) [#s 308072- 6] with effect from July 8, 2019.
5	Valuer	LEVEL	5	
1	Valuation Assistant	LEVEL	4	
1	Senior Secretary	LEVEL	4	
1	Records Officer	LEVEL	3	
22				

#### Valuation Services Branch

Posts	Posts	Classifica	Remarks	
1	Administrator, Valuation Services	LEVEL	7	
1	Secretary	LEVEL	3	
2				

### Land Valuation Division

Valuation Services Branch - Customer Services

	Services Dialicii - Custollier Services			
No. of				
Posts	Posts	Classifica	tion	Remarks
1	Customer Service Supervisor	LEVEL	6	
2	Senior Customer Service Officer	LEVEL	5	
1	Customer Service Officer	LEVEL	4	Post(s) [# 140540] of Senior
			т	Records Officer (LEVEL 4)
				retitled with effect from July 8,
				2019
2	Customer Service Officer	LEVEL	4	
			т	
6				
Valuatio	on Services Branch - Data Automation			
No. of				
Posts	Posts	Classifica	tion	Remarks
1	Data Entry Supervisor	LEVEL	6	
2	Data Entry Officer	LEVEL	4	
2	Records Officer	LEVEL	3	
2	Office Assistant	LEVEL	2	
7				
Valuatio	on Services Branch - Valuation Roll			
No. of	Services Drahen - Variation Ron			
Posts	Posts	Classifica	tion	Remarks
				Remarks
1	Supervisor, Valuation Roll		6	
1	Senior Valuation Roll Officer	LEVEL	4	
1	Senior Secretary	LEVEL	4	New post(s) [# 308088] with
			-	effect from July 8, 2019.
4	Valuation Roll Officer	LEVEL	3	
1	Records Officer	LEVEL	3	New post(s) [# 308089] with
				effect from July 8, 2019.
1	Office Assistant	LEVEL	2	
9				
West Re	egion			
No. of				
Posts	Posts	Classifica		Remarks
1	Manager/Deputy Commissioner of Land	LEVEL	9	Post(s) [# 140656] of
	Valuations			Manager/Deputy Commissioner
				of Land Valuations (LEVEL 8A)
				reclassified with effect from July
•			_	8, 2019.
2	Senior Valuation Surveyor	LEVEL	7	
5	Valuation Surveyor	LEVEL	6	
4	Valuation Surveyor	LEVEL	6	Four (4) new post(s) [#s 308084-
	-			7] with effect from July 8, 2019.
3	Valuer	LEVEL	5	
1	Valuation Assistant	LEVEL	4	
			-	

### Land Valuation Division

Luna V				
West Re	egion			
No. of	<u> </u>			
Posts	Posts	Classificat	tion	Remarks
1	Senior Secretary	LEVEL	4	
1	Valuation Assistant	LEVEL	4	Post(s) [# 140694] of Records Officer (LEVEL 3) retitled and reclassified with effect from July 8, 2019.
18				
108	Total- Land Valuation Division			
Surveys	& Mapping Division			
No. of				<b>D</b>
Posts	Posts	Classificat		Remarks
1	Senior Director, Surveys & Mapping	LEVEL	10	
1	Executive Secretary	LEVEL	5	
2				
Cadastra	al Mapping Branch			
No. of				
Posts	Posts	Classificat		Remarks
1	Manager, Cadastral Mapping	LEVEL	8A	
1	Senior Secretary	LEVEL	4	
2				
	al Mapping Branch - Field Mapping			
No. of				
Posts	Posts Chief Surveyor	Classificat		Remarks
1	Chief Surveyor	LEVEL	8	
1 5	Senior Surveyor	LEVEL	7	
5	Surveyor	LEVEL	6	
1	Senior Plan Examiner	LEVEL	5	New post(s) [# 308091] with effect from July 8, 2019.
4	Assistant Surveyor	LEVEL	5	
1	Assistant Surveyor	LEVEL	5	New post(s) [# 308090] with effect from July 8, 2019.
2	Survey Draughtsman	LEVEL	4	Two (2) new post(s) [#s 308092 3] with effect from July 8, 2019.
2	Chief Field Assistant	LEVEL	3	. , ,
2	Field Assistant	LEVEL	2	
1	Field Assistant	LEVEL	2	New post(s) [# 308094] with effect from July 8, 2019.
				······································

### Surveys & Mapping Division

Cadastral Surveys Branch

Poste	Posts	Classifica	tion	Remarks
Posts 1	Manager, Cadastral Surveys	LEVEL	Non 8A	Kemarks
1	Senior Secretary	LEVEL	4	
2			-	
	ll Surveys Branch - Field Survey			
No. of	ii Surveys Branen - Freid Survey			
Posts	Posts	Classifica	tion	Remarks
1	Chief Surveyor	LEVEL	8	
1	Senior Surveyor	LEVEL	7	
5	Surveyor	LEVEL	6	
2	Senior Survey Draughtsman	LEVEL	5	
1	Senior Survey Draughtsman	LEVEL	5	New post(s) [# 308095] with effect from July 8, 2019.
4	Assistant Surveyor	LEVEL	5	
3	Survey Draughtsman	LEVEL	4	Three (3) new post(s) [#s 308096 8] with effect from July 8, 2019.
2	Chief Field Assistant	LEVEL	3	
2	Field Assistant	LEVEL	2	
2	Field Assistant	LEVEL	2	Two (2) new post(s) [#s 308099- 100] with effect from July 8, 2019
23				
	g Services Branch			
No. of				<b>D</b>
Posts 1	Posts Manager, Mapping Services	Classifica LEVEL	tion 8A	Remarks
	Senior Secretary	LEVEL	6A 4	
			4	
1			•	
2			·	
2 Mapping	g Services Branch - Cadastral Data Managem			
2 Mapping No. of	g Services Branch - Cadastral Data Managem	nent		Domoulus
2 Mapping No. of Posts	g Services Branch - Cadastral Data Managem Posts	nent Classifica	tion	Remarks
2 Mapping No. of	g Services Branch - Cadastral Data Managem	nent		Remarks
2 Mapping No. of Posts 1 1	g Services Branch - Cadastral Data Managem Posts Supervisor, Cadastral Data Management	nent Classifica LEVEL	tion	Remarks
2 Mapping No. of Posts 1 1 Mapping	g Services Branch - Cadastral Data Managem Posts	nent Classifica LEVEL	tion	Remarks
2 Mapping No. of Posts 1 1 Mapping No. of	g Services Branch - Cadastral Data Managem <b>Posts</b> Supervisor, Cadastral Data Management g Services Branch - Cadastral Map Compilat	nent Classifica LEVEL ion Unit	tion 7	
2 Mapping No. of Posts 1 1 Mapping No. of Posts	g Services Branch - Cadastral Data Managem Posts Supervisor, Cadastral Data Management g Services Branch - Cadastral Map Compilat Posts	nent Classifica LEVEL ion Unit Classifica	tion 7 tion	Remarks
2 Mapping No. of Posts 1 1 Mapping No. of Posts 1	g Services Branch - Cadastral Data Managem <b>Posts</b> Supervisor, Cadastral Data Management g Services Branch - Cadastral Map Compilat <b>Posts</b> Chief Map Data Compiler	nent Classifica LEVEL ion Unit Classifica LEVEL	tion 7 tion 6	
2 Mapping No. of Posts 1 1 Mapping No. of Posts	g Services Branch - Cadastral Data Managem Posts Supervisor, Cadastral Data Management g Services Branch - Cadastral Map Compilat Posts	nent Classifica LEVEL ion Unit Classifica	tion 7 tion	

### Surveys & Mapping Division

Mapping Services Branch - Cartographic Unit

Posts	Classification		Remarks
			Kemar Ky
<b>U</b> .			
Cartographici		0	
Services Branch - GIS Analysis Unit			
, Services Branen Gib Anarysis enit			
Posts	Classification		Remarks
			i cinui kș
		Ū	
Services Branch - Map Automation Unit			
			Remarks
• • •			
Digitizing Technician	LEVEL	Ø	
Services Branch Photogrammetric Unit			
Services Branen - Thotogrammetrie Omit			
Posts	Classification		Remarks
			Remarks
-			
		•	
	a Unit		
Services Branch - Regional Map Maintenan			
Posts	Classification		Remarks
Posts Supervisor, Map Maintenance	Classification LEVEL	6	Remarks
Posts Supervisor, Map Maintenance Senior Map Maintenance Technician	Classification LEVEL LEVEL	6 5	Remarks
Posts Supervisor, Map Maintenance	Classification LEVEL	6	Remarks
Posts Supervisor, Map Maintenance Senior Map Maintenance Technician	Classification LEVEL LEVEL	6 5	Remarks Two (2) new post(s) [#s 308103- 4] with effect from July 8, 2019.
Posts Supervisor, Map Maintenance Senior Map Maintenance Technician Map Maintenance Technician	Classification LEVEL LEVEL LEVEL LEVEL	6 5 4	Two (2) new post(s) [#s 308103-
Posts Supervisor, Map Maintenance Senior Map Maintenance Technician Map Maintenance Technician	Classification LEVEL LEVEL LEVEL LEVEL LEVEL	6 5 4	Two (2) new post(s) [#s 308103-
Posts Supervisor, Map Maintenance Senior Map Maintenance Technician Map Maintenance Technician Map Maintenance Technician	Classification LEVEL LEVEL LEVEL LEVEL LEVEL	6 5 4 4	Two (2) new post(s) [#s 308103- 4] with effect from July 8, 2019.
Posts Supervisor, Map Maintenance Senior Map Maintenance Technician Map Maintenance Technician Map Maintenance Technician ; Services Branch - Topo Data Management S Posts	Classification LEVEL LEVEL LEVEL LEVEL Section	6 5 4 4	Two (2) new post(s) [#s 308103-
Posts Supervisor, Map Maintenance Senior Map Maintenance Technician Map Maintenance Technician Map Maintenance Technician	Classification LEVEL LEVEL LEVEL LEVEL LEVEL	6 5 4 4	Two (2) new post(s) [#s 308103- 4] with effect from July 8, 2019.
Posts Supervisor, Map Maintenance Senior Map Maintenance Technician Map Maintenance Technician Map Maintenance Technician ; Services Branch - Topo Data Management S Posts	Classification LEVEL LEVEL LEVEL LEVEL Section	6 5 4 4	Two (2) new post(s) [#s 308103- 4] with effect from July 8, 2019.
Posts Supervisor, Map Maintenance Senior Map Maintenance Technician Map Maintenance Technician Map Maintenance Technician ; Services Branch - Topo Data Management S Posts	Classification LEVEL LEVEL LEVEL LEVEL Section	6 5 4 4	Two (2) new post(s) [#s 308103- 4] with effect from July 8, 2019.
Posts Supervisor, Map Maintenance Senior Map Maintenance Technician Map Maintenance Technician Map Maintenance Technician Services Branch - Topo Data Management S Posts Supervisor, Topo Data Management	Classification LEVEL LEVEL LEVEL LEVEL Section	6 5 4 4 7	Two (2) new post(s) [#s 308103- 4] with effect from July 8, 2019.
	Chief Cartographer Cartographer Services Branch - GIS Analysis Unit Posts Senior GIS Analyst GIS Analyst Services Branch - Map Automation Unit Posts Supervisor, Map Automation Digitizing Technician Services Branch - Photogrammetric Unit Posts Chief Photogrammetrist Photogrammetrist	Cartographer       LEVEL         Services Branch - GIS Analysis Unit       Classification         Posts       Classification         Senior GIS Analyst       LEVEL         GIS Analyst       LEVEL         g Services Branch - Map Automation Unit       LEVEL         Posts       Classification         Supervisor, Map Automation       LEVEL         Digitizing Technician       LEVEL         Services Branch - Photogrammetric Unit       Classification         Posts       Classification         Chief Photogrammetrist       LEVEL         Photogrammetrist       LEVEL	CartographerLEVEL5Services Branch - GIS Analysis UnitClassification LEVEL7PostsClassification LEVEL7GIS AnalystLEVEL7GIS AnalystClassification LEVEL6Services Branch - Map Automation UnitClassification LEVEL7PostsClassification LEVEL7Supervisor, Map Automation Digitizing TechnicianClassification LEVEL7Services Branch - Photogrammetric UnitClassification LEVEL6PostsClassification LEVEL6PostsClassification LEVEL6PostsClassification LEVEL6PhotogrammetristLEVEL6PhotogrammetristLEVEL6PhotogrammetristLEVEL5

### Surveys & Mapping Division

Plan Examination & Certification Branch

No. of			
Posts	Posts	Classification	Remarks
1	Senior Secretary	LEVEL 4	
1	Secretary	LEVEL 3	6

3

Plan Examination & Certification Branch - Plan Annexation Section

No. of				
Posts	Posts	Classification	1	Remarks
1	Senior Surveyor	LEVEL	7	
1	Senior Survey Draughtsman	LEVEL	5	
3	Survey Draughtsman	LEVEL	4	
1	Survey Draughtsman	LEVEL	4	New post(s) [# 308105] with effect from July 8, 2019.
1	Office Assistant	LEVEL	2	-
1	Machine Operator	LEVEL	2	
1			2	

#### 8

#### Plan Examination & Certification Branch - Plan Examination Section

No. of				
Posts	Posts	Classification		Remarks
1	Chief Plan Examiner	LEVEL	8	
2	Assistant Chief Plan Examiner	LEVEL	6	
7	Senior Plan Examiner	LEVEL	5	
2	Senior Plan Examiner	LEVEL	5	Two (2) new post(s) [#s 308106- 7] with effect from July 8, 2019.
9	Plan Examiner	LEVEL	4	
1	Records Officer	LEVEL	3	

#### 22

Plan Examination & Certification Branch - Plan Registry

Posts	Posts	Classifica	tion	Remarks
1	Senior Customer Service Officer	LEVEL	5	
2	Customer Service Officer	LEVEL	4	
3				

#### Topographic & Hydrographic Surveys Branch

No. of				
Posts	Posts	Classificatio	n	Remarks
1	Manager, Topographic & Hydrographic Surveys	LEVEL	8A	
1	Senior Secretary	LEVEL	4	
2				

### Surveys & Mapping Division

Topographic & Hydrographic Surveys Branch - Geodetic Survey Section

No. of				
Posts	Posts	Classificatio	n	Remarks
1	Chief Geodesist	LEVEL	8	
1	Senior Surveyor	LEVEL	7	
3	Surveyor	LEVEL	6	
1	Control Database Administrator	LEVEL	6	
6	Assistant Surveyor	LEVEL	5	
3	Chief Field Assistant	LEVEL	3	
2	Field Assistant	LEVEL	2	

<sup>17</sup> 

Topographic & Hydrographic Surveys Branch - Hydrographic Survey Section

No. of				
Posts	Posts	Classification	n	Remarks
1	Chief Hydrographer	LEVEL	8	
1	Senior Hydrographic Surveyor	LEVEL	7	
1	Hydrographic Surveyor	LEVEL	6	
2	Assistant Hydrographic Surveyor	LEVEL	5	
1	Coxswain Driver	LEVEL	4	
1	Boatman	LEVEL	3	
1	Field Assistant	LEVEL	2	

#### 8

### Topographic & Hydrographic Surveys Branch - Reprographic & Reproduction Section

No. of Posts	Posts	Classification	n	Remarks
1	Chief Photolithographer	LEVEL	6	
3	Photolithographer	LEVEL	5	
2	Photolithographer	LEVEL	5	Two (2) new post(s) [#s 308108- 9] with effect from July 8, 2019.

6

166 Total- Surveys & Mapping Division

807 Total-National Land Agency

### **Communication and Customer Service**

Comm	inication and Customer Service			
No. of				
Posts	Posts	Classifica	tion	Remarks
1	Manager, Communication & Customer Service	LEVEL	8	
1	Senior Communication Officer	LEVEL	6	
1	Graphic Artist/Creative Designer	LEVEL	5	
3	Community Relations Officer	LEVEL	5	
1	Communication & Customer Service Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
3	Telephone Operator/Receptionist	LEVEL	3	
11				
11	Total- Communication and Customer Service			
Corpor	ate Services Directorate			
No. of				
Posts	Posts	Classifica	tion	Remarks
1	Director, Corporate Services	LEVEL	9	
1	Administrative Assistant	LEVEL	4	
2				
Equipm	ent Services Department			
No. of				
No. of Posts	Posts	Classifica		Remarks
Posts 1	Posts Manager, Equipment Services	LEVEL	8	Remarks
	Posts			Remarks
Posts 1	Posts Manager, Equipment Services	LEVEL	8	Remarks
Posts 1 1 2	Posts Manager, Equipment Services	LEVEL	8	Remarks
Posts 1 1 2	Posts Manager, Equipment Services Administrative Assistant eent Services Department- Maintenance	LEVEL	8	Remarks
Posts 1 1 2 Equipm	Posts Manager, Equipment Services Administrative Assistant ent Services Department- Maintenance Posts	LEVEL LEVEL Classifica	8 4	Remarks
Posts 1 1 2 Equipm No. of	Posts Manager, Equipment Services Administrative Assistant ent Services Department- Maintenance Posts Maintenance Engineer	LEVEL LEVEL Classifica LEVEL	8 4	
Posts 1 2 Equipm No. of Posts	Posts Manager, Equipment Services Administrative Assistant Tent Services Department- Maintenance Posts Maintenance Engineer Maintenance Supervisor	LEVEL LEVEL Classifica	8 4 .tion	
Posts 1 2 Equipm No. of Posts	Posts         Manager, Equipment Services         Administrative Assistant         tent Services Department- Maintenance         Posts         Maintenance Engineer         Maintenance Supervisor         Repair Supervisor/Inspector	LEVEL LEVEL Classifica LEVEL	8 4 .tion 6	
Posts 1 2 Equipm No. of Posts 1 1	Posts         Manager, Equipment Services         Administrative Assistant         Ment Services Department- Maintenance         Posts         Maintenance Engineer         Maintenance Supervisor         Repair Supervisor/Inspector         Regional Supervisor/Inspector	LEVEL LEVEL Classifica LEVEL LEVEL LEVEL LEVEL	8 4 .tion 6 5	
Posts 1 2 Equipm No. of Posts 1 1 3	Posts Manager, Equipment Services Administrative Assistant ent Services Department- Maintenance Posts Maintenance Engineer Maintenance Supervisor Repair Supervisor/Inspector Regional Supervisor/Inspector Maintenance Supervisor	LEVEL LEVEL Classifica LEVEL LEVEL LEVEL LEVEL LEVEL	8 4 .tion 6 5 4	
Posts 1 2 Equipm No. of Posts 1 1 3	Posts         Manager, Equipment Services         Administrative Assistant         Ment Services Department- Maintenance         Posts         Maintenance Engineer         Maintenance Supervisor         Repair Supervisor/Inspector         Regional Supervisor/Inspector	LEVEL LEVEL Classifica LEVEL LEVEL LEVEL LEVEL	8 4 .tion 6 5 4 4	
Posts 1 2 Equipm No. of Posts 1 1 3 4 1	Posts Manager, Equipment Services Administrative Assistant ent Services Department- Maintenance Posts Maintenance Engineer Maintenance Supervisor Repair Supervisor/Inspector Regional Supervisor/Inspector Maintenance Supervisor	LEVEL LEVEL Classifica LEVEL LEVEL LEVEL LEVEL LEVEL	8 4 .tion 6 5 4 4 4 4	
Posts 1 2 Equipm No. of Posts 1 1 3 4 1 12	Posts         Manager, Equipment Services         Administrative Assistant         tent Services Department- Maintenance         Posts         Maintenance Engineer         Maintenance Supervisor         Repair Supervisor/Inspector         Regional Supervisor/Inspector         Maintenance Supervisor         Service Technician	LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL	8 4 .tion 6 5 4 4 4 3	
Posts 1 2 Equipm No. of Posts 1 1 3 4 1 12 1	Posts         Manager, Equipment Services         Administrative Assistant         Ment Services Department- Maintenance         Posts         Maintenance Engineer         Maintenance Supervisor         Repair Supervisor/Inspector         Regional Supervisor/Inspector         Maintenance Supervisor         Service Technician         Lock/Safe and Vault Technician	LEVEL LEVEL Classifica LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL	8 4 .tion 6 5 4 4 4 3 3	
Posts 1 2 Equipm No. of Posts 1 1 3 4 1 12 1 12	Posts         Manager, Equipment Services         Administrative Assistant         Ment Services Department- Maintenance         Posts         Maintenance Engineer         Maintenance Supervisor         Repair Supervisor/Inspector         Regional Supervisor/Inspector         Maintenance Supervisor         Service Technician         Lock/Safe and Vault Technician         Driver/Operator	LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL	8 4 <b>tion</b> 6 5 4 4 3 3 3 3	

#### Operati

No. of				
Posts	Posts	Classification	n	Remarks
1	Operations Engineer	LEVEL	5	
1	Stores Supervisor	LEVEL	4	
1	Fleet Supervisor	LEVEL	4	
1	Store Collection Clerk	LEVEL	3	

### **Corporate Services Directorate**

Equipment Services Department- Operations

Posts	Classification	Remarks
Store Clerk	LEVEL 3	
Driver/Operator	LEVEL 3	
Office Attendant	LEVEL 1	
Labourer	LEVEL 1	
	Store Clerk Driver/Operator Office Attendant	Store ClerkLEVEL3Driver/OperatorLEVEL3Office AttendantLEVEL1

13

#### Information Technology Department

No. of				
Posts	Posts	Classification	l	Remarks
1	Manager, Information Technology	LEVEL	8	
1	Senior Technical Support Specialist	LEVEL	7	
1	Senior Network Administrator	LEVEL	7	
1	Senior Application & Data Management Specialist	LEVEL	7	
1	Systems Analyst	LEVEL	6	
1	IT Supervisor	LEVEL	6	
1	Data Management Specialist	LEVEL	6	
1	Assistant Network Administrator	LEVEL	5	
3	Client Support Technician	LEVEL	4	
1	Administrative Assistant	LEVEL	4	

12

#### Legal Services

No. of				
Posts	Posts	Classificati	on	Remarks
1	Manager, Legal Services	LEVEL	8	
2	Legal Officer	LEVEL	7	
1	Paralegal Officer	LEVEL	4	
1	Administrative Assistant	LEVEL	4	
5				

#### Property and Estate Department

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Manager, Property & Estate	LEVEL	8	
1	Security Supervisor	LEVEL	6	
1	Maintenance Coordinator	LEVEL	6	
1	Building Officer	LEVEL	6	
2	Property Officer	LEVEL	5	
1	Electrical And Mechanical Supervisor	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
1	Mechanical Artisan	LEVEL	3	
2	Electrical Artisan	LEVEL	3	
1	Caretaker	LEVEL	2	

### **Corporate Services Directorate**

Property and Estate Department

Property	and Estate Department		
No. of Posts	Posts	Classification	Remarks
6	Security/Watchman	LEVEL 1	ixemat kş
2	Groundsman/Handyman	LEVEL 1	
20			
Public P	rocurement Branch		
No. of			
Posts	Posts	Classification	Remarks
1	Director, Public Procurement	LEVEL 8	
1	Senior Public Procurement Officer	LEVEL 6	
1	Public Procurement Officer	LEVEL 5	
1	Public Procurement Administrator	LEVEL 4	
1	Public Procurement Clerk	LEVEL 2	
5			
<b>95</b> T	Total- Corporate Services Directorate		
Executiv	ve Office		
No. of			
Posts	Posts	Classification	Remarks
1	Chief Executive Officer	LEVEL 1	1
1	Executive Assistant	LEVEL 6	
1	Administrative Assistant	LEVEL 4	
1	Clerical Officer	LEVEL 2	
4			
	Total- Executive Office		
Finance	and Accounts		
No. of			
Posts	Posts	Classification	Remarks
1	Director, Finance & Accounts	LEVEL 9	
1	Administrative Assistant	LEVEL 4	
2			
	ly Funded Project Unit		
No. of Posts	Deste	Closeffeetier	Domonico
Posts	Posts Manager, External Funded Project	Classification LEVEL 8	Remarks
1	-		
1	Senior Accounting Officer	LEVEL 5	
3	Accounting Officer	LEVEL 4	
1	Data Entry Officer	LEVEL 3	
2	Accounting Clerk	LEVEL 3	
8			

#### **Finance and Accounts**

Financial Accounts

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Manager, Financial Accounts	LEVEL	8	
1	Assistant Manager, Financial Accounts	LEVEL	6	
5	Senior Finance Officer	LEVEL	5	
1	Data Processing Supervisor	LEVEL	5	
3	Finance Officer	LEVEL	4	
2	Data Entry Clerk	LEVEL	4	
1	Cashier	LEVEL	4	
1	Administrative Assistant	LEVEL	4	
1	Dispatch Clerk	LEVEL	3	
1	Clerical Officer	LEVEL	2	
17				

#### Management Accounts

No. of	_			
Posts	Posts	Classifica	tion	Remarks
1	Manager, Management Accounts	LEVEL	8	
1	Assistant Manager, Management Accounts	LEVEL	6	
5	Senior Accounting Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
3	Accounting Officer	LEVEL	4	
11				
38	Total- Finance and Accounts			

## Human Resource Management and Administration

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Director, Human Resource Management and Admin.	LEVEL	9	
1	Administrative Assistant	LEVEL	4	
2				

#### Information Resource

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Manager, Information Resource	LEVEL	7	
1	Senior Records Officer	LEVEL	5	
1	Librarian	LEVEL	5	
1	Library Assistant	LEVEL	4	
1	Administrative Assistant	LEVEL	4	
4	Records Officer	LEVEL	3	
1	Clerical Officer	LEVEL	3	
1	Blue Print Operator	LEVEL	3	
11				

### Human Resource Management and Administration

Office Management

PostsClassificationRemarks1Office ManagerLEVEL71Assistant Office ManagerLEVEL51Procurement OfficerLEVEL41Administrative AssistantLEVEL42DriverLEVEL312Office AttendantLEVEL1
1Assistant Office ManagerLEVEL51Procurement OfficerLEVEL41Administrative AssistantLEVEL42DriverLEVEL312Office AttendantLEVEL1
1Procurement OfficerLEVEL41Administrative AssistantLEVEL42DriverLEVEL312Office AttendantLEVEL1
1Administrative AssistantLEVEL42DriverLEVEL312Office AttendantLEVEL1
2DriverLEVEL312Office AttendantLEVEL1
12 Office Attendant LEVEL 1
18
Personnel and Industrial Relations
No. of
Posts Posts Classification Remarks
1 Manager, Personnel & Industrial Relations LEVEL 8
2 Personnel & Industrial Relations Officer LEVEL 5
1 Administrative Assistant LEVEL 4
1 Clerical Officer LEVEL 3
5
Training and Development
No. of
Posts         Classification         Remarks           1         Training & Development Manager         LEVEL         7
2 Training and Development Officer LEVEL 5
1 Administrative Assistant LEVEL 4
4
40 Total- Human Resource Management and Administration
Internal Audit
No. of

110.01				
Posts	Posts	Classificatio	Remarks	
1	Chief Internal Auditor	LEVEL	8	
1	Senior Auditor	LEVEL	6	
4	Internal Auditor	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
7				
7	Total- Internal Audit			

#### **Planning and Research Directorate**

Posts	Posts	Classifica	tion	Remarks
1	Director, Planning & Research	LEVEL	9	
1	Corporate/Performance Monitoring Officer	LEVEL	6	
1	Administrative Assistant	LEVEL	4	

#### **Planning and Research Directorate**

	g and Research Directorate				
No. of Posts	Posts	Classifica	tion	Remarks	
3	r osts	Classifica	uon	Remarks	
	ment Control and Physical Planning Departs	nent			
No. of	ment Control and Physical Planning Departm	llelli			
No. 01 Posts	Posts	Classifica	tion	Remarks	
1	Manager, Development Control & Physical	LEVEL	7	Kellial KS	
	Planning				
1	Physical Planner	LEVEL	6		
2	Road Planner	LEVEL	5		
4	Planning Technologist	LEVEL	4		
1	Administrative Assistant	LEVEL	4		
1	Clerical Officer	LEVEL	2		
10					
	hical Information System				
No. of					
Posts	Posts	Classifica	tion	Remarks	
1	GIS Manager	LEVEL	7		
3	GIS Officer	LEVEL	5		
4					
Network	Planning and Research				
No. of	6				
Posts	Posts	Classifica	tion	Remarks	
1	Manager, Network Planning & Research	LEVEL	8		
1	Senior Highway Engineer	LEVEL	7		
1	Transportation Planner	LEVEL	6		
2	Highway/Planning Engineer	LEVEL	6		
2	Junior Engineer	LEVEL	5		
1	Data Collection Supervisor	LEVEL	4		
1	Data Analyst	LEVEL	4		
1	Administrative Assistant	LEVEL	4		
3	Data Entry Officer	LEVEL	2		
7	Data Collection Technician	LEVEL	2		
20					
Traffic N	Management				
No. of					
Posts	Posts	Classifica		Remarks	
1	Operations Manager	LEVEL	8		
1	Operations Engineer	LEVEL	6		
2	Traffic Supervisor	LEVEL	4		
3	Signal Technician	LEVEL	4		
2	Field Technician	LEVEL	3		

LEVEL

3

4 Field Officer

### **Planning and Research Directorate**

Traffic Management

Traffic r	Vlanagement			
No. of	<b>D</b> (			
Posts	Posts	Classification		Remarks
1	Driver	LEVEL	3	
14				
51	Total- Planning and Research Directorate			
Project	Implementation Division			
No. of	1			
Posts	Posts	Classification	ı	Remarks
1	Senior Director, Project Implementation/Deputy CEO	LEVEL	10	
1	Administrative Assistant	LEVEL	4	
2				
	rojects Directorate			
No. of				
Posts	Posts Director Major Projecto	Classification		Remarks
1	Director, Major Projects		9	
5	Major Project Manager		8	
10	Project Manager Senior Clerk of Works		7 5	
10			5 5	
1	Project Officer		5	
3	Administrative Assistant		4	
2	Clerk of Works	LEVEL	4	
23				
	ment Directorate			
No. of	-			
Posts	Posts	Classification		Remarks
1	Director, Procurement		9	
1	Quantity Surveyor		6	
3	Assistant Quantity Surveyor		4	
1	Administrative Assistant	LEVEL	4	
6				
5	Implementation Unit			
No. of	<b>D</b> (			
Posts	Posts Director Dreight Implementation	Classification		Remarks
1	Director, Project Implementation		9 5	
1	Senior Para-legal Officer		5	
1	Paralegal Clerk		4	
1	Mechanical Inspector		4	
2	Administrative Assistant	LEVEL	4	
6				

#### **Project Implementation Division**

Project Implementation Unit- Major Projects

Posts	Posts	Classificat	tion	Remarks
1	Major Project Manager	LEVEL	8	
1	Senior Project Officer	LEVEL	6	
1	Project Surveyor	LEVEL	5	
2	Project Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
2	Surveyor Assistant	LEVEL	3	
8				

# Project Implementation Unit- Project Management

No. of				
Posts	Posts	Classificati	on	Remarks
1	Project Managing Engineer	LEVEL	8	
2	Senior Project Officer	LEVEL	6	
2	Project Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
6				

#### Technical Services Directorate

No. of				
Posts	Posts	Classification		Remarks
1	Director, Technical Services	LEVEL	9	
1	Senior Bridge and Structural Engineer	LEVEL	8	
1	Environmental Specialist	LEVEL	7	
1	Senior Environmental Officer	LEVEL	6	
1	Administrative Assistant	LEVEL	4	

#### 5

## Technical Services Directorate- Building Unit

Posts	Posts	Classification		Remarks
1	Senior Architect	LEVEL	8	
1	Senior Electro-Mechanical Engineer	LEVEL	7	
3	Civil Engineer	LEVEL	6	
1	Senior CAD Technician	LEVEL	4	
4	CAD Technician	LEVEL	3	

#### 10

# Technical Services Directorate- Engineering Tech & Support Unit

Posts	Posts	Classificati	on	Remarks		
1	Senior Engineer, Structural	LEVEL	8			
1	Senior Engineer	LEVEL	7			
3	Civil Engineer	LEVEL	6			
5						
## National Works Agency

## **Project Implementation Division**

Technical Services Directorate- Highway & Pavement Design

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Senior Engineer, Highway Pavement Design	LEVEL	7	
1	Highway Pavement Technician	LEVEL	5	
2				

Technical Services Directorate- Land Surveying Services

Posts	Posts	Classifica	tion	Remarks
1	Manager, Land Surveying Services	LEVEL	8	
1	Senior Land Surveyor	LEVEL	6	
4	Assistant Land Surveyor	LEVEL	4	
6				

79 Total- Project Implementation Division

#### **Quality Assurance Directorate**

N0. 01				
Posts	Posts	Classificat	Remarks	
1	Director, Quality Assurance	LEVEL	9	
2	Senior Quality Assurance Officer	LEVEL	6	
4	Quality Assurance Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
8				

#### Material Testing and Evaluation Unit

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Manager, Material Testing & Evaluation	LEVEL	8	
1	Soils & Materials Supervisor	LEVEL	6	
1	Senior Lab Technician	LEVEL	5	
5	Laboratory Technician	LEVEL	4	
1	Administrative Assistant	LEVEL	4	
2	Field Investigation Technician	LEVEL	3	
1	Driver	LEVEL	3	
12				
20	Total- Quality Assurance Directorate			

### **Regional Implementation & Special Projects**

No. of Posts	Posts	Classification	Remarks
1	Director, Regional Implementation & Special Projects	LEVEL 9	
1	Administrative Assistant	LEVEL 4	
2			

# **National Works Agency**

## **Regional Implementation & Special Projects**

North East Region

No. of				
Posts	Posts	Classificati	ion	Remarks
1	Regional Manager	LEVEL	8	
3	Parish Manager	LEVEL	6	
9	Assistant Parish Manager	LEVEL	5	
1	Administrative Manager	LEVEL	5	
4	Administrative Assistant	LEVEL	4	
1	Driver/Operator	LEVEL	3	
3	Office Attendant	LEVEL	1	
22				

### South East Region

No. of			
Posts	Posts	Classification	Remarks
1	Regional Manager	LEVEL 8	
4	Parish Manager	LEVEL 6	
10	Assistant Parish Manager	LEVEL 5	
1	Administrative Manager	LEVEL 5	
5	Administrative Assistant	LEVEL 4	
1	Driver/Operator	LEVEL 3	
1	Clerical Officer	LEVEL 2	
3	Office Attendant	LEVEL 1	
26			

### South Region

No. of				
Posts	Posts	Classification	on	Remarks
1	Regional Manager	LEVEL	8	
3	Parish Manager	LEVEL	6	
8	Assistant Parish Manager	LEVEL	5	
1	Administrative Manager	LEVEL	5	
1	Clerical Officer	LEVEL	4	
4	Administrative Assistant	LEVEL	4	
1	Driver/Operator	LEVEL	3	
3	Office Attendant	LEVEL	1	
22				

### Special Projects

No. of				
Posts	Posts	Classification		
1	Major Project Manager	LEVEL	8	
3	Construction Manager	LEVEL	7	
2	Flood Control Officer	LEVEL	6	
2	Site Supervisor	LEVEL	5	
1	Senior Clerk of Works (Flood Control)	LEVEL	5	

# **National Works Agency**

## **Regional Implementation & Special Projects**

Special Projects

No. of		
Posts	Posts	<b>Classification</b> Remarks
3	Senior Clerk of Works	LEVEL 5
1	Project Officer	LEVEL 5
3	Clerk of Works	LEVEL 4
16		
West Re	gion	
No. of		
Posts	Posts	<b>Classification</b> Remarks
1	Regional Manager	LEVEL 8

			0	
4	Parish Manager	LEVEL	6	
9	Assistant Parish Manager	LEVEL	5	
5	Administrative Assistant	LEVEL	4	
1	Administrative Manager	LEVEL	5	
5	Office Attendant	LEVEL	1	
~-				

25

113 Total- Regional Implementation & Special Projects

458 Total-National Works Agency

## **Child & Family Programmes**

No. of				
Posts	Posts	Classification		Remarks
1	Director, Child & Family Programmes	LEVEL	7	
1	Adoption Coordinator	LEVEL	6	
4	Clinical Psychologist	LEVEL	5	
1	Placement Coordinator	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
1	Secretary	LEVEL	2	
9				

### Residential Child Care Facilities

No. of				
Posts	Posts	Classificatio	on	Remarks
1	Manager	LEVEL	5	
1	Children's Officer	LEVEL	4	
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
1	Inventory/Procurement Officer	LEVEL	2	
5				

14 Total- Child & Family Programmes

### Child & Family Programmes- North East Region

No. of Posts	Posts	Classificat	ion	Remarks
1	Regional Director	LEVEL	6	
1	Monitoring Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
3				

#### Portland Office

No. of				<b>D</b> 1
Posts	Posts	Classificat	ion	Remarks
2	Children's Officer	LEVEL	4	
1	Administrative/Customer Service Representative	LEVEL	3	
3				

### Residential Child Care Facility- Muirton

No. of	-			
Posts	Posts	Classificatio	n	Remarks
1	Manager	LEVEL	5	
1	Assistant Manager	LEVEL	4	
1	Counsellor	LEVEL	4	
1	Psychiatric Nurse	LEVEL	4	
1	Social Worker	LEVEL	4	
1	Special Education Teacher	LEVEL	4	
1	Teacher	LEVEL	3	
5	Health and Social Care Supervisor	LEVEL	3	

## Child & Family Programmes- North East Region

Residential Child Care Facility- Muirton

No. of				
Posts	Posts	Classifica	tion	Remarks
2	Instructor	LEVEL	3	
1	Procurement and Inventory Officer	LEVEL	2	
1	Maintenance Officer/Groundsman	LEVEL	1B	
6	Health and Social Care Assistant	LEVEL	1B	
3	Attendant	LEVEL	1A	
2	Cook	LEVEL	1A	
27				

#### St. Ann Office

No. of Posts	Posts	Classifica	ation	Remarks
1	Team Leader	LEVEL	5	
4	Children's Officer	LEVEL	4	
1	Administrative/Customer Service Representative	LEVEL	3	
6				

#### St. Mary Office

No. of				
Posts	Posts	Classifica	ation	Remarks
1	Team Leader	LEVEL	5	
3	Children's Officer	LEVEL	4	
1	Administrative/Customer Service Representative	LEVEL	3	
5				

44 Total- Child & Family Programmes- North East Region

#### **Child & Family Programmes- South East Region**

Posts	Posts	Classifica	tion	Remarks
1	Regional Director	LEVEL	6	
2	Monitoring Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	

#### Kingston & St. Andrew Office

No. of				
Posts	Posts	Classifica	ation	Remarks
2	Team Leader	LEVEL	5	
16	Children's Officer	LEVEL	4	
1	Administrative/Customer Service Representative	LEVEL	3	
1	Secretary	LEVEL	2	
20				

## Child & Family Programmes- South East Region

Residential Child Care Facility- Glenhope Nursery

No. of				
Posts	Posts	Classificat	tion	Remark
1	Manager	LEVEL	5	
1	Social Worker	LEVEL	4	
1	Counsellor	LEVEL	4	
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
4	Health & Social Care Supervisor	LEVEL	3	
1	Procurement and Inventory Officer	LEVEL	2	
3	Enrolled Assistant Nurse	LEVEL	2	
1	Maintenance Officer/Groundsman	LEVEL	1B	
10	Health & Social Care Assistant	LEVEL	1B	
2	Cook	LEVEL	1A	
5	Attendant	LEVEL	1A	

<sup>31</sup> 

### Residential Child Care Facility- Glenhope Place of Safety

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Manager	LEVEL	5	
1	Special Education Teacher	LEVEL	4	
1	Social Worker	LEVEL	4	
1	Counsellor	LEVEL	4	
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
1	Teacher	LEVEL	3	
2	Instructor	LEVEL	3	
5	Health & Social Care Supervisor	LEVEL	3	
1	Procurement and Inventory Officer	LEVEL	2	
1	Maintenance Officer/Groundsman	LEVEL	1B	
13	Health & Social Care Assistant	LEVEL	1B	
2	Cook	LEVEL	1A	
4	Attendant	LEVEL	1A	
35				

## Residential Child Care Facility- Homestead Place of Safety

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Manager	LEVEL	5	
1	Special Education Teacher	LEVEL	4	
1	Social Worker	LEVEL	4	
1	Counsellor	LEVEL	4	
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
1	Teacher	LEVEL	3	

**Executive Agencies Establishment, 2022** 

## Child & Family Programmes- South East Region

Residential Child Care Facility- Homestead Place of Safety

reendend	fur ennie eure ruenny fremesteuu ruee er su	100		
No. of				
Posts	Posts	Classification		Remarks
1	Instructor	LEVEL	3	
4	Health and Social Care Supervisor	LEVEL	3	
1	Procurement and Inventory Officer	LEVEL	2	
2	Maintenance Officer/Groundsman	LEVEL	1B	
11	Health & Social Care Assistant	LEVEL	1B	
2	Cook	LEVEL	1A	
4	Attendant	LEVEL	1A	
32				
	ial Child Care Facility- Marigold			
No. of				
Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Social Worker	LEVEL	4	
1	Assistant Manager		4	
1	Teacher	LEVEL	3	
1	Procurement and Inventory Officer	LEVEL	2	
5				
Resident	ial Child Care Facility- Musgrave			
No. of				
Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Children's Officer	LEVEL	4	
1	Assistant Manager	LEVEL	4	
			^	
1	Teacher	LEVEL	3	
1 1	Teacher Inventory/Procurement Officer	LEVEL LEVEL	3 2	
1 5 St. Cathe				
1 5 St. Cathe No. of	Inventory/Procurement Officer	LEVEL	2	
1 5 St. Cather No. of Posts	Inventory/Procurement Officer erine Office Posts	LEVEL	2	Remarks
1 5 <u>St. Cathe</u> <u>No. of</u> Posts 1	Inventory/Procurement Officer erine Office Posts Team Leader	LEVEL Classification LEVEL	2	Remarks
1 5 St. Cather No. of Posts 1 7	Inventory/Procurement Officer erine Office Posts Team Leader Children's Officer	LEVEL Classification LEVEL LEVEL	2 5 4	Remarks
1 5 <u>St. Cathe</u> <u>No. of</u> Posts 1	Inventory/Procurement Officer erine Office Posts Team Leader	LEVEL Classification LEVEL	2	Remarks
1 5 St. Cather No. of Posts 1 7	Inventory/Procurement Officer erine Office Posts Team Leader Children's Officer	LEVEL Classification LEVEL LEVEL	2 5 4	Remarks
1 5 St. Cather No. of Posts 1 7 1 9 St. Thom	Inventory/Procurement Officer erine Office Posts Team Leader Children's Officer	LEVEL Classification LEVEL LEVEL	2 5 4	Remarks
1 5 St. Cather No. of Posts 1 7 1 9 St. Thom No. of	Inventory/Procurement Officer erine Office Posts Team Leader Children's Officer Administrative/Customer Service Representative	LEVEL Classification LEVEL LEVEL LEVEL LEVEL	2 5 4 3	
1 5 St. Cather No. of Posts 1 7 1 9 St. Thom No. of Posts	Inventory/Procurement Officer erine Office Posts Team Leader Children's Officer Administrative/Customer Service Representative	LEVEL Classification LEVEL LEVEL LEVEL Classification	2 5 4 3	Remarks
1 5 St. Cather No. of Posts 1 7 1 9 St. Thom No. of Posts 2	Inventory/Procurement Officer erine Office Posts Team Leader Children's Officer Administrative/Customer Service Representative mas Office Posts Children's Officer	LEVEL Classification LEVEL LEVEL LEVEL Classification LEVEL	2 5 4 3 3	
1 5 St. Cather No. of Posts 1 7 1 9 St. Thom No. of Posts	Inventory/Procurement Officer erine Office Posts Team Leader Children's Officer Administrative/Customer Service Representative	LEVEL Classification LEVEL LEVEL LEVEL Classification	2 5 4 3	

3

### Child & Family Programmes- South East Region

144 Total- Child & Family Programmes- South East Region

### Child & Family Programmes- Southern Region

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Regional Director	LEVEL	6	
1	Monitoring Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
3				

#### Clarendon Office

No. of				
Posts	Posts	Classific	ation	Remarks
1	Team Leader	LEVEL	5	
4	Children's Officer	LEVEL	4	
1	Administrative/Customer Service Representative	LEVEL	3	
6				

#### Manchester Office

No. of				
Posts	Posts	Classific	ation	Remarks
1	Team Leader	LEVEL	5	
4	Children's Officer	LEVEL	4	
1	Administrative/Customer Service Representative	LEVEL	3	
6				

### Residential Child Care Facility- Mannings Boys' Home

No. of				
Posts	Posts	Classificati	ion	Remarks
1	Manager	LEVEL	5	
1	Social Worker	LEVEL	4	
1	Counsellor	LEVEL	4	
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
1	Teacher	LEVEL	3	
2	Instructor	LEVEL	3	
3	Health and Social Care Supervisor	LEVEL	3	
1	Procurement & Inventory Officer	LEVEL	2	
1	Maintenance Officer/Groundsman	LEVEL	1B	
7	Health & Social Care Assistant	LEVEL	1B	
2	Cook	LEVEL	1A	
3	Attendant	LEVEL	1A	
25				

## Child & Family Programmes- Southern Region

Residential Child Care Facility- St. Augustine Place of Safety

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Manager	LEVEL	5	
1	Social Worker	LEVEL	4	
1	Counsellor	LEVEL	4	
1	Assistant Manager	LEVEL	4	
2	Teacher	LEVEL	3	
1	Instructor	LEVEL	3	
3	Health & Social Care Supervisor	LEVEL	3	
1	Procurement & Inventory Officer	LEVEL	2	
2	Maintenance Officer/Groundsman	LEVEL	1B	
9	Health & Social Care Assistant	LEVEL	1B	
2	Cook	LEVEL	1A	
3	Attendant	LEVEL	1A	

<sup>27</sup> 

### Residential Child Care Facility- Summerfield Boys' Home

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Manager	LEVEL	5	
1	Social Worker	LEVEL	4	
1	Counsellor	LEVEL	4	
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
1	Teacher	LEVEL	3	
1	Instructor	LEVEL	3	
3	Health & Social Care Supervisor	LEVEL	3	
1	Procurement & Inventory Officer	LEVEL	2	
1	Maintenance Officer/Groundsman	LEVEL	1B	
7	Health & Social Care Assistant	LEVEL	1B	
2	Cook	LEVEL	1A	
2	Attendant	LEVEL	1A	
23				

#### St. Elizabeth Office

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Team Leader	LEVEL	5	
2	Children's Officer	LEVEL	4	
1	Administrative/Customer Service Representative	LEVEL	3	
4				

94 Total- Child & Family Programmes- Southern Region

## Child & Family Programmes- Western Region

No. of				
Posts	Posts	Classificatio	n	Remarks
1	Regional Director	LEVEL	6	
1	Monitoring Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	3	
3				
Hanover	r Office			
No. of				

Posts	Posts	Classifica	ntion	Remarks
1	Team Leader	LEVEL	5	
3	Children's Officer	LEVEL	4	
1	Administrative/Customer Service Representative	LEVEL	3	
5				

### Residential Child Care Facilities- The Father's House

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Manager	LEVEL	5	
1	Social Worker	LEVEL	4	
1	Counsellor	LEVEL	4	
1	Assistant Manager	LEVEL	4	
1	Administrator	LEVEL	2	
1	Maintenance Officer/Groundsman	LEVEL	1B	
1	Attendant	LEVEL	1A	
2	Cook	LEVEL	1A	
9				

### Residential Child Care Facility- Blossom Gardens Child Care Centre

No. ofClassificationRemark1ManagerLEVEL51Assistant ManagerLEVEL41Social WorkerLEVEL41CounsellorLEVEL41TeacherLEVEL31TeacherLEVEL31TeacherLEVEL31Procurement and Inventory OfficerLEVEL23Enrolled Assistant NurseLEVEL22Maintenance Officer/GroundsmanLEVEL1B9Health & Social Care AssistantLEVEL1A5AttendantLEVEL1A		5			
1ManagerLEVEL51Assistant ManagerLEVEL41Social WorkerLEVEL41CounsellorLEVEL41TeacherLEVEL31TeacherLEVEL31TeacherLEVEL34Health & Social Care SupervisorLEVEL23Enrolled Assistant NurseLEVEL22Maintenance Officer/GroundsmanLEVEL1B9Health & Social Care AssistantLEVEL1A5AttendantLEVEL1A	No. of				
1Assistant ManagerLEVEL41Social WorkerLEVEL41CounsellorLEVEL41TeacherLEVEL31TeacherLEVEL31TeacherLEVEL34Health & Social Care SupervisorLEVEL31Procurement and Inventory OfficerLEVEL23Enrolled Assistant NurseLEVEL22Maintenance Officer/GroundsmanLEVEL1B9Health & Social Care AssistantLEVEL1A5AttendantLEVEL1A	Posts	Posts	Classificat	tion	Remarks
1Social WorkerLEVEL41CounsellorLEVEL41TeacherLEVEL31TeacherLEVEL34Health & Social Care SupervisorLEVEL31Procurement and Inventory OfficerLEVEL23Enrolled Assistant NurseLEVEL22Maintenance Officer/GroundsmanLEVEL1B9Health & Social Care AssistantLEVEL1A5AttendantLEVEL1A	1	Manager	LEVEL	5	
1CounsellorLEVEL41TeacherLEVEL31TeacherLEVEL34Health & Social Care SupervisorLEVEL31Procurement and Inventory OfficerLEVEL23Enrolled Assistant NurseLEVEL22Maintenance Officer/GroundsmanLEVEL1B9Health & Social Care AssistantLEVEL1A5AttendantLEVEL1A	1	Assistant Manager	LEVEL	4	
1TeacherLEVEL31TeacherLEVEL34Health & Social Care SupervisorLEVEL31Procurement and Inventory OfficerLEVEL23Enrolled Assistant NurseLEVEL22Maintenance Officer/GroundsmanLEVEL1B9Health & Social Care AssistantLEVEL1B2CookLEVEL1A5AttendantLEVEL1A	1	Social Worker	LEVEL	4	
1TeacherLEVEL34Health & Social Care SupervisorLEVEL31Procurement and Inventory OfficerLEVEL23Enrolled Assistant NurseLEVEL22Maintenance Officer/GroundsmanLEVEL1B9Health & Social Care AssistantLEVEL1B2CookLEVEL1A5AttendantLEVEL1A	1	Counsellor	LEVEL	4	
4Health & Social Care SupervisorLEVEL31Procurement and Inventory OfficerLEVEL23Enrolled Assistant NurseLEVEL22Maintenance Officer/GroundsmanLEVEL1B9Health & Social Care AssistantLEVEL1B2CookLEVEL1A5AttendantLEVEL1A	1	Teacher	LEVEL	3	
1Procurement and Inventory OfficerLEVEL23Enrolled Assistant NurseLEVEL22Maintenance Officer/GroundsmanLEVEL1B9Health & Social Care AssistantLEVEL1B2CookLEVEL1A5AttendantLEVEL1A	1	Teacher	LEVEL	3	
3Enrolled Assistant NurseLEVEL22Maintenance Officer/GroundsmanLEVEL1B9Health & Social Care AssistantLEVEL1B2CookLEVEL1A5AttendantLEVEL1A	4	Health & Social Care Supervisor	LEVEL	3	
2Maintenance Officer/GroundsmanLEVEL1B9Health & Social Care AssistantLEVEL1B2CookLEVEL1A5AttendantLEVEL1A	1	Procurement and Inventory Officer	LEVEL	2	
9Health & Social Care AssistantLEVEL1B2CookLEVEL1A5AttendantLEVEL1A	3	Enrolled Assistant Nurse	LEVEL	2	
2CookLEVEL1A5AttendantLEVEL1A	2	Maintenance Officer/Groundsman	LEVEL	1B	
5 Attendant LEVEL 1A	9	Health & Social Care Assistant	LEVEL	1B	
	2	Cook	LEVEL	1A	
32	5	Attendant	LEVEL	1A	
	32				

## Child & Family Programmes- Western Region

Residential Child Care Facility- COPSE

No. of				
Posts	Posts	Classification	n	Remarks
1	Manager	LEVEL	5	
1	Assistant Manager	LEVEL	4	
1	Children's Officer	LEVEL	4	
1	Teacher	LEVEL	3	
1	Procurement & Inventory Officer	LEVEL	2	

5

Residential Child Care Facility- Granville Place of Safety

No. of				
Posts Po	osts	Classification	1	Remark
1 Ma	anager	LEVEL	5	
1 As	ssistant Manager	LEVEL	4	
1 Sc	ocial Worker	LEVEL	4	
1 Co	bunsellor	LEVEL	4	
1 Te	eacher	LEVEL	3	
3 Ins	structor	LEVEL	3	
4 He	ealth and Social Care Supervisor	LEVEL	3	
1 Pr	ocurement and Inventory Officer	LEVEL	2	
2 Ma	aintenance Officer/Groundsman	LEVEL	1B	
10 He	ealth & Social Care Assistant	LEVEL	1B	
2 Co	ook	LEVEL	1A	
4 At	tendant	LEVEL	1A	
31				

St. James Office

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Team Leader	LEVEL	5	
7	Children's Officer	LEVEL	4	
1	Administrative/Customer Service Representative	LEVEL	3	
9				

### Trelawny Office

No. of				
Posts	Posts	Classific	ation	Remarks
2	Children's Officer	LEVEL	4	
1	Administrative/Customer Service Representative	LEVEL	3	
3				

#### Westmoreland Office

No. of				р
Posts	Posts	Classific	ation	Remark
4	Children's Officer	LEVEL	4	
1	Administrative/Customer Service Representative	LEVEL	3	

## Child & Family Programmes- Western Region

Westmoreland Office

No. of Posts	Posts	Classification	Remarks
5			
102	Total- Child & Family Programmes- Western Region		

#### **Executive Secretariat**

Posts	Posts	Classificat	tion	Remarks
1	Chief Executive Officer	LEVEL	8	
1	Legal Officer	LEVEL	7	
1	Public Relations and Corporate Communications Manager	LEVEL	6	
1	Executive Assistant	LEVEL	5	
1	Internal Auditor	LEVEL	5	
1	Public Relations Officer	LEVEL	4	
1	Access to Information Officer	LEVEL	4	
1	Public Relations Assistant	LEVEL	3	
1	Secretary	LEVEL	2	
9				
0 7				

9 Total- Executive Secretariat

### **Financial Management and Accounting Services**

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Director, Financial Management and Accounting Services	LEVEL	7	
1	Budget Officer	LEVEL	5	
1	Accountant	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
1	Senior Accounting Clerk	LEVEL	3	
2	Records Officer	LEVEL	2	
1	Pay Clerk	LEVEL	2	
1	Cashier	LEVEL	2	
3	Accounting Clerk	LEVEL	2	
12				

12 Total- Financial Management and Accounting Services

### Human Resource Management & Administration

No. of Posts	Posts	Classificat	tion	Remarks
1	Director, Human Resource Management & Administration	LEVEL	7	
1	Training Officer	LEVEL	4	
1	Administrative Assistant	LEVEL	4	

# Human Resource Management & Administration

IIuman	Resource Management & Auministration			
No. of				
Posts	Posts	Classification	F	Remarks
1	Secretary	LEVEL	2	
9	Records Officer	LEVEL	2	
13				
Human l	Resources			
No. of				
Posts	Posts	Classification	F	Remarks
1	Human Resource Manager		6	
1	Personnel Officer	LEVEL	3	
2	Records Officer	LEVEL	2	
4				
Informat	tion Technology			
No. of				
Posts	Posts	Classification		Remarks
1	Systems Administrator	LEVEL	5	
1	Computer Technician	LEVEL	3	
1	Records Officer	LEVEL	2	
3				
Support	Services			
No. of				
Posts	Posts	Classification	ŀ	Remarks
1	Support Services Manager	LEVEL	6	
1	Support Services Officer	LEVEL	5	
1	Registrar	LEVEL	3	
2	Registry Clerk	LEVEL	2	
1	Telephone Operator	LEVEL	1B	
2	Driver		1B	
6	Attendant		1A	
	Attornaution		173	
14 34	Fotal- Human Resource Management & Administration			
	-			
	ations Unit			
No. of Posts	Posts	Classification	т	Remarks
Posts	rosts Investigations Manager		5	Nemai Ks
10	Investigation Officer	LEVEL		
			4	
11				
11	Fotal- Investigations Unit			
	lanning & Evaluation			
No. of		_		
Posts	Posts	Classification		Remarks
1	Director, Policy Planning and Evaluation	LEVEL	7	
Executiv	e Agencies Establishment, 2022			Page 82

## **Policy Planning & Evaluation**

No. of				
Posts	Posts	Classification		Remarks
1	Research and Development Manager	LEVEL	6	
1	Project Manager	LEVEL	5	
1	Corporate Planner	LEVEL	5	
1	Statistician	LEVEL	4	
1	Administrative Assistant	LEVEL	4	
1	Secretary	LEVEL	2	
2	Data Entry Clerk	LEVEL	2	
9				

9 Total- Policy Planning & Evaluation

#### 473 Total-Child Development Agency

## **Border Protection**

No. of Posts       Posts       Classification LEVEL       Remarks         2       Contraband Enforcement Team       LEVEL       4A         No. of Posts       Posts       Remarks         1       Director, Contraband Enforcement Team       LEVEL       9         1       Administrative Officer 2       LEVEL       9         2       Contraband Enforcement Team       LEVEL       9         1       Administrative Officer 2       LEVEL       4         2       Contraband Enforcement Team - Marine Outposts       Remarks         No. of Posts       Posts       Classification LEVEL       Remarks         3       Senior Enforcement Officer/Team Leader       LEVEL       6         3       Enforcement Officer       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       8         4       Recorder Officer       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       8         4       Recorder Officer       LEVEL       2	-	Protection					
1     Deputy CEO, Border Protection     LEVEL     10       1     Administrative Coordinator     LEVEL     4A       2     Contraband Enforcement Team     LEVEL     4A       No. of     Posts     Posts     Remarks       1     Director, Contraband Enforcement Team     LEVEL     9       1     Administrative Officer 2     LEVEL     4       2     Contraband Enforcement Team - Marine Outposts     Remarks       No. of     Posts     Posts     Remarks       3     Senior Enforcement Officer/Team Leader     LEVEL     6       3     Enforcement Officer     LEVEL     8       6     Contraband Enforcement Team-Kingston     LEVEL     7       No. of     Posts     Posts     Remarks       1     Manager, Kingston     LEVEL     7       6     Senior Enforcement Officer     LEVEL     7       6     Senior Enforcement Team Leader     LEVEL     7       1     Manager, Kingston     LEVEL     7       1     Manager, Kingston     LEVEL     7       2     Enforcement Officer     LEVEL     5       1     Administrative Officer     LEVEL     2       39     Contraband Enforcement Team- Montego Bay     LEVEL							
1     Administrative Coordinator     LEVEL     4A       2     Contraband Enforcement Team     Classification     Remarks       1     Administrative Officer 2     LEVEL     9       2     Contraband Enforcement Team     LEVEL     9       2     Contraband Enforcement Team     LEVEL     9       2     Contraband Enforcement Team - Marine Outposts     Remarks       No. of Posts     Posts     Posts     Remarks       3     Senior Enforcement Officer/Team Leader     LEVEL     6       Contraband Enforcement Team- Kingston     LEVEL     8       No. of Posts     Posts     Classification     Remarks       1     Manager, Kingston     LEVEL     8       3     Supervisor, Contraband Enforcement Team     LEVEL     8       3     Supervisor, Contraband Enforcement Team     LEVEL     8       2     Supervisor, Contraband Enforcement Team     LEVEL     3       4     Records Officer     LEVEL     2       39     Contraband Enforcement Team- Montego Bay     LEVEL     8       2     Supervisor, Contraband Enforcement Team     LEVEL     8       2     Supervisor, Contraband Enforcement Team     LEVEL     8       2     Supervisor, Contraband Enforcement Team     <							
Contraband Enforcement Team         No. of Posts       Posts       Classification       Remarks         1       Director, Contraband Enforcement Team       LEVEL       9         1       Administrative Officer 2       LEVEL       9         2       Contraband Enforcement Team - Marine Outposts       Classification       Remarks         3       Senior Enforcement Officer/Team Leader       LEVEL       6         3       Enforcement Officer       LEVEL       5         6       Contraband Enforcement Team- Kingston       Remarks         No. of Posts       Posts       Classification       Remarks         1       Manager, Kingston       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       7         6       Senior Enforcement Officer       LEVEL       5         1       Manager, Kingston       LEVEL       5         1       Administrative Officer       LEVEL       5         1       Administrative Officer       LEVEL       2         39       Posts       Classification       Remarks         2       Supervisor, Contraband Enforcement Team       LEVEL       8         2       Supervisor, Contrab							
Contraband Enforcement Team         Classification         Remarks           1         Director, Contraband Enforcement Team         LEVEL         9           1         Administrative Officer 2         LEVEL         9           2         Contraband Enforcement Team - Marine Outposts         EVEL         4           2         Contraband Enforcement Team - Marine Outposts         Classification         Remarks           3         Senior Enforcement Officer/Team Leader         LEVEL         6           3         Enforcement Officer         LEVEL         6           6         Contraband Enforcement Team- Kingston         Remarks           1         Manager, Kingston         LEVEL         8           3         Supervisor, Contraband Enforcement Team         LEVEL         8           3         Supervisor, Contraband Enforcement Team         LEVEL         8           3         Supervisor, Contraband Enforcement Team         LEVEL         8           4         Records Officer         LEVEL         2           39         Contraband Enforcement Officer/Team Leader         LEVEL         8           2         Supervisor, Contraband Enforcement Team         LEVEL         8           2         Supervisor, Contraband Enforcement Tea	1	Administrative Coordinator	LEVEL 4	4A			
No. of Posts         Posts         Classification         Remarks           1         Director, Contraband Enforcement Team         LEVEL         9           1         Administrative Officer 2         LEVEL         9           2         Contraband Enforcement Team - Marine Outposts         LEVEL         4           2         Contraband Enforcement Officer/Team Leader         LEVEL         6           3         Senior Enforcement Officer/Team Leader         LEVEL         6           Contraband Enforcement Team- Kingston         Classification         Remarks           Contraband Enforcement Team- Kingston         LEVEL         8           3         Supervisor, Contraband Enforcement Team         LEVEL         8           1         Manager, Kingston         LEVEL         8           3         Supervisor, Contraband Enforcement Team         LEVEL         7           6         Senior Enforcement Officer         LEVEL         2           24         Enforcement Team- Montego Bay         LEVEL         2           3         Posts         Posts         Remarks           2         Supervisor, Contraband Enforcement Team         LEVEL         8           2         Supervisor, Contraband Enforcement Team         LEVEL <td>2</td> <td></td> <td></td> <td></td>	2						
Posts     Posts     Classification     Remarks       1     Director, Contraband Enforcement Team     LEVEL     9       2     LEVEL     4       2     Contraband Enforcement Team - Marine Outposts     Remarks       No. of     Posts     Senior Enforcement Officer/Team Leader     LEVEL     6       3     Senior Enforcement Officer/Team Leader     LEVEL     6       6     Contraband Enforcement Team- Kingston     Remarks       1     Manager, Kingston     LEVEL     8       3     Supervisor, Contraband Enforcement Team     LEVEL     8       1     Manager, Kingston     LEVEL     8       3     Supervisor, Contraband Enforcement Team     LEVEL     7       6     Senior Enforcement Officer     LEVEL     8       2     Administrative Officer 1     LEVEL     5       1     Administrative Officer 1     LEVEL     2       39     Contraband Enforcement Team- Montego Bay     LEVEL     8       2     Supervisor, Contraband Enforcement Team     LEVEL     7       4     Records Officer     LEVEL     7       2     Senior Enforcement Officer/Team Leader     LEVEL     7       2     Supervisor, Contraband Enforcement Team     LEVEL     8							
1       Director, Contraband Enforcement Team       LEVEL       9         1       Administrative Officer 2       LEVEL       4         2       Contraband Enforcement Team - Marine Outposts       Remarks         3       Senior Enforcement Officer/Team Leader       LEVEL       6         3       Senior Enforcement Officer/Team Leader       LEVEL       6         6       Contraband Enforcement Team- Kingston       Remarks         No. of       Posts       Classification       Remarks         1       Manager, Kingston       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       7         6       Senior Enforcement Officer       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       6         24       Enforcement Officer       LEVEL       2         39       Contraband Enforcement Team- Montego Bay       LEVEL       8         1       Manager, Montego Bay       LEVEL       8         2       Senior Enforcement Officer       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       8         1       Manager, Montego Bay       LEVEL       8							
1       Administrative Officer 2       LEVEL       4         2       Contraband Enforcement Team - Marine Outposts       Remarks         3       Senior Enforcement Officer/Team Leader       LEVEL       6         3       Enforcement Officer       LEVEL       6         6       Enforcement Team- Kingston       Remarks         No. of       Posts       Classification       Remarks         1       Manager, Kingston       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       7         6       Senior Enforcement Officer       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       7         6       Senior Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       2         39       Contraband Enforcement Team- Montego Bay       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       8         2       Senior Enforcement Officer       LEVEL       8							
2         Contraband Enforcement Team - Marine Outposts         No. of Posts       Posts Senior Enforcement Officer/Team Leader       Classification LEVEL       Remarks         3       Senior Enforcement Officer       LEVEL       6         Contraband Enforcement Team- Kingston         No. of Posts       Posts       Classification LEVEL       Remarks         1       Manager, Kingston       LEVEL       8         3       Supervisor, Contraband Enforcement Team Enforcement Officer       LEVEL       7         6       Senior Enforcement Officer       LEVEL       5         1       Manager, Kingston       LEVEL       8         3       Supervisor, Contraband Enforcement Team Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       2         39       Contraband Enforcement Team- Montego Bay       LEVEL       8         2       Supervisor, Contraband Enforcement Team LEVEL       1       Remarks         1       Manager, Montego Bay       LEVEL       7         2       Senior Enforcement Officer       LEVEL       7         2       Senior Enforcement Officer       LEVEL       5         1       Administrative Officer							
Contraband Enforcement Team - Marine Outposts         No. of Posts       Posts       Classification       Remarks         3       Senior Enforcement Officer / Team Leader       LEVEL       6         3       Enforcement Officer       LEVEL       5         6       Contraband Enforcement Team- Kingston       Remarks         No. of Posts       Posts       Classification       Remarks         1       Manager, Kingston       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       7         6       Senior Enforcement Officer       LEVEL       7         6       Senior Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       5         1       Administrative Officer       LEVEL       2         39       Contraband Enforcement Team- Montego Bay       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer       LEVEL       8         2	1	Administrative Officer 2	LEVEL 4	4			
No. of Posts     Posts Senior Enforcement Officer/Team Leader     Classification LEVEL     Remarks       3     Senior Enforcement Officer     LEVEL     6       3     Enforcement Officer     LEVEL     5       6     Contraband Enforcement Team- Kingston     Remarks       No. of Posts     Posts     Classification Manager, Kingston     Remarks       1     Manager, Kingston     LEVEL     8       3     Supervisor, Contraband Enforcement Team     LEVEL     7       6     Senior Enforcement Officer     LEVEL     5       1     Administrative Officer 1     LEVEL     5       1     Administrative Officer     LEVEL     2       39     Contraband Enforcement Team- Montego Bay     Remarks       No. of Posts     Posts     Classification Remarks     Remarks       1     Manager, Montego Bay     LEVEL     8       2     Supervisor, Contraband Enforcement Team     LEVEL     7       2     Senior Enforcement Officer     LEVEL     5       1     Manager, Montego Bay     LEVEL     8       2     Supervisor, Contraband Enforcement Team     LEVEL     6       10     Enforcement Officer     LEVEL     5       1     Administrative Officer     LEVEL     2<	2						
PostsPostsClassificationRemarks3Senior Enforcement Officer/Team LeaderLEVEL63Enforcement OfficerLEVEL56Contraband Enforcement Team- KingstonEVEL8No. ofPostsClassificationRemarks1Manager, KingstonLEVEL83Supervisor, Contraband Enforcement TeamLEVEL76Senior Enforcement Officer/Team LeaderLEVEL51Administrative OfficerLEVEL51Administrative OfficerLEVEL34Records OfficerLEVEL239Contraband Enforcement Team- Montego BayEVEL82Supervisor, Contraband Enforcement TeamLEVEL82Supervisor, Contraband Enforcement TeamLEVEL82Supervisor, Contraband Enforcement TeamLEVEL72Senior Enforcement Officer/Team LeaderLEVEL61Manager, Montego BayLEVEL62Supervisor, Contraband Enforcement TeamLEVEL72Senior Enforcement OfficerLEVEL51Administrative OfficerLEVEL51Administrative OfficerLEVEL51Administrative OfficerLEVEL51Administrative OfficerLEVEL51Administrative OfficerLEVEL51Administrative OfficerLEVEL33Records Offic	-	and Enforcement Team - Marine Outposts					
3       Senior Enforcement Officer/Team Leader       LEVEL       6         3       Enforcement Officer       LEVEL       5         6       Contraband Enforcement Team- Kingston         No. of       Posts       Posts       Classification       Remarks         1       Manager, Kingston       LEVEL       8       3       Supervisor, Contraband Enforcement Team       LEVEL       7         6       Senior Enforcement Officer/Team Leader       LEVEL       7       6       24       Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       2       39       2       39         Contraband Enforcement Team- Montego Bay         1       Manager, Montego Bay       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       7         39       Zontraband Enforcement Officer/Team Leader       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Supervisor, Contraband Enforcement Team       LEVEL		Dosta	Classification	Domonico			
3     Enforcement Officer     LEVEL     5       6     Contraband Enforcement Team- Kingston     Classification     Remarks       1     Manager, Kingston     LEVEL     8       3     Supervisor, Contraband Enforcement Team     LEVEL     7       6     Senior Enforcement Officer/Team Leader     LEVEL     7       6     Senior Enforcement Officer 1     LEVEL     5       1     Administrative Officer     LEVEL     2       39     Contraband Enforcement Team- Montego Bay     LEVEL     8       2     Supervisor, Contraband Enforcement Team     LEVEL     7       2     Senior Enforcement Officer/Team Leader     LEVEL     7       2     Senior Enforcement Officer     LEVEL     5       1     Administrative Officer     LEVEL     5       1     Administrative Officer     LEVEL     3       3     Records Officer     LEVEL     2       19     Intelligence     Unit							
Contraband Enforcement Team- Kingston         No. of Posts       Posts       Classification       Remarks         1       Manager, Kingston       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       7         6       Senior Enforcement Officer       LEVEL       6         24       Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       2         39       2       Contraband Enforcement Team- Montego Bay       LEVEL       8         1       Manager, Montego Bay       LEVEL       8       2         39       2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer/Team Leader       LEVEL       7         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer       LEVEL       5         1       Administrative Officer 1       LEVEL       5         1       Administrative Officer 1       LEVEL       2         19       Intelligence       Unit       No. of </td <td></td> <td></td> <td></td> <td></td>							
Contraband Enforcement Team- Kingston         No. of Posts       Posts       Classification       Remarks         1       Manager, Kingston       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       7         6       Senior Enforcement Officer/Team Leader       LEVEL       6         24       Enforcement Officer 1       LEVEL       3         4       Records Officer       LEVEL       2         39       0       24       Remarks         Contraband Enforcement Team- Montego Bay       Classification       Remarks         1       Manager, Montego Bay       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer/Team Leader       LEVEL       7         2       Senior Enforcement Officer/Team Leader       LEVEL       7         2       Senior Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       5         1       Administrative Officer       LEVEL       2         19       Intelligence       Unit       Intelligence          LEVEL		Emorcement Officer		2			
No. of Posts       Posts       Classification       Remarks         1       Manager, Kingston       LEVEL       8         3       Supervisor, Contraband Enforcement Team       LEVEL       7         6       Senior Enforcement Officer/Team Leader       LEVEL       7         6       Senior Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       5         1       Administrative Officer       LEVEL       2         39       2       Contraband Enforcement Team- Montego Bay       LEVEL       8         1       Manager, Montego Bay       LEVEL       8       2         39       2       Supervisor, Contraband Enforcement Team       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer       LEVEL       6         10       Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       2         19       Intelligence Unit       1         No. of         Posts       Posts							
PostsPostsClassificationRemarks1Manager, KingstonLEVEL83Supervisor, Contraband Enforcement TeamLEVEL76Senior Enforcement Officer/Team LeaderLEVEL624Enforcement OfficerLEVEL51Administrative Officer 1LEVEL34Records OfficerLEVEL239		and Enforcement Team- Kingston					
1Manager, KingstonLEVEL83Supervisor, Contraband Enforcement TeamLEVEL76Senior Enforcement Officer/Team LeaderLEVEL624Enforcement OfficerLEVEL51Administrative OfficerLEVEL34Records OfficerLEVEL239		Deste	Classification	Domonto			
3       Supervisor, Contraband Enforcement Team       LEVEL       7         6       Senior Enforcement Officer/Team Leader       LEVEL       6         24       Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       3         4       Records Officer       LEVEL       2         39							
6       Senior Enforcement Officer/Team Leader       LEVEL       6         24       Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       3         4       Records Officer       LEVEL       2         39       Remarks         Contraband Enforcement Team- Montego Bay         No. of         Posts       Posts       Classification       Remarks         1       Manager, Montego Bay       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer/Team Leader       LEVEL       7         2       Senior Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       5         1       Administrative Officer       LEVEL       3         3       Records Officer       LEVEL       2         19       Intelligence Unit       No. of       Remarks         1       Director, Intelligence       LEVEL       8							
24       Enforcement Officer       LEVEL       5         1       Administrative Officer 1       LEVEL       3         4       Records Officer       LEVEL       2         39       Contraband Enforcement Team- Montego Bay         Constraband Enforcement Team- Montego Bay         1       Manager, Montego Bay       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer/Team Leader       LEVEL       6         10       Enforcement Officer 1       LEVEL       5         1       Administrative Officer 1       LEVEL       3         3       Records Officer       LEVEL       2         19       Intelligence Unit							
1       Administrative Officer 1       LEVEL       3         4       Records Officer       LEVEL       2         39       39       Contraband Enforcement Team- Montego Bay       EVEL       2         Contraband Enforcement Team- Montego Bay         1       Manager, Montego Bay       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer/Team Leader       LEVEL       6         10       Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       3         3       Records Officer       LEVEL       2         19       Intelligence Unit       No. of       Remarks         No. of       Posts       Classification       Remarks         1       Director, Intelligence       LEVEL       8							
4Records OfficerLEVEL239Contraband Enforcement Team- Montego BayNo. ofRemarksPostsPostsClassificationRemarks1Manager, Montego BayLEVEL82Supervisor, Contraband Enforcement TeamLEVEL72Senior Enforcement Officer/Team LeaderLEVEL72Senior Enforcement OfficerLEVEL610Enforcement OfficerLEVEL51Administrative OfficerLEVEL33Records OfficerLEVEL2Intelligence UnitNo. of PostsPosts Posts LEVELClassification LEVELRemarks							
39 Contraband Enforcement Team- Montego Bay No. of Posts Posts Classification Remarks 1 Manager, Montego Bay LEVEL 8 2 Supervisor, Contraband Enforcement Team LEVEL 7 2 Senior Enforcement Officer/Team Leader LEVEL 6 10 Enforcement Officer LEVEL 5 1 Administrative Officer 1 LEVEL 3 3 Records Officer LEVEL 2 19 Intelligence Unit No. of Posts Posts Classification Remarks 1 Director, Intelligence LEVEL 8							
Contraband Enforcement Team- Montego Bay         No. of       Classification       Remarks         1       Manager, Montego Bay       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer/Team Leader       LEVEL       6         10       Enforcement Officer       LEVEL       5         1       Administrative Officer 1       LEVEL       3         3       Records Officer       LEVEL       2         19       Intelligence Unit       No. of       Remarks         No. of       Posts       Classification       Remarks         1       Director, Intelligence       LEVEL       8		Necolus Officer		2			
No. of       Classification       Remarks         1       Manager, Montego Bay       LEVEL       8         2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer/Team Leader       LEVEL       6         10       Enforcement Officer       LEVEL       5         1       Administrative Officer 1       LEVEL       3         3       Records Officer       LEVEL       2         19       Intelligence Unit       No. of       Remarks         1       Director, Intelligence       LEVEL       8		and Enforcement Team Montage Day					
PostsPostsClassificationRemarks1Manager, Montego BayLEVEL82Supervisor, Contraband Enforcement TeamLEVEL72Senior Enforcement Officer/Team LeaderLEVEL610Enforcement OfficerLEVEL51Administrative Officer 1LEVEL33Records OfficerLEVEL219ClassificationRemarksNo. of Posts 1PostsPosts LEVELClassification LEVELRemarks		and Enforcement Team- Montego Bay					
1Manager, Montego BayLEVEL82Supervisor, Contraband Enforcement TeamLEVEL72Senior Enforcement Officer/Team LeaderLEVEL610Enforcement OfficerLEVEL51Administrative OfficerLEVEL33Records OfficerLEVEL219Intelligence UnitNo. of Posts 11Director, IntelligenceClassification LEVELRemarks		Posts	Classification	Remarks			
2       Supervisor, Contraband Enforcement Team       LEVEL       7         2       Senior Enforcement Officer/Team Leader       LEVEL       6         10       Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       3         3       Records Officer       LEVEL       2         19       Intelligence Unit       Image: Classification LEVEL       8							
2       Senior Enforcement Officer/Team Leader       LEVEL       6         10       Enforcement Officer       LEVEL       5         1       Administrative Officer       LEVEL       3         3       Records Officer       LEVEL       2         19       Intelligence Unit         Classification       Remarks         1       Director, Intelligence       8       Remarks							
10Enforcement OfficerLEVEL51Administrative Officer 1LEVEL33Records OfficerLEVEL219Intelligence UnitNo. of PostsClassification LEVELRemarks1Director, IntelligenceLEVEL8				6			
1     Administrative Officer 1     LEVEL     3       3     Records Officer     LEVEL     2       19     Intelligence Unit       No. of     Classification     Remarks       1     Director, Intelligence     LEVEL     8							
3     Records Officer     LEVEL     2       19     Intelligence Unit     Intelligence     Intelligence       No. of     Posts     Posts     Remarks       1     Director, Intelligence     LEVEL     8	1						
19       Intelligence Unit       No. of     Classification     Remarks       1     Director, Intelligence     LEVEL     8	3						
Intelligence Unit       No. of     Classification     Remarks       Posts     Posts     LEVEL     8		-	_				
No. ofClassificationRemarksPostsPostsClassification1Director, IntelligenceLEVEL8		nce Unit					
PostsClassificationRemarks1Director, IntelligenceLEVEL8							
1 Director, Intelligence LEVEL 8		Posts	Classification	Remarks			
	1	-		3			

#### **Border Protection**

Intelligence Unit No. of Classification Posts Posts Remarks 2 Intelligence Unit- Cargo Imaging No. of Posts Posts Classification Remarks 1 Director, Cargo Imaging LEVEL 8 2 Manager, Cargo Imaging LEVEL 7 5 Supervisor LEVEL 6 26 5 Image Interpreter LEVEL 34 Intelligence Unit- Coordinating Unit No. of Posts Posts Classification Remarks 6 1 **Coordination Supervisor** LEVEL 3 **Coordination Officer** LEVEL 4 4 Intelligence Unit- Database No. of Posts Posts Classification Remarks 1 **Database Supervisor** LEVEL 5 2 Data Entry Operator LEVEL 3 3 Intelligence Unit-Kingston No. of Posts Remarks Posts Classification 7 1 Intelligence Manager, Kingston LEVEL 2 **Records Officer** LEVEL 2 3 Intelligence Unit- Kingston- Commercial & Prohibited Goods No. of Posts Posts Classification Remarks Senior Analyst/Team Leader, Commercial LEVEL 6 1 Intelligence Analyst 5 1 LEVEL 3 Field Officer LEVEL 4 5 Intelligence Unit- Kingston- Passenger Intelligence & Financial No. of Posts Remarks Posts Classification 1 Senior Analyst/Team Leader, Special Intelligence LEVEL 6 2 Passenger Intelligence Officer LEVEL 5

## **Border Protection**

Intelligence Unit- Kingston- Passenger Intelligence & Financial

No. of Posts 1 4	Posts Field Officer nce Unit- Montego Bay Posts Intelligence Manager, Montego Bay Records Officer	Classification LEVEL Classification LEVEL	4	Remarks Remarks
	nce Unit- Montego Bay- Commercial & Prohibi	ted Goods		
No. of Posts 1 1 2 4 Intelliger	Posts Senior Analyst/Team Leader, Commercial Intelligence Analyst Field Officer nce Unit- Montego Bay- Passenger Intelligence	Classification LEVEL LEVEL LEVEL & Financial	6 5 4	Remarks
No. of Posts 1 3 1 5 Investiga	Posts Senior Analyst/Team Leader, Special Intelligence Passenger Intelligence Officer Field Officer	Classification LEVEL LEVEL LEVEL LEVEL	6 5 4	Remarks
No. of Posts 1 1 2 1 2 1 1 9 3 8 37	Posts         Director, Investigations         Manager (East)         Manager (West)         Supervisor, Commercial         Supervisor, Financial         Supervisor, Financial A         Investigator         Administrative Officer 1         Records Officer         magement Unit	Classification LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL LEVEL	8 7 6 6 6 5 3 2	Remarks
Posts 1 1	Posts Director, Risk Management Manager, Classification & Valuation	Classification LEVEL LEVEL	8 7	Kemarks

## **Border Protection**

Risk Management Unit

Posts	Posts	Classifica	tion	Remarks
1	Manager, Export & Special Team	LEVEL	7	
3	Risk Analyst, Valuation	LEVEL	6	
2	Risk Analyst, Classification	LEVEL	6	
2	Risk Analyst, Contraband	LEVEL	6	
2	Risk Analyst, Export	LEVEL	6	
2	Risk Analyst, Special Team	LEVEL	6	
1	Administrative Officer 1	LEVEL	3	
2	Records Officer	LEVEL	2	
17				
189	Total- Border Protection			

### **Executive Services**

No. of				
Posts	Posts	Classifica	ation	Remarks
1	Senior Director, Executive Services	LEVEL	9	
1	Director, Planning & Research	LEVEL	8	
1	Director, Public Relations & Customer Service	LEVEL	8	
1	Corporate Planner	LEVEL	7	
1	Revenue Analyst	LEVEL	7	
1	Customer Service Manager, Kingston	LEVEL	6	
1	Customer Service Manager, Montego Bay	LEVEL	6	
1	Researcher	LEVEL	6	
6	Customer Service/Information Officer	LEVEL	4	
1	Administrative Coordinator	LEVEL	4A	
1	Administrative Officer 1	LEVEL	3	
16				

### Public Relations & Customer Service

No. of Posts	Posts	Classificat	tion	Remarks
1	Senior Public Relations Officer (Social Media & Digital Content Specialist)	LEVEL	5	New post(s) [# 322151] with effect from November 16, 2020.
1	Public Relations Officer	LEVEL	4	New post(s) [# 322150] with effect from November 16, 2020.
2				

18 Total- Executive Services

#### **Finance & Administration**

No. of Posts	Posts	Classifica	ition	Remark
1	Senior Director, Finance & Administration	LEVEL	9	
1	Administrative Coordinator	LEVEL	4A	

## Finance & Administration

	& Administration			
No. of Posts	Posts	Classifica	ition	Remarks
2 Account	ing Operations			
No. of	ing Operations			
Posts	Posts	Classifica	tion	Remarks
1	Director/FC Accounting Operations	LEVEL	8	ivemai kš
1	Manager, Financial Systems	LEVEL	7	
1	Administrative Officer 1	LEVEL	3	
3			Ũ	
	ing Operations, Dilling & Accounts Dessive	1-1		
No. of	ing Operations- Billing & Accounts Receiva	lbles		
Posts	Posts	Classifica	tion	Remarks
1	Manager, Billing & Accounts Receivables	LEVEL	7	ixemui kš
2	Accounting Technician	LEVEL	4	
3				
Account	ing Operations- Billing & Accounts Receiva	bles- Overtime	e Proces	ssing Unit
No. of				sonig on t
Posts	Posts	Classifica	tion	Remarks
2	Supervisor, Overtime Processing	LEVEL	6	
3	Checking Officer	LEVEL	4	
1	Billing Officer	LEVEL	3	
1	Collections Officer	LEVEL	3	
2	Records Officer	LEVEL	2	
9				
Account	ing Operations- Budget & Planning			
No. of				
Posts	Posts	Classifica	tion	Remarks
1	Director, Planning & Budgeting	LEVEL	8	
1	Commitment Control Officer	LEVEL	5	
2				
Account	ing Operations- Final Accounts			
No. of				
Posts	Posts	Classifica	tion	Remarks
1	Accountant	LEVEL	6	
1	Bank Reconciliation Officer	LEVEL	4	
1	Accounting Technician	LEVEL	4	
3				
5				
	ing Operations- Management Accounting B	udget		
Account No. of	ing Operations- Management Accounting B	udget		
Account	ing Operations- Management Accounting B Posts Director, Management Accounting (Budget)	udget Classifica LEVEL	ition 8	Remarks

## Finance & Administration

Accounting Operations- Management Accounting Budget

No. of Posts 1	Posts	Classificat	tion	Remarks
	ing Operations- Payments			
No. of	ing operations- r ayments			
Posts	Posts	Classificat	tion	Remarks
1	Payments Accountant	LEVEL	7	
2	Travelling/Subsistence Officer	LEVEL	4	
2	Bills Officer	LEVEL	3	
1	Collections Officer	LEVEL	3	
1	Accounting Clerk	LEVEL	3	
7				
-	ing Operations- Payments- Checking Unit			
No. of Posts	Posts		tion	Domonius
1 rosts	Checking Supervisor	Classificat LEVEL	10n 6	Remarks
2	Checking Officer	LEVEL	4	
3	Checking Onice		-	
	ing Operations- Revenue Accounting			
No. of				
Posts	Posts	Classificat	tion	Remarks
1	Director, Revenue Accounting	LEVEL	8	
1	Administrative Officer 2	LEVEL	4	
2				
Account	ing Operations- Revenue Accounting- Reve	nue Unit		
No. of				
Posts	Posts	Classificat	_	Remarks
1	Revenue Accountant	LEVEL	7	
1	Assistant Revenue Accountant	LEVEL	6	
1	Assistant Revenue Accountant - JSWIFT	LEVEL	6	New post(s) [# 323009] with effect from April 6, 2021.
1	Revenue Collections Officer	LEVEL	5	
1	Revenue Collection Officer - JSWIFT	LEVEL	5	New post(s) [# 323010] with effect from April 6, 2021.
1	Bank Reconciliation Officer - JSWIFT	LEVEL	4	New post(s) [# 323011] with effect from April 6, 2021.
2	Bank Reconciliation Officer	LEVEL	4	• •
2	GL Reconciliation Officer	LEVEL	4	
1	Checking Officer	LEVEL	4	
1	Electronic Receipts Reconciliation Officer	LEVEL	4	
1	Sub Ledger Officer	LEVEL	4	
2	Revenue Accounts Clerk	LEVEL	3	

## Finance & Administration

Accounting Operations- Revenue Accounting- Revenue Unit

PostsPostsClassificationRemarks1Records OfficerLEVEL216Accounting Operations- Salaries & Wages	
16	
Accounting Operations- Salaries & Wages	
No. of	
Posts Posts Classification Remarks	
1 Payment Supervisor LEVEL 6	
1 Salaries Officer (Fortnightly) LEVEL 4	
2 Accounting Technician LEVEL 4	
1 Salaries Reimbursement Officer LEVEL 4A	
1 Salaries Officer (Monthly) LEVEL 4A	
6	
Administration Branch	
No. of	
Posts Posts Classification Remarks	
1 Director, Administration LEVEL 8	
1 Administrative Officer 1 LEVEL 3	
2	
Administration Branch - Documentation & Info. Management	
No. of	
Posts Posts Classification Remarks	
1 Coordinator, Documentation & Information LEVEL 6 Management	
1 Librarian LEVEL 5	
2 Administrative Officer 1 LEVEL 3	
3 Records Officer LEVEL 2	
7	
Administration Branch - Office Services	
No. of	
Posts Posts Classification Remarks	
1 Supervisor, Office Services LEVEL 6	
1 Stores Supervisor LEVEL 5	
1 Administrator LEVEL 3	
2 Telephone Operator LEVEL 3	
1 Supplies Clerk LEVEL 3	
2 Receptionist LEVEL 2	
1 Chief Attendant LEVEL 2	
4 Records Officer LEVEL 2	
4 Storeman LEVEL 1	
4 Storeman LEVEL 1 19 Attendant LEVEL 1	

### **Finance & Administration**

Administration Branch - Procurement

No. of				
Posts	Posts	Classificati	ion	Remarks
1	Procurement Manager	LEVEL	7	
1	Purchasing Officer	LEVEL	5	
1	Bills Officer	LEVEL	3	
1	Records Officer	LEVEL	2	
4				

### Administration Branch - Property Management

No. of			
Posts	Posts	Classification	Remarks
1	Supervisor, Property Services	LEVEL	6
1	Property Officer, Standards	LEVEL	5
1	Senior Maintenance Officer	LEVEL	4
1	Administrative Officer 1	LEVEL	3
1	Maintenance Officer	LEVEL	3
4	Handyman	LEVEL	1
3	Groundsman	LEVEL	1

12

### Administration Branch - Transport

No. of			
Posts	Posts	Classification	Remarks
1	Supervisor, Transport	LEVEL	6
1	Transport Assistant	LEVEL	4
4	Trailer/Truck Driver 2	LEVEL	3
8	Driver 1	LEVEL	2
2	Messenger	LEVEL	2
16			

#### Financial Management (Operations)

No. of Posts	Posts	Classifica	ation	Remarks
1 1	Director, Financial Management (Operations)	LEVEL	8	

#### Public Procurement Unit

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Director, Public Procurement	LEVEL	8	
1	Senior Public Procurement Officer	LEVEL	5	
1	Senior Public Procurement Officer	LEVEL	5	New post(s) [# 321225] with effect from November 11, 2019.
1	Public Procurement Officer	LEVEL	4	
1	Public Procurement Administrator	LEVEL	3	
5				

### **Finance & Administration**

140 Total- Finance & Administration

## Human Resource Management & Development

No. of				
Posts	Posts	Classification	l	Remarks
1	Senior Director, Human Resource Management & Development	LEVEL	9	
1	Administrative Coordinator	LEVEL	4A	
2				
Human I	Resource Development			
No. of				
Posts	Posts	Classification		Remarks
1	Director, Human Resource Development	LEVEL	8	
2	Training Officer	LEVEL	6	
1	Administrative Officer 1	LEVEL	3	
4				
Human I	Resource Management			
No. of				
Posts	Posts	Classification	l	Remarks
1	Director, Human Resource Management	LEVEL	8	
1	Senior Human Resource Officer, Staffing	LEVEL	6	
1	Senior Human Resource Officer, Employee Relations	LEVEL	6	
1	Senior Human Resource Officer, Benefits	LEVEL	6	
2	Human Resource Officer	LEVEL	5	
2	Assistant Human Resource Officer	LEVEL	4	
1	Information Records Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
2	Records Officer	LEVEL	2	
			-	
12				

Human Resource Management- Pensions & Records Management

No. of				
Posts	Posts	Classifica	ation	Remarks
1	Manager, Pensions & Records Management	LEVEL	7	
1	Senior Human Resource Officer, Records Management	LEVEL	5	
1	Human Resource Officer, Leave	LEVEL	4	
1	Assistant Human Resource Officer, HRMIS	LEVEL	3	
1	Assistant Human Resource Officer, Service Records	LEVEL	3	
1	Records Officer, Monthly/Fortnightly Attendance	LEVEL	2	
6				

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## Human Resource Management & Development

Human Resource Management- PMAS

Human I	Resource Management- PMAS			
No. of				
Posts	Posts	Classificatio	n	Remarks
1	Manager, PMAS	LEVEL	7	
1	PMAS Officer	LEVEL	5	
2				
	onal Health & Safety			
No. of				
Posts	Posts	Classificatio		Remarks
1	Director, Occupational Health & Safety	LEVEL	8	
1	Occupational Health & Safety Officer	LEVEL	5	
1	Administrative Officer 1	LEVEL	3	
3				
0	tional Development			
No. of				
Posts	Posts	Classificatio		Remarks
1	Director, Organisational Development		8	
1	Organizational Development Officer	LEVEL	5	
2				
31	Total- Human Resource Management & Development			
Informa	tion Services			
No. of				
Posts	Posts	Classificatio	n	Remarks
1	Chief Information Officer	LEVEL	10	Post(s) [# 298891] of Chief
				Information Officer (LEVEL 9)
				upgraded with effect from April 6,
			-	2021.
1	Senior Systems Administrator	LEVEL	7	New post(s) [# 323518] with
1	Administrative Coordinator	LEVEL	4A	effect from January 3, 2022.
3				
	ion Development, Delivery & Support Branch			
No. of Posts	Posts	Classificatio	n	Remarks
1	Manager, Application Development, Delivery &	LEVEL	8	Post(s) [# 298893] of Manager,
I	Support		0	Application Delivery & Support
				(LEVEL 8) retitled and transferred
				from Information Services
				Application Delivery & Support
				with effect from July 13, 2020.
1	Software Engineer	LEVEL	7	New post(s) [# 321604] with
				effect from July 13, 2020.

## **Information Services**

Application Development, Delivery & Support Branch

No. of	· · · · ·			
Posts 1	Posts Software Engineer	Classificatio LEVEL	n 7	Remarks Post(s) [# 298899] of Senior Business Analyst (LEVEL 7) retitled with effect from October 28, 2019; Post of Software Engineer (LEVEL 7) transferred from Information Services, Application Delivery & Support - Corporate Applications w.e.f July 13, 2020.
1	Solutions Architect	LEVEL	7	New post(s) [# 321605] with effect from July 13, 2020.
2	Web Application Developer	LEVEL	7	Two (2) new post(s) [#s 321608- 9] with effect from July 13, 2020.
2	Senior Business Analyst	LEVEL	7	Two (2) post(s) [#s 298894-5] of Senior Business Analyst (LEVEL 7) transferred from Information Services, Application Delivery & Support - Core Customer Application with effect from July 13, 2020.
1	Senior Business Analyst	LEVEL	7	New post(s) [# 321597] with effect from July 13, 2020.
2	Senior Training & Implementation Support Specialist	LEVEL	7	Two (2) post(s) [# 298903-4] of Application Trainers/Implementation Specialist (LEVEL 7) retitled and transferred from Information Services, Application Delivery & Support - Training with effect from July 13, 2020.
1	Senior Quality Assurance Analyst	LEVEL	7	New post(s) [# 321598] with effect from July 13, 2020.
1	Multi-Media Developer	LEVEL	7	New post(s) [# 321593] with effect from July 13, 2020.
1	Technical Documentation Specialist	LEVEL	6	New post(s) [# 321606] with effect from July 13, 2020.
1	Training & Implementation Support Specialist	LEVEL	6	New post(s) [# 321607] with effect from July 13, 2020.
2	Business Analyst	LEVEL	6	Two (2) post(s) [#s 298896-7] of Business Analyst (LEVEL 6) transferred from Information Services, Application Delivery & Support - Core Customer Application with effect from July 13, 2020.

## **Information Services**

Application Development, Delivery & Support Branch

No. of	-			
Posts	Posts	Classificat		Remarks
1	Business Analyst	LEVEL	6	Post(s) [# 298900] of Business Analyst (LEVEL 6) transferred from Information Services, Application Delivery & Support - Corporate Applications with effect from July 13, 2020.
1	Programmer/Analyst	LEVEL	6	Post(s) [# 298898] of Programmer/Analyst (LEVEL 6) transferred from Information Services, Application Delivery & Support - Core Customer Application with effect from July 13, 2020.
2	Programmer/Analyst	LEVEL	6	Two (2) new post(s) [#s 321594- 5] with effect from July 13, 2020.
1	Quality Assurance Analyst	LEVEL	6	New post(s) [# 321596] with effect from July 13, 2020.
22				
	rvices Branch			
No. of Posts	Posts	Classificat	ion	Remarks
1	Manager, Data Services	LEVEL	8	New post(s) [# 321611] with effect from July 13, 2020.
1	Business Intelligence Analyst	LEVEL	7	New post(s) [# 321610] with effect from July 13, 2020.
1	Senior Database Analyst	LEVEL	7	Post(s) [# 298291] of Senior Database Administrator (LEVEL 7) retitled and transferred from Information Services, ICT Operations with effect from July 13, 2020.
2	Database Analyst	LEVEL	6	Two (2) post(s) [#s 298901-2] of Database Analyst (LEVEL 6) transferred from Information Services, Application Delivery &

5

## **Information Services**

ICT Client Services Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, ICT Client Services	LEVEL	8	Post(s) [# 298922] of ICT, Services Manager (LEVEL 7) retitled, upgraded and transferred from Information Services, ICT Services with effect from July 13, 2020.
1	Service Management Analyst	LEVEL	7	Post(s) [# 298927] of Service Management Analyst (LEVEL 6) upgraded and transferred from Information Services, ICT Services with effect from July 13, 2020.
2	Senior Service Desk Administrator	LEVEL	6	Two (2) post(s) [#s 298923-4] of Senior Help Desk Administrator (LEVEL 6) retitled and transferred from Information Services, ICT Services with effect from July 13, 2020.
2	Service Desk Administrator	LEVEL	5	Two (2) post(s) [#s 298925-6] of Help Desk Administrator (LEVEL 5) retitled and transferred from Information Services, ICT Services with effect from July 13, 2020.
5	Service Desk Administrator	LEVEL	5	Five (5) new post(s) [#s 321599- 603] with effect from July 13, 2020.
11				

ICT Policies, Procedures & Records Digitalization Branch

No. of Posts	Posts	Classification		Remarks
1	Manager - ICT Policies, Procedures & Records Digitalization	LEVEL	8	Post(s) [# 298928] of Manager - ICT Policies, Projects & RM (LEVEL 8) retitled and transferred from Information Services, ICT Policies & RM Management with effect from July 13, 2020.
1	Digital Records and Archives Officer	LEVEL	6	New post(s) [# 321612] with effect from July 13, 2020.
1	ICT Policies & Procedure Analyst	LEVEL	6	New post(s) [# 321613] with effect from July 13, 2020.

3

## **Information Services**

	urity Branch			
No. of Posts 1	Posts Manager, ICT Security	Classificat LEVEL	ion 8	<b>Remarks</b> Post(s) [# 298929] of IT Security Management Administrator (LEVEL 8) retitled and transferred from Information Services, IT Security Management with effect
2	ICT Security Analyst	LEVEL	7	from July 13, 2020. Two (2) new post(s) [#s 321614- 5] with effect from July 13, 2020.
3 ICT Tec	hnical Services Branch			
No. of				
Posts 1	Posts Manager, ICT Technical Services	Classificat LEVEL	ion 8	Remarks Post(s) [# 298905] of Manager, ICT Operations (LEVEL 8) retitled and transferred from Information Services, ICT Operations with effect from July 13, 2020.
1	Senior Systems Administrator	LEVEL	7	Post(s) [# 298906] of Senior Systems Administrator (Central Server) (LEVEL 7) retitled and transferred from Information Services, ICT Operations with effect from July 13, 2020.
1	Senior Systems Administrator	LEVEL	7	New post(s) [# 321616] with effect from July 13, 2020.
1	Senior Network Administrator	LEVEL	7	Post(s) [# 298910] of Senior Network Administrator (LEVEL 7) transferred from Information Services, ICT Operations with effect from July 13, 2020.
3	Systems Administrator	LEVEL	6	Three (3) post(s) [#s 298907-9] of Systems Administrator (LEVEL 6) transferred from Information Services, ICT Operations with effect from July 13, 2020.
1	Network Administrator	LEVEL	6	Post(s) [# 298911] of Network Administrator (LEVEL 6) transferred from Information Services, ICT Operations with effect from July 13, 2020.
1	Network Administrator	LEVEL	6	Post(s) [# 298920] of Network Administrator (Montego Bay) (LEVEL 6) retitled and transferred from Information Services, ICT Operations with effect from July 13, 2020.

#### **Information Services**

ICT Technical Services Branch

No. of Posts	Posts	Classifica	tion	Remarks
1	Senior Workstation Technician	LEVEL	6	New post(s) [# 321617] with effect from July 13, 2020.
1	Senior Workstation Technician	LEVEL	6	Post(s) [# 298913] of Senior Workstation Support (LEVEL 5) retitled, upgraded and transferred from Information Services, ICT Operations with effect from July 13, 2020.
2	Systems Administrator	LEVEL	6	Two (2) new post(s) [#s 321618- 9] with effect from July 13, 2020.
1	Work Station Engineer	LEVEL	6	Post(s) [# 298912] of Work Station Engineer (LEVEL 6) transferred from Information Services, ICT Operations with effect from July 13, 2020.
6	Workstation Technician	LEVEL	5	Six (6) post(s) [#s 298914-19] of Workstation Technician (LEVEL 4) upgraded and transferred from Information Services, ICT Operations with effect from July 13, 2020.
20				

## Jamaica Single Window for Trade (JSWIFT) Branch

No. of Posts	Posts	Classification		Remarks
1	Director, JSWIFT Branch	LEVEL	9	New post(s) [# 322983] with effect from April 6, 2021.
1	Administrative Coordinator	LEVEL	4A	New post(s) [# 322984] with effect from April 6, 2021.
1	Administrative Officer 2	LEVEL	4	New post(s) [# 322985] with effect from April 6, 2021.

#### 3

Jamaica Single Window for Trade (JSWIFT) Branch - Business Analysis Section

No. of Posts	Posts	Classification	Remarks
1	JSWIFT Business Lead	LEVEL 8	New post(s) [# 322986] with effect from April 6, 2021.
5	Senior Business Analyst	LEVEL 7	Five (5) new post(s) [#s 322987- 91] with effect from April 6, 2021.

6

### **Information Services**

Jamaica Single Window for Trade (JSWIFT) Branch - Client Services

No. of Posts	Posts	Classifica	tion	Remarks
1	Client Services Manager	LEVEL	7	New post(s) [# 322994] with effect from April 6, 2021.
2	Senior Client Services Officer	LEVEL	6	Two (2) new post(s) [#s 322995 6] with effect from April 6, 2021.
4	Client Services Officer	LEVEL	5	Four (4) new post(s) [#s 322997 323000] with effect from April 6, 2021.
7				
amaica No. of	Single Window for Trade (JSWIFT) Bran	nch - Quality Assu	irance	
Posts	Posts	Classifica	tion	Remarks
1	Senior Quality Assurance Officer	LEVEL	7	New post(s) [# 322992] with effect from April 6, 2021.
1	Quality Assurance Officer	LEVEL	6	New post(s) [# 322993] with effect from April 6, 2021.
				• •
2				
	Single Window for Trade (JSWIFT) Bran	nch - Technical Si	ipport S	

Posts	Posts	Classifica	tion	Remarks
4	Java Developer	LEVEL	7	Four (4) new post(s) [#s 323001- 4] with effect from April 6, 2021.
2	Senior Training & Implementation Support Specialist	LEVEL	7	Two (2) new post(s) [#s 323005- 6] with effect from April 6, 2021.
2	Technical Documentation Specialist	LEVEL	6	Two (2) new post(s) [#s 323007- 8] with effect from April 6, 2021.

### 8

93 Total- Information Services

### **Internal Affairs**

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Director, Internal Affairs	LEVEL	8	
1	Internal Affairs Manager, Kingston	LEVEL	7	
1	Internal Affairs Manager, Montego Bay	LEVEL	7	
1	Manager, Security Vetting	LEVEL	7	
2	Senior Internal Affairs Officer	LEVEL	6	
3	Security Vetting Officer	LEVEL	6	
6	Internal Affairs Officer	LEVEL	5	
15				
15	Total- Internal Affairs			

## **Internal Audit**

No. of Posts	Darte	Classifiaati		Demostly
1 r osts	Posts Chief Internal Auditor	Classification LEVEL	9	Remarks
1	Administrative Officer 2	LEVEL	4	
1	Audit Registrar	LEVEL	3	
4	Filing Clerk	LEVEL	2	
7			2	
7	Total- Internal Audit			
Interna	l Audit Division			
No. of				
Posts	Posts	Classificati		Remarks
1	Team Administrative Officer	LEVEL	4	New post(s) [# 322022] with
				effect from October 20, 2020.
1				
Financia	al Audit			
No. of	D (			
Posts	Posts Director Eineneiel Services	Classification LEVEL		Remarks
1	Director, Financial Services		8	New post(s) [# 322026] with effect from October 20, 2020.
1	Senior Auditor	LEVEL	7	Post(s) [# 299121] of Senior Auditor (LEVEL 6) upgraded and
				transferred from Internal Audit with effect from October 20, 2020.
4	Auditor	LEVEL	6	Four (4) post(s) [#s 299131-4] of Auditor (LEVEL 5) upgraded and
				transferred from Internal Audit with effect from October 20, 2020.
1	Assistant Auditor	LEVEL	5	Post(s) [# 299135] of Assistant
·			Ū	Auditor (LEVEL 4) upgraded and
				transferred from Internal Audit
				with effect from October 20, 2020.
7				
-	tion Systems Audit			
No. of Posts	Darte			Demostly
Posts 1	Posts Director Information Systems Audit	Classification LEVEL	on 8	<b>Remarks</b> Post(s) [# 299117] of Forensic
I	Director mormation Systems Audit		0	Systems Auditor (LEVEL 7)
				retitled, upgraded and transferred from Internal Audit with effect
				from October 20, 2020.
2	IT Auditor	LEVEL	6	Two (2) new post(s) [#s 322024-
			-	5] with effect from October 20,
				2020.
3				

3

## **Internal Audit Division**

Operational Audit

No. of Posts	Posts	Classificatio	on	Remarks
1	Director, Operational Audit	LEVEL	8	New post(s) [# 322023] with effect from October 20, 2020.
2	Senior Auditor	LEVEL	7	Two (2) post(s) [#s 299119-20] of Senior Auditor (LEVEL 6) upgraded and transferred from Internal Audit with effect from October 20, 2020.
8	Auditor	LEVEL	6	Eight (8) post(s) [#s 299123-30] of Auditor (LEVEL 5) upgraded and transferred from Internal Audit with effect from October 20, 2020.
1	Assistant Auditor	LEVEL	5	Post(s) [# 299136] of Assistant Auditor (LEVEL 4) upgraded and transferred from Internal Audit with effect from October 20, 2020
12				

23 Total- Internal Audit Division

### Legal Unit

No. of				<b>D</b>
Posts	Posts	Classificati	on	Remarks
1	Senior Director, Legal Affairs	LEVEL	9	
1	Senior Legal Officer	LEVEL	8	New post(s) [# 321389] with effect from January 20, 2020.
1	Senior Legal Officer	LEVEL	8	
2	Legal Officer	LEVEL	7	Two (2) new post(s) [#s 321390- 1] with effect from January 20, 2020.
2	Legal Officer	LEVEL	7	
1	Legal Secretary	LEVEL	4A	
1	Paralegal Officer	LEVEL	4	New post(s) [# 321392] with effect from January 20, 2020.
1	Legal Registrar	LEVEL	3	New post(s) [# 321393] with effect from January 20, 2020.
10				

10 Total- Legal Unit

### Office of the CEO

No. of Posts	Posts	Classificati	ion	Remarks
1	Chief Executive Officer	LEVEL	11	
1	Executive Assistant	LEVEL	5	
1	Administrative Coordinator	LEVEL	4A	

# Office of the CEO

Office o				
No. of Posts 3	Posts	Classifica	tion	Remarks
	acilitation and Special Projects Unit			
No. of		~		
Posts	Posts			Remarks
1	Senior Director, Trade Facilitation and Special Projects	LEVEL	9	
2	Trade Facilitation & Special Projects Executive	LEVEL	7	
1	Administrative Coordinator	LEVEL	4	
4				
7	Total- Office of the CEO			
	ons Division			
No. of				
Posts	Posts			Remarks
1	Deputy CEO, Operations		10	
1	Administrative Coordinator		4A	
1	Administrative Officer 2	LEVEL	4	
3				
Central	Operations			
No. of				
Posts	Posts	Classifica		Remarks
1	Senior Director, Central Operations		9	
1	Manager, Authorized Economic Operators	LEVEL	7	
1	Manager, Collections & Delinquency	LEVEL	7	
2	Senior Account Officer/Supervisor Authorized Economic Operators	LEVEL	6	
2	Supervisor, Collections & Delinquency	LEVEL	6	
7	Senior Custom Officer	LEVEL	5	
8	Account Officer, Authorized Economic Operator	LEVEL	5	
1	Senior Custom Officer	LEVEL	5	
1	Administrative Coordinator	LEVEL	4A	
1	Administrative Officer	LEVEL	3	
1	Records Officer	LEVEL	2	
26				
<b>a</b> 1				

## Central Operations- Incentives Unit

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Manager, Incentives & Returning Residents	LEVEL	7	
1	Supervisor (Returning Residents)	LEVEL	6	
1	Senior Customs Officer	LEVEL	5	
1	Customs Officer	LEVEL	4	
1	Customs/Write Off Officer	LEVEL	4	

### **Operations Division**

Central Operations- Incentives Unit

Posts	Posts	Classificati	on	Remarks
1	Administrative Officer 1	LEVEL	3	
1	Data Entry Operator	LEVEL	3	
1	Records Officer	LEVEL	2	

## 8

Central Operations- Incentives Unit- Incentives Monitoring (Kingston)

No. of				
Posts	Posts	Classificat	ion	Remarks
2	Supervisor, Incentives Monitoring (Kingston)	LEVEL	6	
3	Senior Custom/Incentive Officer	LEVEL	5	
5	Custom/Incentive Officer	LEVEL	4	
1	Records Officer	LEVEL	2	

#### 11

## Central Operations- Incentives Unit- Incentives Monitoring (Montego Bay)

Posts	Classifica	tion	Remarks
Supervisor	LEVEL	6	
Senior Custom/Incentive Officer	LEVEL	5	
Custom/Incentive Officer	LEVEL	4	
Records Officer	LEVEL	2	
	Supervisor Senior Custom/Incentive Officer Custom/Incentive Officer	SupervisorLEVELSenior Custom/Incentive OfficerLEVELCustom/Incentive OfficerLEVEL	SupervisorLEVEL6Senior Custom/Incentive OfficerLEVEL5Custom/Incentive OfficerLEVEL4

#### 6

### Central Operations- Post Clearance Audit Unit

No. of Posts Posts		Classifica	Remarks	
1	Director, Post Clearance Audit	LEVEL	8	
2	Manager, Kingston	LEVEL	7	
1	Manager, Montego Bay	LEVEL	7	
10	Supervisor	LEVEL	6	
40	Auditor	LEVEL	5	
1	Administrative Officer 1	LEVEL	3	
3	Records Officer	LEVEL	2	

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#### Central Operations- Private Bonded Warehouses

No. of				
Posts	Posts	Classificat	Remarks	
1	Manager, Private Bonded Warehouses	LEVEL	7	
1	Supervisor	LEVEL	6	
10	Customs Officer	LEVEL	4	
4	Records Officer	LEVEL	2	
16				

## **Operations Division**

Central Operations- Valuations

No. of				
Posts	Posts	Classificat	Classification	
1	Director, Valuation	LEVEL	8	
1	Manager, Valuation Database	LEVEL	7	
3	Supervisor, Valuation	LEVEL	6	
5	Research Officer	LEVEL	4	
12	Valuation Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
2	Data Entry Operator	LEVEL	3	
2	Records Officer	LEVEL	2	
27				

## International & Industry Liaison

No. of	·			
Posts	Posts	Classificat	tion	Remarks
1	Senior Director, International & Industry Liaison	LEVEL	9	
1	Director, Classification & Industry Liaison	LEVEL	8	
1	Director, International Trade	LEVEL	8	
2	Senior Tariff Officer	LEVEL	7	Two (2) new post(s) [#s 321621- 2] with effect from July 13, 2020.
4	Tariff Officer	LEVEL	6	
2	Tariff Officer	LEVEL	6	Two (2) new post(s) [#s 321623- 4] with effect from July 13, 2020.
1	Senior Trade Officer	LEVEL	7	Post(s) [# 297921] of Caricom Officer (LEVEL 6) retitled and upgraded with effect from July 13, 2020.
2	Trade Officer	LEVEL	6	Two (2) new post(s) [#s 321625- 6] with effect from July 13, 2020.
1	Administrative Coordinator	LEVEL	4A	
1	Administrative Officer	LEVEL	3	New post(s) [# 321620] with effect from July 13, 2020.
16				

### **Kingston Operations**

No. of Posts	Posts	Classifica	tion	Remarks
1	Senior Director, Kingston Operations/Collector	LEVEL	9	
1	Administrative Coordinator	LEVEL	4A	
2				

## **Operations Division**

Kingston Operations - Customs House - Collections, Refunds & Deposits

No. of			
Posts 1	Posts Manager, Collections, Deposit & Refund (Kingston)	Classification LEVEL 7	Remarks Post(s)(s) [# 299063] of Manager, Collections & Accounts (Kingston) (LEVEL 7) retitled and transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Kingston) with effect from December 13, 2021
3	Supervisor, Accounts Receivables	LEVEL 6	Three (3) Post(s)(s) [#s 299065- 66 & 299540] of Supervisor, Accounts Receivables (LEVEL 6) transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Kingston) with effect from December 13, 202
2	Senior Refunds Drawback Officer	LEVEL 5	Two (2) post(s) [#s 299067-8] of Senior Refunds Drawback Officer (LEVEL 5) transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Kingston) with effect from December 13, 2021.
2	Refunds Drawback Officer	LEVEL 4	
2	Deposit Entry Examiner	LEVEL 4	
### **Operations Division**

Kingston Operations - Customs House - Collections, Refunds & Deposits

No. of Posts	Deste	Classification		Domonika
Posts 1	Posts Administrative Officer 1	Classificatio LEVEL	n 3	Remarks Post(s)(s) [# 299064] of Administrative Officer 1 (LEVEL 3) transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Kingston) with effect from December 13, 2021.
15	Collections Officer	LEVEL	3	Fifteen (15) post(s) [#s 299071- 85] of Collections Officer (LEVEL 3) transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Kingston) with effect from December 13, 2021.
1	Accounting Clerk	LEVEL	3	Post(s)(s) [# 299088] of Accounts Clerk (LEVEL 3) retitled and transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Kingston) with effect from December 13, 2021.
5	Accounting Clerk	LEVEL	3	Five (5) Post(s)(s) [#s 299091-5] of Batching/Tallying Clerk (LEVEL 3) retitled and transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Kingston) with effect from December 13, 2021.
3	Records Officer	LEVEL	2	Three (3) post(s) [# 299086-87 & 299096] of Records Officer (LEVEL 2) transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Kingston) with effect from December 13, 2021.
35				

No. of Posts	Posts	Classification	Remarks
1	Director, Airport Operations	LEVEL 8	
1	Administrative Officer 2	LEVEL 4	

### **Operations Division**

Kingston Operations- Airport Operations (NMIA)

No. of Posts 2	Posts	Classificat	ion	Remarks	
Kingstor	Operations- Airport Operations (N	MIA)- Air Cargo			
No. of Posts	Posts	Classificat	ion	Remarks	
1 0515	Manager, Air Cargo	LEVEL	1011 7	Kemarks	
9	Supervisor	LEVEL	6		
2	Customs Supervisor	LEVEL	6		
1	Senior Customs Officer	LEVEL	5		
2	Image Interpreter	LEVEL	5		
32	Customs Officer	LEVEL	4		
12	Customs Officer	LEVEL	4		
1	Administrative Officer 1	LEVEL	3		
10	Collections Officer	LEVEL	3		
12	Records Officer/Manifest	LEVEL	2		
12	Records Officer	LEVEL	2		
4	Customs Clerk	LEVEL	2		
98					

# Kingston Operations- Airport Operations (NMIA)- Queens Warehouse

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Manager, Queens Warehouse (NMIA)	LEVEL	7	
2	Supervisor	LEVEL	6	
2	Senior Customs Officer	LEVEL	5	
6	Customs Officer	LEVEL	4	
2	Collections Officer	LEVEL	3	
1	Administrative Officer 1	LEVEL	3	
5	Records Officer	LEVEL	2	
1	Driver 1	LEVEL	2	
4	Warehouseman	LEVEL	1	
1	Attendant	LEVEL	1	
25				

#### Kingston Operations- Airport Operations (NMIA)-Baggage Hall

No. of					
Posts	Posts	Classificatio	Classification		
1	Manager, Baggage Hall	LEVEL	7		
8	Supervisor	LEVEL	6		
6	Senior Customs Officer	LEVEL	5		
5	Duty Officer	LEVEL	5		
35	Customs Officer	LEVEL	4		
6	Collections Officer	LEVEL	3		

### **Operations Division**

Kingston Operations- Airport Operations (NMIA)-Baggage Hall

0	i Operations- Airport Operations (NMIA)-Bag	zgage man		
No. of				
Posts	Posts	Classificatio	n	Remarks
1	Administrative Officer 1	LEVEL	3	
8	Records Officer	LEVEL	2	
3	Warehouseman	LEVEL	1	
73				
Kingstor	o Operations- Customs House			
No. of	1			
Posts	Posts	Classificatio	n	Remarks
1	Director, Kingston Customs House	LEVEL	8	
1	Administrative Officer 2	LEVEL	4	
2				
Kingstor	n Operations- Customs House- Entry Processi	ng Unit		
No. of				
Posts	Posts	Classificatio	n	Remarks
1	Manager, Entry Processing	LEVEL	7	
4	Supervisor	LEVEL	6	
24	Customs Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
7	Records Officer	LEVEL	2	
37				
Kingstor	n Operations- Customs House- Parcel Post			
No. of	<b>^</b>			
Posts	Posts	Classificatio	n	Remarks
1	Manager, Parcel Post	LEVEL	7	
3	Supervisor	LEVEL	6	
2	Senior Customs Officer	LEVEL	5	
2	Customs Officer (Entry Examiner)	LEVEL	4	
12	Customs Officer (Assessor)	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
3	Records Officer	LEVEL	2	
24			-	
	Operations- Marine Warehouses			
No. of	*			
Posts	Posts	Classificatio	n	Remarks
1	Director, Kingston Marine Warehouses	LEVEL	8	
1	Administrative Officer 2	LEVEL	4	
2				
Kingstor	n Operations- Marine Warehouses- Public Bor	nded Warehouse	es	
No. of	*			
Posts	Posts	Classificatio	n	Remarks
	Manager, Public Bonded Warehouses	LEVEL	7	

#### **Operations Division**

Kingston Operations- Marine Warehouses- Public Bonded Warehouses

No. of				
Posts	Posts	Classifica	Remarks	
1	Manager, Public Bonded Warehouses	LEVEL	7	
2	Supervisor, Adolph Levy	LEVEL	6	
2	Supervisor, Universal Freight	LEVEL	6	
3	Senior Customs Officer	LEVEL	5	
13	Examination Officer	LEVEL	4	
4	Collections Officer	LEVEL	3	
14	Records Officer	LEVEL	2	
2	Records Officer/Delivery	LEVEL	2	

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Kingston Operations- Marine Warehouses- Queens Warehouse

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Manager, Queens Warehouse 230	LEVEL	7	
2	Supervisor	LEVEL	6	
5	Examination Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
2	Accounting Clerk	LEVEL	3	
2	Collections Officer	LEVEL	3	
1	Data Entry Operator	LEVEL	3	
2	Records Officer	LEVEL	2	
2	Forklift Operator	LEVEL	2	
8	Warehouseman	LEVEL	1	
26				

#### Kingston Operations- Marine Wharves

Posts	Posts	Classifica	tion	Remarks
1	Director, Kingston Marine Wharves	LEVEL	8	
1	Administrative Officer 2	LEVEL	4	
2				

#### Kingston Operations- Marine Wharves- Berths 1-6

No. of				
Posts	Posts	Classification		Remarks
1	Manager, Kingston Wharves (Berth 1-6)	LEVEL	7	
5	Supervisor (Collections)	LEVEL	6	
1	Senior Customs Officer (Export Centre)	LEVEL	5	
12	Customs Officer	LEVEL	4	
6	Collections Officer	LEVEL	3	
9	Records Officer	LEVEL	2	
34				

#### **Operations Division**

Kingston Operations- Marine Wharves- Berths 7-8

No. of				
Posts	Posts	Classifica	Remarks	
1	Manager, Kingston Wharves (Berth 7-8)	LEVEL	7	
2	Supervisor (Manifest)	LEVEL	6	
7	Customs Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
4	Records Officer	LEVEL	2	
12	Records/Manifest Officer	LEVEL	2	
27				

#### Kingston Operations- Marine Wharves- Export Transhipment

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Manager, Export Transhipment	LEVEL	7	
2	Supervisor, Freezone & Transhipment	LEVEL	6	
3	Supervisor, Transhipment	LEVEL	6	
2	Senior Customs Officer	LEVEL	5	
13	Examination Officer	LEVEL	4	
2	Collections Officer	LEVEL	3	
10	Records Officer	LEVEL	2	
33				

#### Kingston Operations- Marine Wharves- Scrap Metal, Site Inspection & Cold Storage Unit

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Manager, Scrap Metal Site Inspection & Cold Storage	LEVEL	7	
4	Supervisor	LEVEL	6	
4	Senior Customs Officer	LEVEL	5	
35	Examination Officer	LEVEL	4	
4	Records Officer	LEVEL	2	
40				

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Kingston Operations- Marine Wharves- Sufferance Wharves

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Manager, Sufferance Wharves	LEVEL	7	
1	Supervisor (Kingston)	LEVEL	6	
1	Supervisor (Mandeville/Black River)	LEVEL	6	
1	Supervisor (Port Antonio)	LEVEL	6	
1	Senior Customs Officer (Port Royal)	LEVEL	5	
1	Senior Customs Officer (Port Esquivel/Rocky	LEVEL	5	
	Point)			
12	Customs Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
1	Senior Boatman/Driver	LEVEL	3	

#### **Operations Division**

Kingston Operations- Marine Wharves- Sufferance Wharves

No. of			
Posts	Posts	Classification	Remarks
2	Boatman	LEVEL 2	
1	Records Officer	LEVEL 2	
23			

Kingston Operations- Marine Wharves- Sufferance Wharves - Marine Outposts

No. of				
Posts	Posts	Classificatio	n	Remarks
3	Senior Customs Officer	LEVEL	5	
3	Customs Officer	LEVEL	4	
6				

Kingston Operations- Marine Wharves-Container Freight Station Kgn. Logistics

No. of				
Posts	Posts	Classific	ation	Remarks
1	Manager, Container Freight Station Kgn. Logistics	LEVEL	7	
2	Supervisor	LEVEL	6	
2	Senior Customs Officer	LEVEL	5	
17	Examination Officer	LEVEL	4	
15	Records Officer	LEVEL	2	
37				

#### Western & Montego Bay Operations

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Senior Director, Western & Montego Bay Operations	LEVEL	9	
1	Director, Airport Operations (DSIA)	LEVEL	8	
1	Administrative Officer 2	LEVEL	4	
1	Administrative Coordinator	LEVEL	4A	
4				

Western & Montego Bay Operations - Customs House - Collections, Refunds & Deposits

No. of Posts	Posts	Classificat	tion	Remarks
1	Manager, Collections, Deposit & Refund (Montego Bay)	LEVEL	7	Post(s) [# 299097] of Manager, Collections & Accounts (Montego Bay) (LEVEL 7) retitled and transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Montego Bay) with effect from December 13, 2

### **Operations Division**

Western & Montego Bay Operations - Customs House - Collections, Refunds & Deposits

No. of		,		*
Posts	Posts	Classification	ı	Remarks
1	Collections Supervisor	LEVEL	6	Post(s) [# 299099] of Collections Supervisor (LEVEL 6) transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Montego Bay) with effect from December 13, 2021.
1	Senior Refunds Drawback Officer	LEVEL	5	Post(s)(s) [# 299100] of Senior Refunds Drawback Officer (LEVEL 5) transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Montego Bay) with effect from December 13, 2021.
1	Deposit Entry Examiner	LEVEL	4	Post(s)(s) [# 299101] of Deposit Entry Examiner (LEVEL 4) transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Montego Bay) with effect from December 13, 2021.
1	Administrative Officer 1	LEVEL	3	Post(s)(s) [# 299098] of Administrative Officer 1 (LEVEL 3) transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Montego Bay) with effect from December 13, 2021.
6	Collections Officer	LEVEL	3	Six (6) post(s) [#s 299102-7] of Collections Officer (LEVEL 3) transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Montego Bay) with effect from December 13, 2021.
5	Accounting Clerk	LEVEL	3	Five (5) post(s) [#s 299110-14] of Batching/Tallying Clerk (LEVEL 3) retitled and transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Montego Bay) with effect from December 13, 2021.

#### **Operations Division**

Western & Montego Bay Operations - Customs House - Collections, Refunds & Deposits

No. of				
Posts	Posts	Classification	n	Remarks
1	Accounting Clerk	LEVEL	3	Post(s) [# 299109] of Accounts Clerk (LEVEL 3) retitled and transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Montego Bay) with effect from December 13, 2021.
2	Records Officer	LEVEL	2	Two (2) post(s) [#s 299108 & 299115] of Records Officer (LEVEL 2) transferred from Finance & Administration Division, Accounting Operations - Revenue Accounting, Collections & Accounts (Montego Bay) with effect from December 13, 2021.

#### 19

Western & Montego Bay Operations- Customs House

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Director, Montego Bay Customs House	LEVEL	8	
1	Administrative Officer 2	LEVEL	4	
1	Driver 1	LEVEL	2	
3				

## Western & Montego Bay Operations- Customs House- Entry Processing Unit

No. of				
Posts	Posts	Classificati	ion	Remarks
1	Manager	LEVEL	7	
1	Customs Supervisor	LEVEL	6	
2	Senior Customs/Write Off Officer	LEVEL	5	
5	Customs Officer	LEVEL	4	
1	Lodgement Supervisor	LEVEL	4	
2	Lodgement Clerk	LEVEL	3	
2	Records Officer	LEVEL	2	

14

#### Western & Montego Bay Operations- Customs House- Valuation Unit

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Valuation Supervisor	LEVEL	6	
1	Senior/Risk Valuation Officer	LEVEL	5	
2	Valuation Officer	LEVEL	4	
1	Records Officer	LEVEL	2	

### **Operations Division**

Western & Montego Bay Operations- Customs House- Valuation Unit

No. of Posts Posts Classification Remark
5
Western & Montego Bay Operations- Marine Operations
No. of
Posts Posts Classification Remark
1 Director, Montego Bay Marine Operations LEVEL 8
1 Administrative Officer 2 LEVEL 4
2
Western & Montego Bay Operations- Marine Operations- Freeport Container Station
No. of
Posts Posts Classification Remark
1 Supervisor LEVEL 6
1 Senior Customs Officer LEVEL 5
8 Customs Officer LEVEL 4
1 Collections Officer LEVEL 3
2 Records Officer LEVEL 2
13
Western & Montego Bay Operations- Marine Operations- Freezone/Seaboard
No. of
Posts Posts Classification Remark
1 Manager LEVEL 7
1 Manager LEVEL 7
1ManagerLEVEL72Customs SupervisorLEVEL6
1ManagerLEVEL72Customs SupervisorLEVEL61Senior Customs OfficerLEVEL5
1ManagerLEVEL72Customs SupervisorLEVEL61Senior Customs OfficerLEVEL57Customs OfficerLEVEL4

<sup>18</sup> 

Western & Montego Bay Operations- Marine Operations- Port Handlers

No. of			
Posts	Posts	Classification	Remarks
1	Manager, Port Handlers	LEVEL	7
3	Customs Supervisor	LEVEL	6
1	Senior Customs Officer	LEVEL	5
13	Customs Officer	LEVEL	4
1	Administrative Officer 2	LEVEL	4
3	Collections Officer	LEVEL	3
2	Records Officer/Tally	LEVEL	2
2	Records Officer	LEVEL	2
2	Records Officer/Delivery	LEVEL	2
4	Records Officer/Manifest	LEVEL	2

### **Operations Division**

Western & Montego Bay Operations- Marine Operations- Port Handlers

No. of Posts	Posts	Classifica		Remarks	
32					
Western	& Montego Bay Operations- Marine Op	erations- Site Inspe	ection a	& Export	
No. of		1		L.	
Posts	Posts	Classificat	tion	Remarks	
1	Manager, Site Inspection & Export	LEVEL	7		
2	Customs Supervisor	LEVEL	6		
2	Senior Customs Officer	LEVEL	5		
10	Customs Officer	LEVEL	4		
2	Collections Officer	LEVEL	3		
3	Records Officer/Tally	LEVEL	2		
20					
Western	& Montego Bay Operations- St. Ann's B	ay Operations			
No. of					
Posts	Posts	Classificat	tion	Remarks	
1	Director/Collector	LEVEL	8		
2	Customs Supervisor	LEVEL	6		
2	Senior Customs Officer	LEVEL	5		
1	Administrative Officer 2	LEVEL	4		
12	Customs Officer	LEVEL	4		
1	Collections Officer	LEVEL	3		
1	Accounting Clerk	LEVEL	3		
1	Records Officer	LEVEL	2		
21					
	& Montego Bay Operations-Airport Ope	erations- Air Cargo	)		
No. of Bosts	Deste		4	Damarla	
Posts 1	Posts Manager, Air Cargo	Classifica LEVEL	tion 7	Remarks	
2	Customs Supervisor	LEVEL			
2	Senior Customs Officer	LEVEL	6 5		
		LEVEL			
6	Customs Officer		4		
2	Collections Officer		3		
1	Clerical Officer (Filing)	LEVEL	2		

Western & Montego Bay Operations-Airport Operations- Baggage Hall & Delayed Baggage

No. of Posts	Posts	Classifica	tion	Remarks
1	Manager, Baggage Hall & Delayed Baggage	LEVEL	7	
10	Customs Supervisor	LEVEL	6	
3	Duty Officer	LEVEL	5	

LEVEL

2

Clerical Officer (Courier)

1 15

#### **Operations Division**

Western & Montego Bay Operations-Airport Operations- Baggage Hall & Delayed Baggage

No. of			
Posts	Posts	Classificatio	on Remarks
6	Senior Customs Officer	LEVEL	5
2	Duty Officer	LEVEL	5
50	Customs Officer	LEVEL	4
1	Driver 2	LEVEL	3
1	Administrative Officer 1	LEVEL	3
7	Collections Officer	LEVEL	3
5	Records Officer	LEVEL	2
1	Warehouseman	LEVEL	1

<sup>87</sup> 

Western & Montego Bay Operations-Airport Operations- Queens Warehouse

No. of				
Posts	Posts	Classificat	Remarks	
1	Customs Supervisor	LEVEL	6	
2	Senior Customs Officer/Releasing Officer	LEVEL	5	
3	Customs Officer	LEVEL	4	
1	Collections Officer	LEVEL	3	
1	Records Officer	LEVEL	2	
1	Records Officer/Delivery Officer	LEVEL	2	
5	Warehouseman	LEVEL	1	
14				

1016 Total- Operations Division

1549 Total-Jamaica Customs Agency

### Authentication, Verification & Identity Unit

No. of				
Posts	Posts	Classificati	ion	Remarks
1	Mobile Manager- East	GRADE	3	
1	Supervisor, Authentication Verification & Identity	GRADE	3	
1	Foreign Liaison Assistant	GRADE	5	
1	Foreign Liaison Officer	GRADE	5	
1	Sudden & Violent Death Officer	GRADE	5	
1	Administrative Assistant	GRADE	5	
7	Customer Service Representative	GRADE	5	
2	Runner	GRADE	6	
2	Customer Service Assistant	GRADE	6	
17				

#### Customer Service/Call Centre

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Customer Service Representative/Telephone Operator	GRADE	5	
2	Customer Service Representative	GRADE	5	
5	Customer Service Representative	GRADE	6	
8				

#### Query/Quality Control Unit

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Special Services Unit Supervisor	GRADE	4	
1	Special Services Unit Coordinator	GRADE	5	
1	Customer Service Coordinator	GRADE	5	
3				

28 Total- Authentication, Verification & Identity Unit

#### **Bedside Registration**

	8			
No. of				
Posts	Posts	Classificat	tion	Remarks
1	Registration Officer - Nuttall/Andrews	GRADE	4	
1	Registration Officer - UHWI	GRADE	4	
1	Registration Officer - Spanish Town	GRADE	4	
1	Registration Officer - St. Ann's Bay	GRADE	4	
2	Registration Assistant - Spanish Town	GRADE	5	
1	Registration Assistant - Percy Junior	GRADE	5	
1	Registration Assistant - Mandeville	GRADE	5	
1	Registration Assistant - Black River	GRADE	5	
1	Registration Assistant - Savanna-La-Mar	GRADE	5	
2	Registration Assistant - Noel Holmes	GRADE	5	
1	Registration Assistant - Cornwall Regional	GRADE	5	
2	Registration Assistant - Falmouth Hospital	GRADE	5	

#### **Bedside Registration**

No. of					
Posts	Posts	Classificati	Classification		
1	Registration Assistant - St. Ann's Bay	GRADE	5		
1	Registration Assistant - Port Maria	GRADE	5		
1	Registration Assistant - Port Antonio	GRADE	5		
2	Registration Assistant - Annotto Bay	GRADE	5		
1	Registration Assistant - Princess Margaret	GRADE	5		
2	Registration Assistant - UHWI	GRADE	5		
2	Registration Assistant- VJH	GRADE	5		
25					

25 Total- Bedside Registration

#### **Contracts & Office Services**

No. of				
Posts	Posts	Classification	on	Remarks
1	Manager, Contracts & Office Services	GRADE	3	
1	Purchasing Officer	GRADE	4	
2	Inventory Clerk	GRADE	5	
1	Driver (Mobile Unit- West)	GRADE	6	
3	Driver	GRADE	6	
1	Maintenance Officer	GRADE	6	
2	Office Attendant	GRADE	7	
2	Maintenance Assistant	GRADE	7	
13				

## Central Registry

No. of Posts	Posts	Classificat	tion	Remarks
1	Central Registry Supervisor	GRADE	4	
1	Document Processing Coordinator	GRADE	5	
7	Customer Service Representative	GRADE	5	
)				

22 Total- Contracts & Office Services

#### **Executive Office**

No. of				
Posts	Posts	Classificat	ion	Remark
1	Chief Executive Officer & Deputy Keeper of Records	GRADE	1	
1	Manager, Business Research Development & Modernization	GRADE	2B	
1	Legal Officer	GRADE	3	
1	Executive Assistant	GRADE	3	
1	Executive Administrative Assistant	GRADE	4	
1	E-Business Officer	GRADE	4	
1	Technical Assistant	GRADE	5	

#### **Executive Office**

No. of Posts	Posts	Classificat	ion	Remarks
1	Administrative Assistant	GRADE	5	
1	Legal Support Officer	GRADE	5	Post(s) [# 249586] of Customer Service Representative (GRADE 5) retitled and transferred from Record Updating with effect from March 7, 2022.
9				

9 Total- Executive Office

#### **Finance & Administration**

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Director, Finance & Administration	GRADE	2A	
1	Management Accountant	GRADE	3	
1	Chief Accountant	GRADE	3	
1	Customer Service Supervisor (Cashiers)	GRADE	4	
1	Budget Supervisor	GRADE	4	
1	Accountant	GRADE	4	
1	Technical Assistant	GRADE	4	
1	Expenditure Analyst	GRADE	4	
5	Customer Service Representative (Cashier)	GRADE	5	
1	Payroll Assistant	GRADE	5	
1	Payroll Officer	GRADE	5	
3	Accounts Officer	GRADE	5	
1	Administrative Assistant	GRADE	5	
1	Accounts Assistant	GRADE	6	
20				

#### Public Procurement Unit

No. of Posts	Posts	Classification	Remarks
1	Director, Public Procurement	LEVEL 2B	Post(s) [# 307687] of Director, Public Procurement (LEVEL 2B) transferred from Human Resource Management with effect from February 3, 2020.
1	Public Procurement Officer	LEVEL 5	Post(s) [# 307688] of Public Procurement Officer (LEVEL 5) transferred from Human Resource Management with effect from February 3, 2020.
2			

2

22 Total- Finance & Administration

#### **Human Resource Management**

No. of				
Posts	Posts	Classification	1	Remarks
1	Director, Human Resource Management and Development	GRADE	2B	
1	Manager, Human Resource Management and Employee Relations	GRADE	3	
1	Human Resource Officer (Benefits, Staff Welfare & Employee Relation)	GRADE	4	
1	Human Resource Development Officer	GRADE	4	
1	Organization Development and PMAS Officer	GRADE	4	
1	Human Resource Officer (Staffing and Retention)	GRADE	4	
1	Human Resource Records Information Officer	GRADE	5	
1	Administrative Assistant	GRADE	5	
8				

8 Total- Human Resource Management

#### **Internal Audit**

No. of				
Posts	Posts	Classification	n	Remarks
1	Internal Auditor	GRADE	3	
1	Technical Audit Officer	GRADE	4	
2	Audit Officer	GRADE	4	
4				
4	Total- Internal Audit			

#### **Island Records Office**

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Island Records Office Manager	GRADE	3	
1	Research Supervisor	GRADE	4	
1	Credit Supervisor	GRADE	4	
1	Assistant Manager, Genealogical Research	GRADE	4	
2	Research Officer	GRADE	5	
4	Credit Officer	GRADE	5	
1	Technical Assistant	GRADE	5	
1	Research Assistant	GRADE	6	
1	Filing & Search Assistant	GRADE	6	
1	Customer Service Representative	GRADE	6	
2	Credit Assistant	GRADE	6	
16				

16 Total- Island Records Office

#### Marketing & Planning

No. of				
Posts	Posts	Classificati	n	Remarks
1	Marketing & Planning Manager	GRADE	3	
1	Communications Officer	GRADE	4	
1	Marketing & Planning Officer	GRADE	4	
1	Administrative Assistant	GRADE	5	
4				

4 Total- Marketing & Planning

#### **Operations Management**

No. of			
Posts	Posts	Classification	Remarks
1	Director, Operations/Deputy CEO	GRADE	2A
1	Civil Works Manager	GRADE	3
1	Technical Assistant	GRADE	4
1	Administrative Assistant	GRADE	5
4			

4 **Total- Operations Management** 

#### **Print Room** •

**N** T

No. of Posts	Posts	Classification	Remarks
2	Print Room Supervisor	GRADE	4
3	Print Room Officer	GRADE	5
2	Mail Room Clerk	GRADE	6
3	Print Room Clerk	GRADE	6
10			

10 Total- Print Room

#### **Production & Customer Care**

#### Customer Care

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Manager, Production & Customer Care	GRADE	3	
1	Customer Service Supervisor	GRADE	4	
1	Administrative Assistant	GRADE	5	
2	Customer Service Coordinator	GRADE	5	
2	Customer Service Representative (Online)	GRADE	5	
14	Customer Service Representative	GRADE	5	
2	Customer Service Representative	GRADE	6	
23				

**Executive Agencies Establishment, 2022** 

### **Production & Customer Care**

Duplicate Record Storage

Duplicat	e Record Storage			
No. of				
Posts	Posts	Classificatio	n	Remarks
1	Duplicate Storage Coordinator	GRADE	5	
11	Records Officer	GRADE	6	
1	Office Assistant	GRADE	7	
2	Records Assistant	GRADE	7	
15				
Mobile U	Jnit- East			
No. of				
Posts	Posts	Classificatio	n	Remarks
1	Customer Service Coordinator	GRADE	5	
1	Administrative Assistant	GRADE	5	
2				
Mobile U	Jnit- West			
No. of				
Posts	Posts	Classificatio		Remarks
1	Mobile Manager	GRADE	3	
1	Administrative Assistant	GRADE	5	
2				
Original	Record Storage			
No. of				
Posts	Posts	Classificatio	n	Remarks
1	Original Storage Coordinator	GRADE	5	
1	Records Officer	GRADE	6	Post(s) [# 249754] of Records
				Officer (GRADE 5) reclassified
				with effect from August 5, 2019.
13	Records Officer	GRADE	6	
15				
Producti	on			
No. of				
Posts	Posts	Classificatio		Remarks
2	Production Supervisor	GRADE	4	
8	Approver	GRADE	5	
1	Scanner/Updater	GRADE	5	
3	Production Officer	GRADE	5	
1	Index Search Coordinator	GRADE	5	
6	Examiner	GRADE	5	
2	Scanner	GRADE	5	
3	Production Coordinator	GRADE	5	
11	Approver	GRADE	5	
1	Production Officer/Scanner	GRADE	6	
4	Production Officer - Index Search	GRADE	6	
т			0	

### **Production & Customer Care**

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Scanner	GRADE	6	
5	Production Officer	GRADE	6	
8	Expediter	GRADE	6	
56				

Record Updating

GRADE GRADE	4 5	
-	5	
GRADE	5	
GRADE	6	
GRADE	6	

124 Total- Production & Customer Care

#### **Records & Information Management**

No. of				
Posts	Posts	Classificat		Remarks
1	Director, Records & Information Management	GRADE	2A	
1	Web Master	GRADE	3	
1	Information Systems Manager	GRADE	3	
1	Records Manager	GRADE	3	
1	Customer Care Manager	GRADE	3	
1	Senior Systems Analyst/Programmer	GRADE	3	
1	Database Administrator	GRADE	3	
1	BDMS Assistant Manager	GRADE	3	
1	Hardware Network Specialist	GRADE	4	
1	Data Entry Supervisor	GRADE	4	
1	Programmer Analyst/DBA	GRADE	4	
1	Customer Service Improvement Analyst	GRADE	4	
1	Supervisor	GRADE	4	
1	Systems Supervisor	GRADE	4	
1	Administrative Assistant	GRADE	5	
2	Systems Support Officer	GRADE	5	
2	End-User Workstation & Help Desk	GRADE	5	
1	Records Management Coordinator	GRADE	5	
2	Updating Clerk	GRADE	5	
1	Conservation Officer	GRADE	5	
1	Updating Clerk	GRADE	5	
1	Data Entry Clerk	GRADE	5	
4	Data Entry Clerk	GRADE	6	

#### **Records & Information Management**

No. of			
Posts	Posts	Classification	Remarks
1	Records Officer (Mail Room)	GRADE	6
3	Records Officer	GRADE	6
1	Records Assistant	GRADE	6
1	Preservation Officer	GRADE	6

35

35 Total- Records & Information Management

#### **Regional Offices**

Clarendon Region (May Pen)

No. of			
Posts	Posts	Classification	Remarks
1	Regional Manager	GRADE	4
1	Registration Officer	GRADE	4
2	Registration Assistant	GRADE	5
4	Customer Service Representative	GRADE	5
1	Administrative Assistant	GRADE	5
1	Office Assistant	GRADE	7
10			

#### Eastern Region (Port Antonio)

No. of				
Posts	Posts	Classificatio	n	Remarks
1	Parish Officer	GRADE	4	
1	Registration Officer	GRADE	4	
1	Administrative Assistant	GRADE	5	
1	Registration Assistant	GRADE	5	
4	Customer Service Representative	GRADE	5	
1	Office Assistant	GRADE	7	

#### 9

#### North Eastern Region

No. of				
Posts	Posts	Classificati	on	Remarks
1	Regional Manager	GRADE	3	
2	Parish Officer	GRADE	4	
1	Registration Officer	GRADE	4	
1	Administrative Assistant	GRADE	5	
1	Registration Assistant	GRADE	5	
1	Customer Service Representative	GRADE	5	
1	Wedding Coordinator	GRADE	5	
2	Customer Service Representative	GRADE	6	
1	Office Assistant	GRADE	7	
11				

### **Regional Offices**

Portmore Region

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Parish Officer	GRADE	4	
1	Customer Service Coordinator	GRADE	5	
1	Administrative Assistant	GRADE	5	
8	Customer Service Representative	GRADE	5	
4	Customer Service Representative/Cashier	GRADE	5	
1	Office Assistant	GRADE	7	
16				

#### South Eastern Region

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Regional Manager	GRADE	3	
2	Parish Officer	GRADE	4	
4	Registration Officer	GRADE	4	
1	Administrative Assistant	GRADE	5	
6	Registration Assistant	GRADE	5	
1	Customer Service Coordinator	GRADE	5	
4	Customer Service Representative	GRADE	5	
1	Office Attendant	GRADE	7	
20				

#### South Western Region (Santa Cruz)

No. of			
Posts	Posts	Classification	n Remarks
1	Parish Officer	GRADE	4
1	Registration Officer	GRADE	4
1	Registration Assistant	GRADE	5
1	Administrative Assistant	GRADE	5
4	Customer Service Representative	GRADE	5
1	Office Assistant	GRADE	7
9			

#### Southern Region

No. of				
Posts	Posts	Classificatio	n	Remarks
1	Regional Manager	GRADE	3	
2	Parish Officer	GRADE	4	
2	Registration Officer	GRADE	4	
1	Administrative Assistant	GRADE	5	
2	Registration Assistant	GRADE	5	
4	Customer Service Representative	GRADE	5	
12				

### **Regional Offices**

West South Western Region (Savanna-La-Mar)

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Parish Officer	GRADE	4	
1	Registration Officer	GRADE	4	
1	Registration Assistant	GRADE	5	
4	Customer Service Representative	GRADE	5	
1	Administrative Assistant	GRADE	5	
1	Office Assistant	GRADE	7	
9				

### Western Region

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Regional Manager	GRADE	3	
2	Parish Officer	GRADE	4	
2	Registration Officer	GRADE	4	
1	Administrative Assistant	GRADE	5	
1	Registration Assistant	GRADE	5	Post(s) [# 261992] of Registration Assistant (GRADE 6) reclassified with effect from August 5, 2019.
2	Registration Assistant	GRADE	5	
3	Customer Service Representative	GRADE	5	
1	Wedding Coordinator	GRADE	5	
1	Office Assistant	GRADE	7	
14				

110 Total- Regional Offices

#### Vital Statistics & Civil Registration Unit

#### Marriage

No. of				
Posts	Posts	Classificat	ion	Remarks
2	Marriage Supervisor	GRADE	4	
1	Senior Marriage Assistant	GRADE	5	
1	National Marriage Coordinator	GRADE	5	
1	Wedding Coordinator (Head Office)	GRADE	5	
5	Hotel Marriage Officer	GRADE	5	
2	Marriage Assistant	GRADE	6	
12				

#### Registration

No. of				
Posts	Posts	Classificati	on	Remarks
1	Registration Supervisor	GRADE	4	
1	Registration Coordinator	GRADE	5	
2	Checking Officer	GRADE	5	

### Vital Statistics & Civil Registration Unit

Registration

No. of	_		_	_
Posts	Posts	Classification	Rem	arks
2	Checking Assistant	GRADE	5	
2	Medical Data Classifier	GRADE	5	
1	Records Collection Coordinator	GRADE	6	
0				

#### Statistics

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Manager, Vital Statistics & Civil Registration	GRADE	3	
1	Statistics Supervisor	GRADE	4	
1	Technical Assistant	GRADE	4	
1	Statistics Coordinator	GRADE	5	
1	Administrative Assistant	GRADE	5	
2	Statistics Officer	GRADE	5	
7				
28	Total- Vital Statistics & Civil Registration Unit			

449 Total-Registrar General's Department

### **Business & Legal Operations**

No. of Posts	Posts	Classificat	tion	Remarks
1	Deputy Chief Executive Officer	GRADE	2A	ixemat kş
1	Manager, Legal Services	GRADE	2B	
1	Manager, Business Support	GRADE	3	
1	Manager, Customer Relations	GRADE	3	
1	Legal Officer	GRADE	3	
1	Branch Manager	GRADE	4	Post(s) [# 304895] of Senior Customer Service Representative (GRADE 4A) retitled and upgraded with effect from April 1, 2022.
1	Compliance Supervisor	GRADE	4A	
1	Paralegal Officer	GRADE	4A	
1	Charge Supervisor	GRADE	4B	
1	Customer Service Analyst	GRADE	4B	New post(s) [# 325489] with effect from April 1, 2022.
1	Customer Service Supervisor	GRADE	4B	
1	Renewal of Business Name Supervisor	GRADE	4B	
1	Receivership & Liquidation Supervisor	GRADE	4B	
2	Validation Officer	LEVEL	4B	
1	Administrative Assistant	GRADE	4B	
1	New Registration Supervisor	GRADE	4B	
1	Document Registration Supervisor	GRADE	4B	
1	Removals/Restoration Supervisor	GRADE	4B	
1	Registration Officer	GRADE	5	
5	Data Input Clerk	GRADE	5	
4	Customer Service Officer	GRADE	5	Four (4) new post(s) [#s 325490 93] with effect from April 1, 2022
8	Field Agent	GRADE	5	
1	Registration Officer	GRADE	5	
2	Registration Officer	GRADE	5	
1	Cashier	GRADE	5	
16	Customer Service Examiner	GRADE	5	
1	Customer Service Representative	GRADE	5	
2	Call Centre Representative	GRADE	5B	
2	Compliance Assistant	GRADE	6	
3	Customer Service Assistant	GRADE	6	
1	Clerical Assistant	GRADE	6	
66				
Complia	nce Unit			

No. of				
Posts	Posts	Classification		Remarks
1	Manager (AML/CTF) Investigation & Enforcement	GRADE 2	2B	New post(s) [# 322967] with effect from April 6, 2021.

### **Business & Legal Operations**

Compliance Unit

No. of	_			
Posts	Posts	Classification	n	Remarks
1	Senior Investigator	GRADE	4	New post(s) [# 322972] with effect from April 6, 2021.
4	Junior Investigator	GRADE	4A	Four (4) new post(s) [#s 322973- 6] with effect from April 6, 2021.
1	Administrative Assistant	GRADE	4B	New post(s) [# 322977] with effect from April 6, 2021.
1	Senior Compliance Examiner	GRADE	4B	New post(s) [# 322968] with effect from April 6, 2021.
3	Junior Compliance Examiner	GRADE	5	Three (3) new post(s) [#s 322969- 71] with effect from April 6, 2021.
11				

77 Total- Business & Legal Operations

### **Central Executive**

No. of Posts	Posts	Classification		Remarks
1	Chief Executive Officer & Registrar	GRADE	1	
1	Manager, Corporate Planning/Quality Assurance & Control	GRADE	3	Post(s) [# 248396] of Corporate Planner/Quality Monitoring Officer (GRADE 4) retitled and upgraded with effect from April 1, 2022.
1	Public Relations Officer	GRADE	4A	
1	Executive Assistant	GRADE	4A	
1	Public Relations Assistant	GRADE	4B	New post(s) [# 325484] with effect from April 1, 2022.
2	Quality Assistant	GRADE	4B	Two (2) new post(s) [#s 325485- 86] with effect from April 1, 2022.
7				

7 Total- Central Executive

#### Finance, Risk & Asset Management

No. of Posts	Posts	Classificatio	'n	Remarks
1 0515		GRADE	2B	Kemai KS
I	Director, Finance, Risk and Asset Management	GRADE	ZD	
1	Financial Accountant	GRADE	3	
1	Risk Officer	GRADE	3	Post(s) [# 141773] of Risk and Asset Officer (GRADE 4B) retitled and upgraded with effect from April 1, 2022.
1	Facilities and Asset Officer	GRADE	4A	New post(s) [# 325483] with effect from April 1, 2022.
1	Accountant	GRADE	4A	
2	Senior Accounting Officer	GRADE	4B	

#### Finance, Risk & Asset Management

Posts	Posts	Classifica	tion	Remar
1	Administrative Assistant/Procurement Officer	GRADE	4B	
2	Cashier	GRADE	5	
1	Accounting Officer	GRADE	5	
1	Customer Service Officer	GRADE	5	
1	Clerical Assistant	GRADE	6	
13				

#### Public Procurement Unit

No. of Posts	Posts	Classificat	tion	Remarks
1	Head, Public Procurement	LEVEL	4	
1	Public Procurement Officer	LEVEL	4B	
2				
15	Total- Finance, Risk & Asset Management			

#### Human Resource Management & Administration

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Director, Human Resources Management & Administration	GRADE	2B	
1	Occupational Health & Safety Officer	GRADE	4	New post(s) [# 325494] with effect from April 1, 2022.
1	Administrative Assistant/Ancillary Coordinator	GRADE	4B	
1	Human Resource Officer	GRADE	4	
1	Receptionist	GRADE	5	
1	Clerical Assistant	GRADE	6	
1	Receptionist/Telephone Operator	GRADE	6	
1	Handyman/Messenger	GRADE	7B	
1	Office Attendant	GRADE	7B	
1	Gardener/Attendant	GRADE	7B	
1	Driver	GRADE	7	
11				

11 Total- Human Resource Management & Administration

#### **Information Technology**

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Director, Information Technology	GRADE	2B	
1	Lead Developer	GRADE	3	
1	Information Security Officer	GRADE	3	
1	Team Leader - Network/Systems Administrator	GRADE	3A	
1	User Interface/User Experience Developer	GRADE	4	
2	Programmer Analyst	GRADE	4	
1	Web Administrator	GRADE	4A	

### **Information Technology**

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Data Processing Administrator	GRADE	4A	
1	Technical Support Officer	GRADE	4B	
2	Technical Support Officer	GRADE	4B	Two (2) new post(s) [#s 325487- 8] with effect from April 1, 2022.
12				
12	Total- Information Technology			

#### **Internal Audit**

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Chief Internal Auditor	GRADE	3	
1	IT Auditor	GRADE	4	
1	Internal Auditor	GRADE	4B	
3				
3	Total- Internal Audit			

#### 125 Total-Companies Office of Jamaica

#### **Executive Administration**

No. of				
Posts	Posts	Classificatio	n	Remarks
1	Chief Executive Officer/Administrator General	GRADE	9	
1	Public Education Manager	GRADE	6	
1	Executive Assistant	GRADE	5	
3				
	Total- Executive Administration			
Finance	and Asset Management			
Financia	1 Accounting			
No. of				
Posts	Posts	Classificatio	n	Remarks
1	Administrative Assistant	GRADE	4	
1				
1	Fotal- Finance and Asset Management			
Finance	and Planning			
No. of				
Posts	Posts	Classificatio		Remarks
1	Finance & Planning Executive	GRADE	7	
1	Corporate Planner	GRADE	6	
2				
Financia	1 Accounting			
No. of				
Posts	Posts	Classificatio		Remarks
1	Manager, Financial Accounting	GRADE	6	
1	Management Accountant	GRADE	5	Post(s) [# 148179] of Management Accountant (GRADE 4) upgraded with effect from June 29, 2020.
1	Financial Accountant	GRADE	4	
1	Payroll Officer	GRADE	4	
4	-			
Trust Ac	counting			
No. of				
Posts	Posts	Classificatio		Remarks
1	Trust Accounting Manager	GRADE	6	
1	Chief Trust Accountant	GRADE	5	
1	Investment and Business Assets Officer	GRADE	5	
1	Chief Trust Accountant	GRADE	5	
4	Senior Trust Accounting Officer	GRADE	4	
1	Cheque Writer	GRADE	3	
3	Trust Accounting Officer	GRADE	3	
1	Cashier	GRADE	3	

#### **Finance and Planning**

Trust	Accounting	
11000	1 iooo antining	

No. of			
Posts Posts	Classification	Remarks	
13			
19 Total- Finance and Planning			
Human Resource and Administration			
No. of			
Posts Dosts	Classification	Domorlys	

Posts	Posts	Classificat	tion	Remarks
1	Human Resource & Administrative Executive	GRADE	7	
1	Administration & Procurement Manager	GRADE	6	
1	Senior Human Resource Officer	GRADE	5	
1	Administrative Assistant	GRADE	4	
1	Receptionist/Telephone Operator	GRADE	2	
1	Machine Binder/Operator	GRADE	2	
2	Driver	GRADE	2	
2	Office Attendant	GRADE	1	
10				
10	Total- Human Resource and Administration			

#### **Information & Records Management Branch**

#### Information Systems Section

No. of			
Posts	Posts	Classification	Remarks
1	Information Systems Executive	GRADE	7
1	Manager, Information Systems	GRADE	6
2	Senior Systems Administrator	GRADE	5
1	Systems Administrator	GRADE	4
5			

U

#### Registry

No. of			
Posts	Posts	Classification	Remarks
1	Records Manager	GRADE 5	
3	Records Officer	GRADE 3	
2	Registry Assistant	GRADE 2	

6

11 Total- Information & Records Management Branch

#### **Internal Audit**

lo. of Posts Posts	Classification	ı	Remarks
Chief Internal Auditor	GRADE	7	
Senior Internal Auditor	GRADE	5	
Internal Auditor	GRADE	4	

#### **Internal Audit**

Interna	ll Audit		
No. of			
Posts	Posts	Classification	Remarks
3			
3	Total- Internal Audit		
Legal S	ervices		
No. of			
Posts	Posts	Classification	Remarks
1	Attorney-at-law (Fatal Accident)	GRADE 6	
1	Senior Case Officer	GRADE 5	Post(s) [# 148196] of Trust Accounting Officer (GRADE 3) retitled, upgraded and transferred from Finance and Planning Unit with effect from October 5, 2020.
2 2	Total- Legal Services		
	-		
Operati	ions		
No. of Posts	Deste	Cleasification	Demente
rosis 1	Posts Deputy Administrator General	Classification GRADE 8	Remarks
1	Deputy Auministrator General	ONADE C	
	Administration		
No. of	Desta		Describe
Posts 1	Posts Estate Administration Executive	Classification GRADE 7	Remarks
4	Case Attorney	GRADE 6	
1	Case Attorney (Intellectual Property)	GRADE 6	
8	Senior Case Officer	GRADE 5	
16	Senior Case Officer	GRADE 5	<ul> <li>Sixteen (16) post(s) [#s 148163- 4, 148149, 148155-7, 148159-60, 148171, 148165, 148166, 301281 &amp; 301276-9] of Case Officer (GRADE 4) retitled and upgraded with effect from October 5, 2020.</li> </ul>
1	Social Worker	GRADE 5	
8	Case Officer	GRADE 4	
1	Administrative Assistant	GRADE 4	
2	Customer Service Officer	GRADE 4	•
42			
Legal Se	ervices		
No. of	Desta		Descender
Posts	Posts Senior Legal Executive	Classification GRADE 7	Remarks
1	Senior Legal Executive		
3	Attorney-at-law	GRADE 6	)

### Operations

Legal Services

No. of				
Posts	Posts	Classificatio	n	Remarks
1	Senior Legal Secretary	GRADE	5	
1	Legal Secretary	GRADE	4	
1	Process Server	GRADE	3	
7				

Property Services

No. of				
Posts	Posts	Classification	on	Remarks
1	Property Services Manager	GRADE	6	
4	Senior Property Administrator	GRADE	5	
1	Property Rental Officer	GRADE	4	
1	Property Maintenance Officer	GRADE	4	
4	Property Administrator	GRADE	4	
11				
61	Total- Operations			

110 Total-Administrator General's Department

## **Corporate Service Division**

Corpora				
No. of				
Posts	Posts	Classificatio		Remarks
1	Deputy Chief Executive Officer - Corporate Services	LEVEL	9	
1	Director, Business Development & Communication	LEVEL	8	
1	Corporate Planner	LEVEL	7	
1	Public Relations & Marketing Manager	LEVEL	7	
1	Communications Officer	LEVEL	5	
1	Executive Assistant	LEVEL	4	
6				
Adminis	stration			
No. of				
Posts	Posts	Classificatio		Remarks
1	Director, Administration	LEVEL	8	
1	Administrative Assistant	LEVEL	3	
1	Help Desk Assistant	LEVEL	3	
1	Administrative Assistant	LEVEL	3	
4				
	stration - Document Management			
No. of				
Posts	Posts	Classificatio LEVEL		Remarks
1	Document Management Clerk (Montego Bay)	LEVEL	2	
1 A denimin	tration Document Convises Unit			
	stration - Document Services Unit			
No. of Posts	Posts	Classificatio		Remarks
1	Manager - Document Services	LEVEL	<b>6</b>	Kemarks
2	Administrator, Document Management	LEVEL	5	
2	Document Management Clerk	LEVEL	2	
6	Document Management Clerk	LEVEL	2	
1	Document Management Clerk	LEVEL	2	
12	Decement Management Olerk		2	
Adminis	stration - Office Services Unit			
No. of				
Posts	Posts	Classificatio	n	Remarks
1	Office Services Manager	LEVEL	6	
1	Stores Supervisor	LEVEL	5	
1	Utilities Officer	LEVEL	4	
1	Stores Clerk	LEVEL	2	
1			~	
I	Store Clerk	LEVEL	2	
2	Store Clerk Telephone Operator	LEVEL LEVEL	2 2	

### **Corporate Service Division**

Administration - Office Services Unit

No. of Posts         Posts         Classification         Remarks           Administration - Procurement		ration - Office Services Unit			
II         Administration - Procurement Officer       Classification / Remarks         No. of Prosts       Remarks         Administration - Property and Facilities Unit       Remarks         No. of Posts       Remarks         Posts       Classification / Remarks         1       Manager, Property & Facilities       LEVEL       6         1       Fleet Administrator       LEVEL       5         2       Facilities Supervisor       LEVEL       5         2       Facilities Supervisor       LEVEL       3         1       Inventory Officer (Fixed Assets)       LEVEL       3         1       Inventory Officer (Fixed Assets)       LEVEL       2         2       Inventory Officer (Fixed Assets)       LEVEL       2         1       Inventory Officer (Fixed Assets)       LEVEL       2         2       Inventory Officer (Keatsern)       LEVEL       2         1       Inventory Officer (Keatsern)       LEVEL       2         1       Accounting Manager       LEVEL       8         1       Accounting Manager       LEVEL       6         1       Acc	No. of Posts	Dosts	Classification		Domorks
Administration - Procurement         Classification         Remarks           1         Procurement Officer         LEVEL         5           1         Administration - Property and Facilities Unit         Kemarks           No. of         Posts         Classification         Remarks           1         Manager, Property & Facilities         LEVEL         6           1         Fleet Administrator         LEVEL         5           2         Facilities Supervisor         LEVEL         5           2         Maintenance Officer         LEVEL         3           1         Inventory Officer (Fixed Assets)         LEVEL         3           2         Inventory Officer (Fixed Assets)         LEVEL         2           3         Inventory Officer (Fixed Assets)         LEVEL         2           1         Inventory Officer (Fixed Assets)         LEVEL         3           2         Inventory Officer (Fixed Assets)         LEVEL         3           3         Driver/Messenger         LEVEL         2           1         Inventory Clerk (Western)         LEVEL         2           5         Driver/Messenger         LEVEL         4           1         Accounting Manager <t< th=""><th></th><th>rosts</th><th>Classification</th><th>L</th><th>Kemarks</th></t<>		rosts	Classification	L	Kemarks
No. of Posts         Posts Procurement Officer         Classification LEVEL         Remarks           Administration - Property and Facilities Unit         5         8         8           Administration - Property and Facilities Unit         1         Manager, Property & Facilities         LEVEL         6           1         Fleet Administrator         LEVEL         6         8         8           2         Facilities Supervisor         LEVEL         5         8           2         Maintenance Officer         LEVEL         3         1           1         Inventory Officer (Fixed Assets)         LEVEL         3         1           1         Inventory Officer (Fixed Assets)         LEVEL         2         1         1           1         Inventory Clerk (Eastern)         LEVEL         2         1 <td></td> <td></td> <td></td> <td></td> <td></td>					
PostsPostClassificationRemarks1Administration - Property and Facilities UnitNo. ofPostsPostsClassificationRemarks1Manager, Property & FacilitiesLEVEL61Fleet AdministratorLEVEL52Facilities SupervisorLEVEL52Facilities SupervisorLEVEL31Inventory Officer (Fixed Assets)LEVEL32Inventory Officer (Fixed Assets)LEVEL23Inventory Clerk (Reatern)LEVEL25Driver/MessengerLEVEL116Inventory Clerk (Western)LEVEL81Accounting ManagerLEVEL81Budget ManagerLEVEL61Payroll OfficerLEVEL61Payroll OfficerLEVEL61Payroll OfficerLEVEL41Accounting OfficerLEVEL41Accounting Technician (Revenue)LEVEL31Accounting Technician (Revenue)LEVEL31Accounting Technician (General Ledger/AccountsLEVEL31Accounting Technician (General Ledger/AccountsLEVEL31Accounting Technician (General Ledger/AccountsLEVEL31Accounting Technician (General Ledger/AccountsLEVEL22Cashier (Mailing)LEVEL22Cashier (Mailing)LEVEL <td< td=""><td></td><td>tration - Procurement</td><td></td><td></td><td></td></td<>		tration - Procurement			
1     Procurement Officer     LEVEL     5       Administration - Property and Facilities Unit     Remarks       No. of Posts     Posts     Classification       1     Manager, Property & Facilities     LEVEL     6       1     Fileet Administrator     LEVEL     5       2     Facilities Supervisor     LEVEL     5       2     Facilities Guervisor     LEVEL     4       1     Inventory Officer (Fixed Assets)     LEVEL     3       1     Inventory Clerk (Eastern)     LEVEL     2       1     Inventory Clerk (Western)     LEVEL     2       5     Driver/Messenger     LEVEL     8       1     Accounting Manager     LEVEL     7       1     Budget Manager     LEVEL     6       1     Payroll Officer     LEVEL     4       1     Payroll Officer     LEVEL     4       1     Payroll Officer     LEVEL     4       1     Accounting Technician (Revenue)     LEVEL     3       1     Accounting Technician (Ceoneral Ledger/Accounts     LEVEL     3       1     Accounting Technician (General Ledger/Accounts     LEVEL     3       1     Accounting Technician (General Ledger/Accounts     LEVEL     3		Pasts	Classification		Romarks
Administration - Property and Facilities Unit         No. of Posts       Classification       Remarks         1       Manager, Property & Facilities       LEVEL       6         1       Fleet Administrator       LEVEL       5         2       Facilities Supervisor       LEVEL       5         2       Maintenance Officer       LEVEL       3         1       Inventory Officer (Fixed Assets)       LEVEL       3         2       Inventory Officer (Fixed Assets)       LEVEL       3         1       Inventory Officer (Fixed Assets)       LEVEL       2         2       Inventory Clerk (Eastern)       LEVEL       2         1       Inventory Clerk (Western)       LEVEL       2         5       Driver/Messenger       LEVEL       1         Iterver/Messenger         LEVEL       7         16       Director, Finance and Accounts       LEVEL       8         1       Accounting Manager       LEVEL       8         1       Accounting Manager       LEVEL       6         1       Payroll Manager       LEVEL       4         1       Accounting Technician (Revenue)       LEVEL       3     <					Kemar K5
No. of Posts       Posts       Classification       Remarks         1       Manager, Property & Facilities       LEVEL       6         1       Fleet Administrator       LEVEL       5         2       Facilities Supervisor       LEVEL       5         2       Maintenance Officer       LEVEL       3         1       Inventory Officer (Fixed Assets)       LEVEL       3         2       Inventory Officer (Kixed Assets)       LEVEL       2         1       Inventory Clerk (Western)       LEVEL       2         1       Inventory Clerk (Western)       LEVEL       2         5       Director, Finance and Accounts       LEVEL       7         Remarks         1       Accounting Manager       LEVEL       8         1       Accounting Manager       LEVEL       6         1       Payroll Manager       LEVEL       6         1       Payroll Manager       LEVEL       4         1       Accounting Officer       LEVEL       4         1       Accounting Officer       LEVEL       4         1       Accounting Technician (Revenue)       LEVEL       3         3       Accounting Techni				-	
No. of Posts         Posts         Classification Hanager, Property & Facilities         Remarks           1         Manager, Property & Facilities         LEVEL         6           1         Fleet Administrator         LEVEL         5           2         Facilities Supervisor         LEVEL         5           2         Maintenance Officer         LEVEL         4           1         Inventory Officer (Fixed Assets)         LEVEL         3           1         Inventory Officer (Fixed Assets)         LEVEL         3           2         Inventory Clerk (Western)         LEVEL         2           1         Inventory Clerk (Western)         LEVEL         1           16         Event         8         1           6         Posts         Posts         Classification         Remarks           1         Director, Finance and Accounts         LEVEL         8           1         Accounting Manager         LEVEL         8           1         Accounting Manager         LEVEL         6           1         Payroll Manager         LEVEL         4           1         Accounting Officer         LEVEL         4           1         Accounting Technician (Reve		tration - Property and Facilities Unit			
1       Manager, Property & Facilities       LEVEL       6         1       Fleet Administrator       LEVEL       5         2       Facilities Supervisor       LEVEL       5         2       Maintenance Officer       LEVEL       4         1       Inventory Officer (Fixed Assets)       LEVEL       3         1       Inventory Officer (Fixed Assets)       LEVEL       3         2       Inventory Officer (Fixed Assets)       LEVEL       3         2       Inventory Officer (Fixed Assets)       LEVEL       2         1       Inventory Clerk (Western)       LEVEL       2         5       Driver/Messenger       LEVEL       1         16       Inventory Clerk (Western)       LEVEL       8         1       Accounting Manager       LEVEL       8         1       Director, Finance and Accounts       LEVEL       8         1       Accounting Manager       LEVEL       8         1       Director, Finance and Accounts       LEVEL       7         1       Budget Manager       LEVEL       8         1       Accounting Manager       LEVEL       4         1       Accounting Officer       LEVEL       4					
1       Fleet Administrator       LEVEL       5         2       Facilities Supervisor       LEVEL       5         2       Maintenance Officer       LEVEL       5         2       Maintenance Officer       LEVEL       3         1       Inventory Officer (Fixed Assets)       LEVEL       3         2       Inventory Officer (Fixed Assets)       LEVEL       2         1       Inventory Officer (Fixed Assets)       LEVEL       2         1       Inventory Officer (Fixed Assets)       LEVEL       2         2       Inventory Clerk (Eastern)       LEVEL       2         5       Driver/Messenger       LEVEL       2         6       Torrector, Finance and Accounts       LEVEL       8         1       Accounting Manager       LEVEL       7         1       Budget Manager       LEVEL       6         1       Payroll Manager       LEVEL       6         1       Payroll Officer       LEVEL       4         1       Accounting Officer       LEVEL       4         1       Accounting Technician (Revenue)       LEVEL       3         1       Accounting Technician (Accounts Payable)       LEVEL       3<		Posts	Classification	1	Remarks
2       Facilities Supervisor       LEVEL       5         2       Maintenance Officer       LEVEL       4         1       Inventory Officer (Fixed Assets)       LEVEL       3         1       Inventory Officer (Fixed Assets)       LEVEL       3         2       Inventory Officer (Fixed Assets)       LEVEL       2         1       Inventory Clerk (Eastern)       LEVEL       2         5       Driver/Messenger       LEVEL       1         Inventory Clerk (Western)         LEVEL       1         Inventory Clerk (Western)       LEVEL       2         5       Driver/Messenger       LEVEL       1         Inventory Clerk (Western)         LEVEL       1         Inventory Clerk (Western)       LEVEL       2         Inventory Clerk (Western)       LEVEL       2         Inventory Clerk (Western)       LEVEL       2         Inventory Clerk (Western)       LEVEL       8         Inventory Clerk (Western)       LEVEL       8         1       Director, Finance and Accounts       LEVEL       7       1         1	1	Manager, Property & Facilities	LEVEL	6	
2       Maintenane Officer       LEVEL       4         1       Inventory Officer (Fixed Assets)       LEVEL       3         1       Inventory Officer (Fixed Assets)       LEVEL       3         2       Inventory Clerk (Eastern)       LEVEL       2         1       Inventory Clerk (Western)       LEVEL       2         5       Driver/Messenger       LEVEL       1         Finance and Accounts         Classification       Remarks         1       Director, Finance and Accounts       LEVEL       8         1       Director, Finance and Accounts       LEVEL       8         1       Director, Finance and Accounts       LEVEL       8         1       Budget Manager       LEVEL       8         1       Budget Manager       LEVEL       6         1       Payroll Officer       LEVEL       4         1       Accounting Officer       LEVEL       4         1       Budget Officer       LEVEL       3         1       Accounting Technician (Revenue)       LEVEL       3         1       Accounting Technician (General Ledger/Bank Recorrollation)       LEVEL       3         1       Accou	1	Fleet Administrator	LEVEL	5	
1Inventory Officer (Fixed Assets)LEVEL31Inventory Officer (Fixed Assets)LEVEL32Inventory Clerk (Eastern)LEVEL21Inventory Clerk (Western)LEVEL25Driver/MessengerLEVEL216Inventory Clerk (Western)LEVEL2PostsClassification1Director, Finance and AccountsLEVEL81Accounting ManagerLEVEL81Budget ManagerLEVEL61Payroll ManagerLEVEL61Payroll OfficerLEVEL41Accounting OfficerLEVEL41Accounting Technician (Revenue)LEVEL31Accounting Technician (Revenue)LEVEL31Accounting Technician (General Ledger/Bank Recorniliation)LEVEL31Accounting Technician (General Ledger/Accounts Recorniliation)LEVEL31Accounting Technician (General Ledger/Accounts Recorniliation)LEVEL31Accounting Technician (General Ledger/Accounts Recorniliation)LEVEL22Cashier (Mailing)LEVEL22Cashier (Mailing)LEVEL2	2	Facilities Supervisor	LEVEL	5	
1Inventory Officer (Fixed Assets)LEVEL32Inventory Clerk (Eastern)LEVEL21Inventory Clerk (Western)LEVEL25Driver/MessengerLEVEL1Ide Second	2		LEVEL	4	
2       Inventory Clerk (Eastern)       LEVEL       2         1       Inventory Clerk (Western)       LEVEL       2         5       Driver/Messenger       LEVEL       1         Ide VEL       2	1	Inventory Officer (Fixed Assets)	LEVEL	3	
1       Inventory Clerk (Western)       LEVEL       2         5       Driver/Messenger       LEVEL       1         Ideuter Stresson         Posts       Remarks         1       Director, Finance and Accounts       LEVEL       8         1       Accounting Manager       LEVEL       8         1       Accounting Manager       LEVEL       6         1       Budget Manager       LEVEL       6         1       Payroll Manager       LEVEL       6         1       Payroll Officer       LEVEL       4         1       Accounting Officer       LEVEL       4         1       Budget Officer       LEVEL       4         1       Accounting Technician (Revenue)       LEVEL       3         1       Accounting Technician (Accounts Payable)       LEVEL       3         1       Accounting Technician (General Ledger/Bank       LEVEL       3         1       Accounting Technician (General Ledger/Accounts       LEVEL       3         1       Accounting Technician (General Ledger/Accounts       LEVEL       3         1       Accounting Technician (General Ledger/Accounts       LEVEL       3	1	Inventory Officer (Fixed Assets)	LEVEL	3	
5       Driver/Messenger       LEVEL       1         16         Finance and Accounts         No. of       Classification       Remarks         1       Director, Finance and Accounts       LEVEL       8         1       Accounting Manager       LEVEL       7         1       Budget Manager       LEVEL       7         1       Budget Manager       LEVEL       6         1       Payroll Officer       LEVEL       4         1       Accounting Officer       LEVEL       4         1       Accounting Officer       LEVEL       4         1       Accounting Technician (Revenue)       LEVEL       3         3       Accounting Technician (Payroll)       LEVEL       3         1       Accounting Technician (General Ledger/Bank Recorrolliation)       LEVEL       3         1       Accounting Technician (General Ledger/Accounts       LEVEL       3         1	2	Inventory Clerk (Eastern)	LEVEL	2	
Id         Finance and Accounts       Classification       Remarks         1       Director, Finance and Accounts       LEVEL       8         1       Director, Finance and Accounts       LEVEL       8         1       Accounting Manager       LEVEL       7         1       Budget Manager       LEVEL       6         1       Payroll Manager       LEVEL       6         1       Payroll Officer       LEVEL       4         1       Accounting Officer       LEVEL       4         1       Budget Officer       LEVEL       4         1       Accounting Technician (Revenue)       LEVEL       3         1       Accounting Technician (Revenue)       LEVEL       3         1       Accounting Technician (General Ledger/Bank Reconciliation)       LEVEL       3         1       Accounting Technician (General Ledger/Accounts Receivables)       LEVEL       3         4       Cashier (Kingston)       LEVEL       2         1       Cashier (Mailing)       LEVEL       2         2       Cashier (Montego Bay)       LEVEL       2	1	Inventory Clerk (Western)	LEVEL	2	
Finance and AccountsClassificationRemarksPostsPostsClassificationRemarks1Director, Finance and AccountsLEVEL81Accounting ManagerLEVEL71Budget ManagerLEVEL61Payroll ManagerLEVEL61Payroll OfficerLEVEL41Accounting OfficerLEVEL41Budget OfficerLEVEL41Administrative AssistantLEVEL31Accounting Technician (Revenue)LEVEL31Accounting Technician (General Ledger/Bank Recorciliation)LEVEL31Accounting Technician (General Ledger/Accounts Receivables)3Accounting Technician (General Ledger/Accounts Receivables)34Cashier (Kingston)LEVEL22Cashier (Montego Bay)LEVEL2	5	Driver/Messenger	LEVEL	1	
No. of PostsPostsClassificationRemarks1Director, Finance and AccountsLEVEL81Accounting ManagerLEVEL71Budget ManagerLEVEL61Payroll ManagerLEVEL61Payroll OfficerLEVEL41Accounting OfficerLEVEL41Budget OfficerLEVEL41Budget OfficerLEVEL41Accounting Technician (Revenue)LEVEL31Accounting Technician (Revenue)LEVEL33Accounting Technician (Accounts Payable)LEVEL31Accounting Technician (General Ledger/BankLEVEL31Accounting Technician (General Ledger/AccountsLEVEL31Accounting Technician (General Ledger/AccountsLEVEL31Accounting Technician (General Ledger/AccountsLEVEL32Cashier (Mailing)LEVEL22Cashier (Montego Bay)LEVEL2	16				
PostsClassificationRemarks1Director, Finance and AccountsLEVEL81Accounting ManagerLEVEL71Budget ManagerLEVEL61Payroll ManagerLEVEL61Payroll OfficerLEVEL41Accounting OfficerLEVEL41Budget OfficerLEVEL41Accounting Technician (Revenue)LEVEL31Accounting Technician (Revenue)LEVEL33Accounting Technician (General Ledger/Bank Reconciliation)LEVEL31Accounting Technician (General Ledger/Accounts Receivables)LEVEL24Cashier (Kingston)LEVEL22Cashier (Montego Bay)LEVEL2	Finance a	and Accounts			
1Director, Finance and AccountsLEVEL81Accounting ManagerLEVEL71Budget ManagerLEVEL61Payroll ManagerLEVEL61Payroll OfficerLEVEL41Accounting OfficerLEVEL41Budget OfficerLEVEL41Accounting OfficerLEVEL31Accounting Technician (Revenue)LEVEL33Accounting Technician (Revenue)LEVEL31Accounting Technician (General Ledger/Bank Reconciliation)LEVEL31Accounting Technician (General Ledger/Accounts) Receivables)LEVEL34Cashier (Kingston)LEVEL22Cashier (Montego Bay)LEVEL2	No. of				
1Accounting ManagerLEVEL71Budget ManagerLEVEL61Payroll ManagerLEVEL61Payroll OfficerLEVEL41Accounting OfficerLEVEL41Budget OfficerLEVEL41Administrative AssistantLEVEL31Accounting Technician (Revenue)LEVEL33Accounting Technician (Payroll)LEVEL31Accounting Technician (General Ledger/BankLEVEL31Accounting Technician (General Ledger/Accounts)LEVEL31Accounting Technician (General Ledger/Accounts)LEVEL31Accounting Technician (General Ledger/Accounts)LEVEL22Cashier (Kingston)LEVEL22Cashier (Mailing)LEVEL2	Posts			l	Remarks
1Budget ManagerLEVEL61Payroll ManagerLEVEL61Payroll OfficerLEVEL41Accounting OfficerLEVEL41Budget OfficerLEVEL41Administrative AssistantLEVEL31Accounting Technician (Revenue)LEVEL33Accounting Technician (Payroll)LEVEL31Accounting Technician (General Ledger/Bank Reconciliation)LEVEL31Accounting Technician (General Ledger/Accounts Receivables)334Cashier (Kingston)LEVEL22Cashier (Mailing)LEVEL2	1	Director, Finance and Accounts	LEVEL	8	
1Payroll ManagerLEVEL61Payroll OfficerLEVEL41Accounting OfficerLEVEL41Budget OfficerLEVEL41Administrative AssistantLEVEL31Accounting Technician (Revenue)LEVEL33Accounting Technician (Payroll)LEVEL31Accounting Technician (General Ledger/Bank Reconciliation)LEVEL31Accounting Technician (General Ledger/Accounts)LEVEL31Accounting Technician (General Ledger/Accounts)LEVEL31Accounting Technician (General Ledger/Accounts)LEVEL31Accounting Technician (General Ledger/Accounts)LEVEL32Cashier (Kingston)LEVEL22Cashier (Mailing)LEVEL22Cashier (Montego Bay)LEVEL2	1			7	
1Payroll OfficerLEVEL41Accounting OfficerLEVEL41Budget OfficerLEVEL41Administrative AssistantLEVEL31Accounting Technician (Revenue)LEVEL33Accounting Technician (Payroll)LEVEL31Accounting Technician (General Ledger/BankLEVEL31Accounting Technician (General Ledger/BankLEVEL31Accounting Technician (General Ledger/AccountsLEVEL31Accounting Technician (General Ledger/AccountsLEVEL32Cashier (Kingston)LEVEL22Cashier (Montego Bay)LEVEL2	1			6	
1Accounting OfficerLEVEL41Budget OfficerLEVEL41Administrative AssistantLEVEL31Accounting Technician (Revenue)LEVEL33Accounting Technician (Payroll)LEVEL31Accounting Technician (Accounts Payable)LEVEL31Accounting Technician (General Ledger/Bank Reconciliation)LEVEL31Accounting Technician (General Ledger/Accounts Receivables)LEVEL32Cashier (Kingston)LEVEL22Cashier (Montego Bay)LEVEL2	1			6	
1Budget OfficerLEVEL41Administrative AssistantLEVEL31Accounting Technician (Revenue)LEVEL33Accounting Technician (Payroll)LEVEL31Accounting Technician (Accounts Payable)LEVEL31Accounting Technician (General Ledger/Bank Reconciliation)LEVEL31Accounting Technician (General Ledger/Accounts Receivables)LEVEL32Cashier (Kingston)LEVEL22Cashier (Mailing)LEVEL22Cashier (Montego Bay)LEVEL2	1	-		4	
1Administrative AssistantLEVEL31Accounting Technician (Revenue)LEVEL33Accounting Technician (Payroll)LEVEL31Accounting Technician (Accounts Payable)LEVEL31Accounting Technician (General Ledger/Bank Reconciliation)LEVEL31Accounting Technician (General Ledger/Accounts Receivables)LEVEL32Cashier (Kingston)LEVEL22Cashier (Montego Bay)LEVEL2	1			4	
1Accounting Technician (Revenue)LEVEL33Accounting Technician (Payroll)LEVEL31Accounting Technician (Accounts Payable)LEVEL31Accounting Technician (General Ledger/Bank Reconciliation)LEVEL31Accounting Technician (General Ledger/Accounts Receivables)LEVEL34Cashier (Kingston)LEVEL21Cashier (Mailing)LEVEL22Cashier (Montego Bay)LEVEL2	1	-		-	
3Accounting Technician (Payroll)LEVEL31Accounting Technician (Accounts Payable)LEVEL31Accounting Technician (General Ledger/Bank Reconciliation)LEVEL31Accounting Technician (General Ledger/Accounts Receivables)LEVEL34Cashier (Kingston)LEVEL21Cashier (Mailing)LEVEL22Cashier (Montego Bay)LEVEL2	1				
1Accounting Technician (Accounts Payable)LEVEL31Accounting Technician (General Ledger/Bank Reconciliation)LEVEL31Accounting Technician (General Ledger/Accounts Receivables)LEVEL34Cashier (Kingston)LEVEL21Cashier (Mailing)LEVEL22Cashier (Montego Bay)LEVEL2		-			
1Accounting Technician (General Ledger/Bank Reconciliation)LEVEL31Accounting Technician (General Ledger/Accounts Receivables)LEVEL34Cashier (Kingston)LEVEL21Cashier (Mailing)LEVEL22Cashier (Montego Bay)LEVEL2	3				
Reconciliation)         1       Accounting Technician (General Ledger/Accounts LEVEL 3         Receivables)         4       Cashier (Kingston)         1       Cashier (Mailing)         2       Cashier (Montego Bay)	1				
Receivables)4Cashier (Kingston)1Cashier (Mailing)2Cashier (Montego Bay)LEVEL2	1	Reconciliation)			
1Cashier (Mailing)LEVEL22Cashier (Montego Bay)LEVEL2	1		LEVEL	3	
1Cashier (Mailing)LEVEL22Cashier (Montego Bay)LEVEL2	4	Cashier (Kingston)	LEVEL	2	
2 Cashier (Montego Bay) LEVEL 2	1		LEVEL	2	
1 Cashier (St. Ann) LEVEL 2	2	Cashier (Montego Bay)	LEVEL	2	
	1	Cashier (St. Ann)	LEVEL	2	

### **Corporate Service Division**

Finance and Accounts

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Cashier (Mandeville)	LEVEL	2	
1	Accounting Clerk	LEVEL	2	
5	Cashier	LEVEL	2	Five (5) post(s) [#s 307031-35] of Cashier (LEVEL 2) transferred from Finance & Planning with effect from February 3, 2020.

#### 30

Human Resources

PostsClassificationRd1Director, Human ResourcesLEVEL81Organizational Development & Performance Management OfficerLEVEL71Human Resource ManagerLEVEL71Industrial Relations/Employee Relations OfficerLEVEL61Training ManagerLEVEL61Human Resource Officer - Compensation & BenefitsLEVEL51Human Resource Officer (Eastern Operations)LEVEL51Human Resource Officer (Western)LEVEL51Human Resource Officer, Questern)LEVEL51Assistant Human Resource Officer - Compensation & BenefitsLEVEL41Assistant Human Resource Officer - Performance ManagementLEVEL3	emarks
1Organizational Development & Performance Management OfficerLEVEL71Human Resource ManagerLEVEL71Industrial Relations/Employee Relations OfficerLEVEL61Training ManagerLEVEL61Human Resource Officer - Compensation & BenefitsLEVEL51Training OfficerLEVEL51Training OfficerLEVEL51Human Resource Officer (Eastern Operations)LEVEL51Human Resource Officer (Western)LEVEL51Assistant Human Resource Officer, Compensation & BenefitsLEVEL41Assistant Human Resource Officer - Performance ManagementLEVEL4	
Management Officer1Human Resource ManagerLEVEL71Industrial Relations/Employee Relations OfficerLEVEL61Training ManagerLEVEL61Human Resource Officer - Compensation & BenefitsLEVEL51Training OfficerLEVEL51Training Officer (Eastern Operations)LEVEL51Human Resource Officer (Western)LEVEL51Human Resource Officer, (Western)LEVEL51Assistant Human Resource Officer, Compensation & BenefitsLEVEL41Assistant Human Resource Officer - Performance ManagementLEVEL4	
1Industrial Relations/Employee Relations OfficerLEVEL61Training ManagerLEVEL61Human Resource Officer - Compensation & BenefitsLEVEL51Training OfficerLEVEL51Training Officer (Eastern Operations)LEVEL51Human Resource Officer (Western)LEVEL51Human Resource Officer, (Western)LEVEL51Assistant Human Resource Officer, Compensation & BenefitsLEVEL41Assistant Human Resource Officer - Performance ManagementLEVEL4	
1Training ManagerLEVEL61Human Resource Officer - Compensation & BenefitsLEVEL51Training OfficerLEVEL51Human Resource Officer (Eastern Operations)LEVEL51Human Resource Officer (Western)LEVEL51Assistant Human Resource Officer, Compensation & BenefitsLEVEL41Assistant Human Resource Officer - Performance ManagementLEVEL4	
1Human Resource Officer - Compensation & BenefitsLEVEL51Training OfficerLEVEL51Human Resource Officer (Eastern Operations)LEVEL51Human Resource Officer (Western)LEVEL51Assistant Human Resource Officer, Compensation & BenefitsLEVEL41Assistant Human Resource Officer - Performance ManagementLEVEL4	
Benefits1Training OfficerLEVEL51Human Resource Officer (Eastern Operations)LEVEL51Human Resource Officer (Western)LEVEL51Assistant Human Resource Officer, Compensation & BenefitsLEVEL41Assistant Human Resource Officer - Performance ManagementLEVEL4	
1Human Resource Officer (Eastern Operations)LEVEL51Human Resource Officer (Western)LEVEL51Assistant Human Resource Officer, Compensation & BenefitsLEVEL41Assistant Human Resource Officer - Performance ManagementLEVEL4	
1Human Resource Officer (Western)LEVEL51Assistant Human Resource Officer, Compensation & BenefitsLEVEL41Assistant Human Resource Officer - Performance ManagementLEVEL4	
1Assistant Human Resource Officer, Compensation & BenefitsLEVEL41Assistant Human Resource Officer - Performance ManagementLEVEL4	
Compensation & Benefits 1 Assistant Human Resource Officer - LEVEL 4 Performance Management	
Performance Management	
1 Administrative Assistant LEVEL 3	
1 Document Management Officer LEVEL 3	
1 Training Assistant LEVEL 2	
1 Document Management Clerk (Western) LEVEL 2	
3 Document Management Clerk LEVEL 2	
1 Document Management Clerk (Eastern) LEVEL 2	
20	
CT Services - Operations	
No. of	

Posts	Posts	Classification	Remarks
1	Head, ICT Business Systems	LEVEL 8	Post(s) [# 295277] of Manager,
	•		Operations (LEV/EL 7) retitled

Post(s) [# 295277] of Manager, Operations (LEVEL 7) retitled and upgraded with effect from February 3, 2020.

### **Corporate Service Division**

ICT Services - Operations

No. of				
Posts 1	Posts Software Developer	Classifica LEVEL	tion 7	Remarks Post(s) [# 295269] of Webmaster (LEVEL 6) retitled and upgraded with effect from February 3, 2020
1	Senior Database Administrator	LEVEL	7	Post(s) [# 295278] of Database Administrator (LEVEL 6) retitled and upgraded with effect from February 3, 2020.
1	Software Developer	LEVEL	7	New post(s) [# 321400] with effect from February 3, 2020.
1	Business Analyst	LEVEL	6	New post(s) [# 321397] with effect from February 3, 2020.
1	Database Administrator	LEVEL	6	New post(s) [# 321401] with effect from February 3, 2020.
6 ICT Serv	vices - Technical Services			
No. of				
Posts 1	Posts Head, Technical Services	Classifica LEVEL	tion 8	Remarks Post(s) [# 295268] of Manager, Technical Services (LEVEL 7) retitled and upgraded with effect from February 3, 2020.
1	Network Administrator	LEVEL	7	Post(s) [# 295279] of Network Administrator (LEVEL 6) upgraded with effect from February 3, 2020.
1	Coordinator, ICT Support Services	LEVEL	5	New post(s) [# 321396] with effect from February 3, 2020.
2	Network Technician	LEVEL	4	Two (2) new post(s) [#s 321398 & 321402] with effect from February 3, 2020.
2	ICT Support Technician - Hardware	LEVEL	4	Two (2) post(s) [#s 295270 & 295272] of Hardware Support Technician (LEVEL 3) retitled and upgraded with effect from February 3, 2020.
1	ICT Support Technician - Help Desk	LEVEL	4	Post(s) [# 295263] of Administrative Assistant (LEVEL 3) retitled, upgraded and transferred from Information Communication and Technology (ICT) Services February 3, 2020.

### **Corporate Service Division**

Information Communication and Technology (ICT) Services

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Chief Information Officer	LEVEL	8A	Post(s) [# 262079] of Director, ICT Services (LEVEL 8A) retitled with effect from February 3, 2020.
1	Information Security Specialist	LEVEL	7	New post(s) [# 321395] with effect from February 3, 2020.
1	Administrative Assistant	LEVEL	3	New post(s) [# 321399] with effect from February 3, 2020.
3				
Public F	Procurement Branch			
No. of				
Posts	Posts	Classificat	tion	Remarks
1	Director, Public Procurement	LEVEL	8	
1	Senior Public Procurement Officer	LEVEL	6	
1	Public Procurement Officer	LEVEL	5	
1	Public Procurement Administrator	LEVEL	4	
1	Public Procurement Clerk	LEVEL	2	

123 Total- Corporate Service Division

#### **Internal Audit**

5

No. of				
Posts	Posts	Classifica	tion	Remarks
1	Chief Internal Auditor	LEVEL	8	
1	Audit Supervisor, Financial and Compliance	LEVEL	7	
1	Audit Supervisor, IT Performance Audit	LEVEL	7	
1	IT Audit Specialist	LEVEL	6	
3	Senior Auditor	LEVEL	5	
2	Auditor	LEVEL	4	
2	Auditor	LEVEL	4	
1	Internal Audit Intern	LEVEL	3	
12				
12	Total- Internal Audit			

#### **Investigation & Surveillance**

No. of Posts	Posts	Classifica	ation	Remarks
1	Senior Director, Investigation & Surveillance	LEVEL	8A	
1	Manager, Security Operations	LEVEL	7	
1	Legal Officer	LEVEL	7	
1	Manager, Security & Safety	LEVEL	6	Post(s) [# 295062] of Field Officer (LEVEL 6) retitled with effect from February 3, 2020.

### **Investigation & Surveillance**

No. of					
Posts	Posts	Classificati	Classification		
14	Field Officer	LEVEL	6		
1	Data Analyst	LEVEL	6		
1	Document Security Specialist	LEVEL	6		
2	Investigator	LEVEL	6		
8	Field Officer	LEVEL	6		
1	Assistant Investigator	LEVEL	4		
1	Administrative Assistant	LEVEL	3		
1	Document Mgt. Clerk	LEVEL	2		
33					
33	Total- Investigation & Surveillance				

### Office of the CEO

No. of				
Posts	Posts	Classifica	Remarks	
1	Chief Executive Officer	LEVEL	10	
1	Policy and Research Manager	LEVEL	7	
1	Senior Executive Assistant	LEVEL	5	
1	Executive Administrative Assistant	LEVEL	4	
1	Document Management Officer	LEVEL	3	
5				
5	Total- Office of the CEO			

#### **Operations Division**

No. of Posts	Posts	Classifica	tion	Remarks	
1 0515				iveniai ks	
1	Deputy Chief Executive Officer, Operations	LEVEL	9		
1	Desk Officer, Overseas Mission	LEVEL	4A		
1	Executive Assistant	LEVEL	4	Post(s) [# 295087] of Administrative Assistant (LEVEL 3) retitled and upgraded with	

#### 3

#### Citizenship Services

No. of Posts 1	Posts Director, Citizenship Services	Classification LEVEL 8		Remarks
1	Production Manager, Citizenship Applications	LEVEL	7	Post(s) [295211] of Operations Manager, Citizenship (Level 6) retitled and upgraded with effect from October 9, 2020.
1	Desk Officer, Citizenship	LEVEL	4	
4	Case Officer, Citizenship	LEVEL	4	
1	Document Management Officer	LEVEL	3	

effect from August 1, 2012.
### **Operations Division**

Citizenship Services

Citizensh	ip Services			
No. of				
Posts	Posts	Classificatior	ı	Remarks
1	Administrative Assistant	LEVEL	3	
1	Document Management Clerk	LEVEL	2	
10				
	Services			
No. of				
Posts	Posts	Classification		Remarks
1	Director, Customer Service	LEVEL	8	
1	Manager, Customer Service (St. Ann)	LEVEL	7	
1	Manager, Customer Service (Montego Bay)	LEVEL	7	
1	Manager, Customer Service (Mandeville)	LEVEL	7	
1	Manager, Customer Service (Kingston)	LEVEL	7	
1	Manager, Customer Service (Headquarters)	LEVEL	7	
1	Customer Service Mobile Coordinator	LEVEL	5	New post(s) [# 323175] with effect from July 12, 2021.
4	Desk Officer	LEVEL	4	
1	Administrative Assistant	LEVEL	3	
12				
Customer	Services - Mailing Section			
No. of				
Posts	Posts	Classification		Remarks
1	Customer Service Operations Supervisor (Mailing)		5	
9	Desk Officer, Mailing	LEVEL	4	
10				
-	Services - Operations			
No. of				
Posts	Posts	Classification		Remarks
1	Customer Service Supervisor (Portmore)	LEVEL	5	
1	· · · · · · · · · · · · · · · · · · ·	LEVEL	5	
1	Customer Service Operations Supervisor (St. Ann)		5	
1	Customer Service Operations Supervisor (Montego Bay)	LEVEL	5	
1	Customer Service Operations Supervisor (Mandeville)	LEVEL	5	
2	Customer Service Operations Supervisor (Kingston)	LEVEL	5	
1	Customer Service Operations Supervisor (Cashiering)	LEVEL	5	
1	Immigration Officer	LEVEL	4	
10	Desk Officer, Passport	LEVEL	4	
1	Desk Officer (Kingston)	LEVEL	4	
1	Desk Officer, Issuing (Kingston)	LEVEL	4	

### **Operations Division**

Customer Services - Operations

No. of			
Posts	Posts	Classification	Remarks
3	Desk Officer (St. Ann)	LEVEL 4	
3	Desk Officer (Portmore)	LEVEL 4	
2	Desk Officer (Montego Bay)	LEVEL 4	
3	Desk Officer (May Pen)	LEVEL 4	
4	Desk Officer (Kingston)	LEVEL 4	
1	Customer Service Supervisor (Montego Bay)	LEVEL 4	
1	Customer Relations Officer, Issuing (Kingston)	LEVEL 4	
1	Customer Relations Officer (St. Ann)	LEVEL 4	
1	Customer Relations Officer (Montego Bay)	LEVEL 4	
1	Customer Relations Officer (Mandeville)	LEVEL 4	
1	Customer Relations Officer (Kingston)	LEVEL 4	
1	Document Management Officer, Customer Service (Mandeville)	LEVEL 3	
1	Document Management Officer (Montego Bay)	LEVEL 3	
4	Records Clerk	LEVEL 2	
1	Customer Service Assistant (St. Thomas)	LEVEL 2	
1	Customer Service Assistant (St. Ann/Portland)	LEVEL 2	
3	Customer Service Assistant (Montego Bay)	LEVEL 2	
1	Customer Service Assistant (Mandeville)	LEVEL 2	
5	Customer Service Assistant (Kingston)	LEVEL 2	
59			
Immigra	tion Services		
No. of			
Posts	Posts	Classification	Remarks
1	Director, Immigration Services	LEVEL 8A	
4	Desk Officer, Immigration	LEVEL 4	
1	Administrative Assistant	LEVEL 3	
6			
0	tion Services (Eastern)		
No. of			<b>D</b>
Posts	Posts	Classification	Remarks
1	Deputy Director, Eastern Operations	LEVEL 7	
1			
Ũ	tion Services (Eastern)- Airport Kingston		
No. of Posts 2	Posts Operations Manager, Airport	Classification LEVEL 6	Remarks

LEVEL

5

### **Operations Division**

Immigration Services (Eastern)- Airport Kingston

	ation Services (Eastern)- Anport Kingston			
No. of Posts 12	Posts Senior Immigration Officer	Classifica LEVEL	ition 4A	<b>Remarks</b> Twelve (12) post(s) [#s 296484, 296487-92, 296494-96, 296499 & 296501] of Immigration Officer (LEVEL 4) retitled and upgraded with effect from April 11, 2017.
67	Immigration Officer	LEVEL	4	
1	Administrative Assistant	LEVEL	3	
14	Immigration Assistant	LEVEL	2	
114				
Immigra	ation Services (Eastern)- Seaport Kingston			
No. of		~		
Posts	Posts Operations Manager, Seepart			Remarks
1	Operations Manager, Seaport		6 5	
2	Immigration Supervisor		5	
9	Immigration Officer		4	
1	Administrative Assistant	LEVEL	3	
13				
Immigra	ation Services (Eastern)- Seaport Mandeville			
No. of				
Posts	Posts	Classifica		Remarks
1	Operations Manager, Seaport	LEVEL	6	
1	Immigration Supervisor	LEVEL	5	
1	Senior Immigration Officer	LEVEL	4A	Post(s) [# 296502] of Immigration Officer (LEVEL 4) retitled and upgraded with effect from April 11, 2017.
3	Immigration Officer	LEVEL	4	
1	Administrative Assistant	LEVEL	3	
7				
	ation Services (HQ)			
Immigra No. of	ation Services (HQ)			
Immigra	Posts	Classifica		Remarks
Immigra No. of Posts 1	Posts Deputy Director, HQ Operations	LEVEL	7	Remarks
Immigra No. of	<b>Posts</b> Deputy Director, HQ Operations Customer Relations Officer (HQ, Kingston)	LEVEL LEVEL	7 4	Remarks
Immigra No. of Posts 1 3 1	<b>Posts</b> Deputy Director, HQ Operations Customer Relations Officer (HQ, Kingston) Customer Relations Officer (Montego Bay)	LEVEL LEVEL LEVEL	7 4 4	Remarks
Immigra No. of Posts 1 3 1 2	<b>Posts</b> Deputy Director, HQ Operations Customer Relations Officer (HQ, Kingston) Customer Relations Officer (Montego Bay) Customer Relations Officer	LEVEL LEVEL LEVEL LEVEL	7 4 4 4	Remarks
Immigra No. of Posts 1 3 1	<b>Posts</b> Deputy Director, HQ Operations Customer Relations Officer (HQ, Kingston) Customer Relations Officer (Montego Bay)	LEVEL LEVEL LEVEL	7 4 4	Remarks

LEVEL

LEVEL

LEVEL

4

4 4

Customer Relations Assistant (Kingston)

1

## **Operations Division**

Immigration Services (HQ)

No. of	Dente			Describer
Posts	Posts	Classification		Remarks
2	Customer Relations Assistant (Portmore)		4	
1	Desk Officer		4	
6	Desk Officer (Kingston)	LEVEL	4	
1	Administrative Assistant	LEVEL	3	
21				
Immigra	tion Services (HQ)- Deportation			
No. of				
Posts	Posts	Classification		Remarks
1	Manager, Deportation	LEVEL	6	
1	Senior Immigration Officer	LEVEL	4A	Post(s) [# 296505] of Immigration Officer (LEVEL 4) retitled and upgraded with effect from April 11, 2017.
4	Immigration Officer	LEVEL	4	
6	<sup>c</sup>			
Immigra	tion Services (HQ)- Visa			
No. of				
Posts	Posts	Classification		Remarks
1	Manager, Visas	LEVEL	6	
2	Senior Immigration Officer	LEVEL	4A	Two (2) post(s) [# 296510-11] of Immigration Officer (LEVEL 4) retitled and upgraded with effect from April 11, 2017.
4	Immigration Officer	LEVEL	4	
7	5			
	tion Services (Western)			
No. of				
Posts	Posts	Classification		Remarks
1	Deputy Director, Western Operations	LEVEL	7	
1	Administrative Assistant	LEVEL	3	
2				
Immigra	tion Services (Western)- Airport Montego Bay			
No. of				
Posts	Posts	Classification		Remarks
2	Operations Manager, Airport	LEVEL	6	
20	Immigration Supervisor	LEVEL	5	
11	Senior Immigration Officer	LEVEL	4A	Eleven (11) post(s) [#s 262312- 16, 262318-19, 262321, 262323- 24 & 295316] of Immigration Officer (LEVEL 4) retitled and upgraded with effect from April 11, 2017.

## **Operations Division**

Immigration Services (Western)- Airport Montego Bay

mmgru	tion bervices (western)- Anport Montego Day			
No. of Posts 106 1 16	Posts Immigration Officer Administrative Assistant Immigration Assistant	Classification LEVEL LEVEL LEVEL LEVEL	4 3 2	Remarks
156				
	tion Services (Western)- Seaport Montego Bay			
No. of Posts 7 7	Posts Immigration Officer	Classification LEVEL	4	Remarks
Immigra	tion Services (Western)- Seaport Ocho Rios			
No. of Posts 1 5 6	Posts Immigration Supervisor Immigration Officer	Classification LEVEL LEVEL	5 4	Remarks
Passport	Services			
No. of				
<b>Posts</b> 1 1 2	Posts Director, Passport Services Administrative Assistant	Classification LEVEL LEVEL	8A 3	Remarks
Passport	Services - Data Entry			
No. of Posts 1 12 1	Posts Operations Supervisor, Data Entry Data Capture Technician Data Capture Technician	Classification LEVEL LEVEL LEVEL	5 2 2	Remarks Post(s) [# 306313] of Data Capture Technician (LEVEL 2) transferred from Operations Division, Passport Services with effect from January 3, 2022.
14				
	Services - Document Management			
No. of Posts 1 3	Posts Operations Supervisor, Document Management Document Management Clerk, Distribution	Classification LEVEL LEVEL	5 2	Remarks

## **Operations Division**

Passport Services - Document Management

No. of Posts 1	Posts Document Management Clerk, Storage	Classification LEVEL	2	<b>Remarks</b> Post(s) to be abolished when vacant. With effect from August 20, 2018 new appointment of any type to the post [# 295117] is prohibited.
1	Document Management Clerk, Storage	LEVEL	2	
6				
-	Services - Passport Production			
No. of Posts 1	Posts Operations Manager, Passport Production	Classification LEVEL	7	Remarks Post(s) [# 295094] of Operations Manager, Passport Production (LEVEL 7) transferred from Operations Division, Passport Services with effect from January 3, 2022.
1	Operations Supervisor, Passport Production	LEVEL	5	
4	Quality Assurance Officer	LEVEL	4	Four (4) new post(s) [#s 323519- 323522] with effect from January 3, 2022.
5	Quality Assurance Officer	LEVEL	4	
2	Quality Assurance Officer	LEVEL	4	Two (2) post(s) [#s 306311- 306312] of Quality Assurance Officer (LEVEL 4) transferred from Operations Division, Passport Services with effect from January 3, 2022.
3	Quality Control Technician	LEVEL	3	
5	Production Technician (Image Capture)	LEVEL	2	
5	Production Technician (Lamination)	LEVEL	2	
4 30	Production Technician (Print Operator)	LEVEL	2	
Passport	Services Branch - Facial Recognition			
No. of	6			
Posts	Posts	Classification		Remarks
1	Facial Recognition Supervisor	LEVEL	6	New post(s)(s) [# 325325] with effect from January 3, 2022.
1	Production Technician - Facial Recognition	LEVEL	4	Post(s) [# 306310] of Production Technician - Facial Recognition (LEVEL 4) transferred from Operations Division, Passport Services- Passport Production with effect from January 3, 2022.

### **Operations Division**

Passport Services Branch - Facial Recognition

No. of Posts 3	Posts Production Technician - Facial Recognition	Classifica LEVEL	tion 4	<b>Remarks</b> Three (3) new post(s) [#s 325322- 325324] with effect from January 3, 2022.
5 497	Total- Operations Division			
	s & Enterprise Risk Management			
No. of Posts	Posts	Classifica	tion	Remarks
1	Senior Director Projects & Enterprise Managem		8A	New post(s) [# 322957] with effect from March 15, 2021.
1	Administrative Assistant	LEVEL	4	New post(s) [# 322958] with effect from March 15, 2021.
2				
Enterpr	ise Risk Management			
No. of				
Posts	Posts	Classifica		Remarks
1	Enterprise Risk Manager	LEVEL	8	New post(s) [# 322959] with effect from March 15, 2021.
1	Risk Officer	LEVEL	5	New post(s) [# 322960] with effect from March 15, 2021.
2				
Project	Management			
No. of				
Posts	Posts	Classifica		Remarks
1	Project Manager, Systems and Innovation	LEVEL	8	New post(s) [# 322961] with effect from March 15, 2021.
2	Project Officer	LEVEL	4	Two (2) new post(s) [#s 322962- 3] with effect from March 15, 2021.
3				2021.
	Systems			
No. of				
Posts	Posts Quality Systems Manager			Remarks
1	Quality Systems Manager	LEVEL	7	New post(s) [# 322965] with effect from March 15, 2021.
1	Quality Systems Officer	LEVEL	5	New post(s) [# 322964] with effect from March 15, 2021.
2				
9	Total- Projects & Enterprise Risk Management			
679	Total-Passport Immigration and Citizenshin Agen	<b>6V</b>		

679 Total-Passport, Immigration and Citizenship Agency

### **Corporate Services**

No. of				
Posts	Posts	Classification		Remarks
1	Director, Corporate Services	GRADE	2	
1	Corporate Planner	GRADE	3	
1	Administrative Assistant	GRADE	5	
1	Corporate Services Officer	GRADE	5	
4				
Finance				
No. of				
Posts	Posts	Classifica		Remarks
1	Finance Manager	GRADE	3	
1	Accounts Supervisor (Payables, Receivables, Budgeting)	GRADE	4	
1	Accounts Supervisor(Fixed Asset Management Inventory Control)	GRADE	4	
1	Accounting Officer (Costing)	GRADE	5	
1	Accounts Payable Officer	GRADE	5	
1	Accounts Receivables Officer	GRADE	5	
1	Administrative/Accounting Assistant	GRADE	5	
1	Asset Management Officer	GRADE	5	
1	Payroll Officer	GRADE	5	
1	Cashier/Collections Officer	GRADE	6	
1	Stores Officer	GRADE	6	
11				

#### Office Management

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Office Manager	GRADE	3	
1	Administrative/Office Services Officer	GRADE	5	
1	Driver	GRADE	6	
1	Telephone Operator/Receptionist	GRADE	6	
6	Driver	GRADE	7	
2	Attendant	GRADE	8	
1	Messenger	GRADE	8	
5	Part-time Cleaner	GRADE	8	
1	Property Attendant	GRADE	8	
19				
Public P	rocurement Branch			
No. of				

No. of Posts	Posts	Classificati	on	Remarks
1	Manager, Public Procurement	GRADE	3	Post(s)(s) [# 307681] of Director, Public Procurement (Grade 3) retitled with effect from

November 29, 2021.

### **Corporate Services**

Public Procurement Branch

No. of				
Posts	Posts	Classification		Remarks
1	Senior Public Procurement Officer	GRADE	4A	
1	Public Procurement Officer	GRADE	4	
1	Public Procurement Administrator	GRADE	5	
4				
38	Total- Corporate Services			
Custon	ner Relations Management			
No. of				
Posts	Posts	Classificat	ion	Remarks
1	Director, Customer Relations Management	GRADE	2	

### Marketing/Sales & Advertising

No. of				
Posts	Posts	Classificat	ion	Remarks
1	Marketing & Sales Executive	GRADE	3	
1	Graphic Artist	GRADE	5	New post(s) [# 321508] with effect from June 1, 2020.
1	Media Buyer	GRADE	5	
1	Media Buyer	GRADE	5	New post(s) [# 321510] with effect from June 1, 2020.
1	Media Buyer Assistant	GRADE	6	
2	Clerical Officer	GRADE	6	Two (2) new post(s) [#s 321506- 7] with effect from June 1, 2020.
1	Media Buyer Assistant	GRADE	6	New post(s) [# 321509] with effect from June 1, 2020.

8

1

**Public Relations** 

No. of Posts	Posts	Classificatio	on	Remarks
1	Manager, Public Relations	GRADE	3	
1	Copy Editor/Proofreader	GRADE	3	Post(s)(s) [# 263094] of Marketing Executive (Grade 3) retitled and transferred from Marketing/Sales & Advertising with effect from November 29, 2021.
4	Public Relations Executive	GRADE	4A	
8	Public Relations Officer	GRADE	4	

## **Customer Relations Management**

Public R	Relations			
No. of Posts 1	Posts Graphic Artist	Classification GRADE	5	Remarks Post(s)(s) [# 263095] of Business Development Officer (Grade 5) retitled and transferred from Marketing/Sales & Advertising with effect from November 29, 2021.
1 16	Administrative Assistant	GRADE	5	2021.
25	Total- Customer Relations Management			
	nic Production			
No. of Posts 1	Posts Deputy CEO/Director, Electronic Production	Classification GRADE	2A	<b>Remarks</b> Post(s) [# 263086] of Deputy CEO/Chief State Liaison (GRADE 2A) retitled and transferred from Office of the Chief State Liaison with effect from January 4, 2021.
1	Administrative Assistant (Deputy CEO)	GRADE	5	Post(s) [# 140003] of Administrative Assistant (Deputy CEO) (GRADE 5) transferred from Executive Office with effect from January 4, 2021.
Compute	er Services			
No. of Posts 1	Posts Computer Services Manager	Classification GRADE	3	Remarks Post(s) [# 140055] of Computer Services Manager (GRADE 3) transferred from Production, Computer Services with effect from January 4, 2021.
1	IT Technician/System Support	GRADE	4	Post(s) [# 140058] of IT Technician/System Support (GRADE 4) transferred from Production, Computer Services with effect from January 4, 2021.
1	Web Designer/Developer	GRADE	4	Post(s) [# 294960] of Software Developer (GRADE 4) retitled with effect from November 29, 2021.

## **Electronic Production**

Computer Services

No. of Posts	Posts	Classificat	ion	Remarks
1	Systems Administrator	GRADE	4	Post(s) [# 141117] of Systems Administrator (GRADE 4) transferred from Production, Computer Services with effect from January 4, 2021.
1	Web Content Writer/Editor	GRADE	4	Post(s) [# 140023] of Web Content Writer/Editor (GRADE 4 transferred from Production, Computer Services with effect from January 4, 2021.
2	Web Designer/Developer	GRADE	4	Two (2) post(s) [#s 141198 & 263101] of Web Designer/Developer (GRADE 4) transferred from Production, Computer Services with effect from January 4, 2021.
1	Web Developer	GRADE	4	Post(s) [# 140028] of Web Developer (GRADE 4) transferred from Production, Computer Services with effect from January 4, 2021.
1	Web Master	GRADE	4	Post(s) [# 140057] of Web Master (GRADE 4) transferred from Production, Computer Services with effect from Januar 4, 2021.
1	E-Marketing Officer/Computer Services Administrative Assistant	GRADE	5	Post(s) [# 294961] of E- Marketing Officer/Computer Services Administrative Assistar (GRADE 5) transferred from Production, Computer Services with effect from January 4, 2021
10 Radio				
No. of				
Posts 1	Posts Manager, Radio	Classificat GRADE	ion 3	<b>Remarks</b> Post(s) [# 140086] of Manager, Radio (GRADE 3) transferred from Production, Radio with effect from January 4, 2021.
1	Editor	GRADE	4	Post(s) [# 140087] of Editor (GRADE 4) transferred from Production, Radio with effect from January 4, 2021.

## **Electronic Production**

Radio

No. of Posts	Posts	Classificat	ion	Remarks
1	Senior Producer/Editor	GRADE	4	Post(s) [# 140090] of Senior Producer/Editor (GRADE 4) transferred from Production, Radio with effect from January 4 2021.
1	Senior Writer/Producer/Presenter	GRADE	4	Post(s) [# 263088] of Senior Writer/Producer/Presenter (GRADE 4) transferred from Production, Radio with effect from January 4, 2021.
4	Writer/Producer/Presenter	GRADE	5	Four (4) post(s) [#s 140088, 141199-201] of Writer/Producer/Presenter (GRADE 5) transferred from Production, Radio with effect from January 4, 2021.
1	Administrative Assistant	GRADE	6	Post(s) [# 140091] of Administrative Assistant (GRADI 6) transferred from Production, Radio with effect from January 4 2021.
2	Studio Technician	GRADE	6	Two (2) post(s) [#s 140089 & 141207] of Studio Technician (GRADE 6) transferred from Production, Radio with effect from January 4, 2021.
11				

Social Media

No. of Posts	Posts	Classification	Remarks
1	Social Media Manager	GRADE 3	New post(s) [# 322606] with effect from January 4, 2021.
1	Social Media News Coordinator	GRADE 4a	New post(s) [# 322607] with effect from January 4, 2021.
1	Graphic Artist	GRADE 5	New post(s) [# 322608] with effect from January 4, 2021.
1	Videographer	GRADE 5	New post(s) [# 322609] with effect from January 4, 2021.

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## **Electronic Production**

Posts 1 1	Posts Manager, Television Engineer Head, Documentary Unit	Classificat GRADE GRADE	ion 3 4	Remarks Post(s) [# 140092] of Manager Television (GRADE 3) transferred from Production, Television with effect from January 4, 2021. Post(s) [# 263091] of Engineer
	-	GRADE	4	
1	Head, Documentary Unit			(GRADE 4) transferred from Production, Television with eff from January 4, 2021.
		GRADE	4	Post(s) [# 294955] of Head, Documentary Unit (GRADE 4) transferred from Production, Television with effect from January 4, 2021.
1	Senior E.N.G Editor	GRADE	4	Post(s) [# 140093] of Senior E.N.G Editor (GRADE 4) transferred from Production, Television with effect from January 4, 2021.
1	Senior Editor	GRADE	4	Post(s) [# 140095] of Senior Editor (GRADE 4) transferred from Production, Television wi effect from January 4, 2021.
1	Senior Production Coordinator	GRADE	4	Post(s) [# 140096] of Senior Production Coordinator (GRAI 4) transferred from Production Television with effect from January 4, 2021.
2	Senior Writer/Producer/Presenter	GRADE	4	Two (2) post(s) [#s 263090 & 294953] of Senior Writer/Producer/Presenter (GRADE 4) transferred from Production, Television with eff from January 4, 2021.
1	Technical Supervisor	GRADE	4	Post(s) [# 140094] of Technica Supervisor (GRADE 4) transferred from Production, Television with effect from January 4, 2021.
1	Assistant Engineer	GRADE	5	Post(s) [# 294952] of Assistan Engineer (GRADE 5) transferr from Production, Television wi effect from January 4, 2021.

## **Electronic Production**

No. of Posts	Deste	<u>Class:</u>		Domoulus
Posts 5	Posts E.N.G Editor	Classificati GRADE	on 5	Remarks Five (5) post(s) [#s 140097, 141209-11 & 294945] of E.N.G Editor (GRADE 5) transferred from Production, Television with effect from January 4, 2021.
2	Graphic Artist	GRADE	5	Two (2) post(s) [#s 140104 & 294954] of Graphic Artist (GRADE 5) transferred from Production, Television with effect from January 4, 2021.
1	Product Assistant	GRADE	5	Post(s) [# 140099] of Product Assistant (GRADE 5) transferred from Production, Television with effect from January 4, 2021.
1	Production Assistant/Graphic Artist	GRADE	5	Post(s) [# 294944] of Production Assistant/Graphic Artist (GRADE 5) transferred from Production, Television with effect from January 4, 2021.
1	Senior Audio/Visual Librarian	GRADE	5	Post(s) [# 263083] of Senior Audio/Visual Librarian (GRADE 5) transferred from Production, Television with effect from January 4, 2021.
1	Senior Sound Technician	GRADE	5	Post(s) [# 140102] of Senior Sound Technician (GRADE 5) transferred from Production, Television with effect from January 4, 2021.
1	Sound Technician/Videographer/Projectionist	GRADE	5	Four (4) post(s) [#s 140103, 141224-5 & 294946] of Sound Technician/Videographer/Projec onist (GRADE 5) transferred from Production, Television with effect from January 4, 2021.
11	Sound Technician/Videographer	GRADE	5	Eleven (11) post(s) [#s 140100, 141217-21, 294947-51] of Videographer (GRADE 5) retitled with effect from November 29, 2021.
7	Writer/Producer/Presenter	GRADE	5	Seven (7) post(s) [#s 140109, 141206, 141212-6] of Writer/Producer/Presenter (GRADE 5) transferred from Production, Television with effec from January 4, 2021.

## **Electronic Production**

No. of Posts	Docto	<u>Class:</u>	ion	Domoulus
Posts 1	Posts Administrative Assistant	Classificat GRADE	ion 6	Remarks Post(s) [# 140105] of Administrative Assistant (GRAD) 6) transferred from Production, Television with effect from January 4, 2021.
1	Assistant Engineer	GRADE	6	Post(s) [# 263092] of Assistant Engineer (GRADE 6) transferred from Production, Television with effect from January 4, 2021.
1	Audio Visual/Librarian	GRADE	6	Post(s) [# 140107] of Audio Visual/Librarian (GRADE 6) transferred from Production, Television with effect from January 4, 2021.
1	Clerical Officer	GRADE	6	Post(s) [# 263089] of Clerical Officer (GRADE 6) transferred from Production, Television with effect from January 4, 2021.
1	Documentary Unit Production Assistant	GRADE	6	Post(s) [# 140106] of Documentary Unit Production Assistant (GRADE 6) transferred from Production, Television with effect from January 4, 2021.
1	Assistant Audio/Visual Librarian	GRADE	7	Post(s) [# 263096] of Assistant Audio/Visual Librarian (GRADE 7) transferred from Production, Television with effect from January 4, 2021.
1	Grip	GRADE	7	Post(s) [# 140111] of Grip (GRADE 7) transferred from Production, Television with effec from January 4, 2021.
1	Telephone Operator/Receptionist	GRADE	7	Post(s) [# 140108] of Telephone Operator/Receptionist (GRADE 7) transferred from Production, Television with effect from January 4, 2021.
1	Attendant	GRADE	8	Post(s) [# 140114] of Attendant (GRADE 8) transferred from Production, Television with effec from January 4, 2021.
1	Messenger	GRADE	8	Post(s) [# 140112] of Messenge (GRADE 8) transferred from Production, Television with effec from January 4, 2021.

## **Electronic Production**

Televisi	ion		
No. of			
Posts	Posts	Classification	Remarks
1	Part-Time Attendant	GRADE 8	Post(s) [# 140110] of Part-Time Attendant (GRADE 8) transferred from Production, Television with effect from January 4, 2021.
54			
81	Total- Electronic Production		
Executi	ive Office		
No. of			
Posts	Posts	Classification	Remarks
1	Chief Executive Officer	GRADE 1	
1	Executive Assistant (CEO)	GRADE 4	
2			
Special	Projects		
No. of			
Posts	Posts	Classification	Remarks
1	Special Projects Manager	GRADE 3	
1	Special Projects Officer	GRADE 4	
2			
4	Total- Executive Office		
Human	Resources		
No. of			
Posts	Posts	Classification	Remarks

Posts	Posts	Classifica	tion	Remarks
1	Director, Human Resources	GRADE	2	
1	Records Manager	GRADE	3	
1	Compensation Administrator	GRADE	4	
1	Employee Relations & Training Coordinator	GRADE	4	
1	Recruitment & Employee Benefits Administrator	GRADE	4	
1	Human Resource Clerk	GRADE	6	
1	Records Officer/Relief Telephone Operator	GRADE	6	
7				
7	T-t-l Homen December			

7 Total- Human Resources

#### **Internal Audit**

No. of			
Posts	Posts	Classification	Remarks
1	Internal Auditor	GRADE 3	
1	Assistant Auditor	GRADE 4	
2			
2	Total- Internal Audit		

### Research, Print & Production

No. of				
Posts	Posts	Classification		Remarks
1	Director, Research, Print & Production	GRADE	2	Post(s) [# 140018] of Director, Production (GRADE 2) retitled and transferred from Production with effect from January 4, 2021.
1	Administrative Assistant (Director, Research, Print & Production)	GRADE	5	Post(s) [# 140005] of Administrative Assistant (Director, Production) (GRADE 5) retitled and transferred from Executive Office with effect from January 4, 2021.
	& Dhotography			
No. of	& Photography			
Posts	Posts	Classification		Remarks
1	Managing Editor	GRADE	3	Post(s) [# 140019] of Managing Editor (GRADE 3) transferred from Office of the Chief State Liaison, Editorial & Photography with effect from January 4, 2021.
1	Consulting Sub Editor	GRADE	4A	Post(s) [# 140053] of Consulting Editor (GRADE 4A) transferred from Office of the Chief State Liaison, Editorial & Photography with effect from January 4, 2021.
1	Photo Editor/Supervisor	GRADE	4	Post(s) [# 140025] of Photo Editor/Supervisor (GRADE 4) transferred from Office of the Chief State Liaison, Editorial & Photography with effect from January 4, 2021.
1	Senior Editor	GRADE	4	Post(s) [# 140020] of Senior Editor (GRADE 4) transferred from Office of the Chief State Liaison, Editorial & Photography with effect from January 4, 2021.
1	Senior Photo Librarian	GRADE	4	Post(s) [# 140029] of Senior Photo Librarian (GRADE 4) transferred from Office of the Chief State Liaison, Editorial &
1	Senior Photographer	GRADE	4	Photography with effect from January 4, 2021. Post(s) [# 294959] of Senior Photographer (GRADE 4) transferred from Office of the Chief State Liaison, Editorial & Photography with effect from January 4, 2021.

### Research, Print & Production

Editorial & Photography

No. of				
Posts 2	Posts Senior Reporter	Classification GRADE	4	Remarks Two (2) post(s) [#s 141195 & 294983] of Senior Reporter (GRADE 4) transferred from Office of the Chief State Liaison, Editorial & Photography with effect from January 4, 2021.
2	Administrative Assistant	GRADE	5	Two (2) post(s) [#s 140024 & 294958] of Administrative Assistant (GRADE 5) transferred from Office of the Chief State Liaison, Editorial & Photography with effect from January 4, 2021.
5	Photographer	GRADE	5	Five (5) post(s) [#s 140026, 141115-6, 141252 & 263098] of Photographer (GRADE 5) transferred from Office of the Chief State Liaison, Editorial & Photography with effect from January 4, 2021.
7	Reporter	GRADE	5	Seven (7) post(s) [#s 140022, 140081, 141253-5 & 263099-100] of Reporter (GRADE 5) transferred from Office of the Chief State Liaison, Editorial & Photography with effect from January 4, 2021.
1	Reporter/Sub Editor	GRADE	5	Post(s) [# 140021] of Reporter/Sub Editor (GRADE 5) transferred from Office of the Chief State Liaison, Editorial &
1	Clerical Officer	GRADE	6	Photography with effect from January 4, 2021. Post(s) [# 140027] of Clerical Officer (GRADE 6) transferred from Office of the Chief State Liaison, Editorial & Photography with effect from January 4, 2021.

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## **Research, Print & Production**

Editorial & Photography - Regional Services (Montego Bay)

No. of Posts	Posts	Classification	Domarks
Posts 1	Posts Manager, Montego Bay Branch		Remarks 3 Post(s) [# 140064] of Manager, Montego Bay Branch (GRADE 3) transferred from Office of the Chief State Liaison, Editorial & Photography- Regional Services (Montego Bay) with effect from January 4, 2021.
1	Manager, Special Projects	GRADE	3 New post(s) [# 323176] with effect from July 26, 2021.
4	Information Officer	GRADE	5 Four (4) post(s) [#s 140066 & 141159-61] of Information Officer (GRADE 5) transferred from Office of the Chief State Liaison, Editorial & Photography- Regional Services (Montego Bay) with effect from January 4, 2021.
4	Technical Officer	GRADE	5 Four (4) post(s) [#s 140068, 141164-5 & 141174] of Technical Officer (GRADE 5) transferred from Office of the Chief State Liaison, Editorial & Photography- Regional Services (Montego Bay) with effect from January 4, 2021.
1	Administrative Assistant	GRADE	<ul> <li>Post(s) [# 140067] of</li> <li>Administrative Assistant (GRADE</li> <li>6) transferred from Office of the</li> <li>Chief State Liaison, Editorial &amp;</li> <li>Photography- Regional Services</li> <li>(Montego Bay) with effect from</li> <li>January 4, 2021.</li> </ul>
1	Assistant Technical Officer	GRADE	6 Post(s) [# 140069] of Assistant Technical Officer (GRADE 6) transferred from Office of the Chief State Liaison, Editorial & Photography- Regional Services (Montego Bay) with effect from January 4, 2021.
1	Office Attendant	GRADE	8 Post(s) [# 140071] of Office Attendant (GRADE 8) transferred from Office of the Chief State Liaison, Editorial & Photography- Regional Services (Montego Bay) with effect from January 4, 2021.

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## **Research, Print & Production**

Research & Publications

No. of				
Posts 1	Posts Manager, Research & Publications	Classificatio GRADE	on 3	Remarks Post(s) [# 140073] of Manager, Research & Publications (GRADE 3) transferred from Office of the Chief State Liaison, Research & Publications with effect from January 4, 2021.
1	Librarian	GRADE	4	Post(s) [# 140061] of Librarian (GRADE 4) transferred from Office of the Chief State Liaison, Research & Publications with effect from January 4, 2021.
2	Research Officer/Writer	GRADE	4	Two (2) post(s) [#s 140062-3] of Research Officer/Writer (GRADE 4) transferred from Office of the Chief State Liaison, Research & Publications with effect from January 4, 2021.
4 Researcl	h & Publications - Pre-Press			
No. of				
Posts	Posts	Classification		Remarks
1	Copy Editor	GRADE	4	Post(s) [# 140079] of Copy Editor (GRADE 4) transferred from Office of the Chief State Liaison, Research & Publications- Pre- Press with effect from January 4, 2021.
1	Copy Writer	GRADE	4	Post(s) [# 141194] of Copy Write (GRADE 4) transferred from Office of the Chief State Liaison, Research & Publications- Pre- Press with effect from January 4, 2021.
1	Graphic Artist/Supervisor	GRADE	4	Post(s) [# 140074] of Graphic Artist/Supervisor (GRADE 4) transferred from Office of the
				Chief State Liaison, Research & Publications- Pre-Press with effect from January 4, 2021.

### Research, Print & Production

Research & Publications - Pre-Press

No. of Posts	Docto	Classificat	ion	Domonto
4	Posts Graphic Artist	Classificat GRADE	ion 5	Remarks Four (4) post(s) [#s 140075-6 & 141192-3] of Graphic Artist (GRADE 5) transferred from Office of the Chief State Liaison, Research & Publications- Pre- Press with effect from January 4, 2021.
1	Administrative Assistant	GRADE	6	Post(s) [# 141128] of Administrative Assistant (GRADE 6) transferred from Office of the Chief State Liaison, Research & Publications- Pre-Press with effect from January 4, 2021.
1	Library Assistant/Archivist	GRADE	6	Post(s) [# 140080] of Library Assistant/Archivist (GRADE 6) transferred from Office of the Chief State Liaison, Research & Publications- Pre-Press with effect from January 4, 2021.
3	Printer	GRADE	6	Three (3) post(s) [#s 140083 & 141196-7] of Printer (GRADE 6) transferred from Office of the Chief State Liaison, Research & Publications- Pre-Press with effect from January 4, 2021.
1	Binder	GRADE	7	Post(s) [# 140085] of Binder (GRADE 7) transferred from Office of the Chief State Liaison, Research & Publications- Pre- Press with effect from January 4, 2021.
1	Stripper/Plate Burner/Binder	GRADE	7	Post(s) [# 140084] of Stripper/Plate Burner/Binder (GRADE 7) transferred from Office of the Chief State Liaison, Research & Publications- Pre- Press with effect from January 4, 2021.
15				

- 58 Total- Research, Print & Production
- 215 Total-Jamaica Information Service

#### **Business Development and Communication**

Business	Development and Communication			
No. of				
Posts	Posts	Classification		Remarks
1	Director	GRADE	10	
1	Business Development and Communication Specialist	GRADE	8	
1	Administrator	GRADE	5	
3				
Creative	Development and Production			
No. of				
Posts	Posts	Classification	n	Remarks
1	Manager	GRADE	8	
1	Creative Development & Production Officer	GRADE	6	
1	Document Production & Packaging Assistant	GRADE	3	
1	Document Production and Packaging Technician	GRADE	2	
4				
ICT Man	agement			
No. of				
Posts	Posts	Classification	n	Remarks
1	Manager	GRADE	8	
1	Network Administrator	GRADE	6	
1	ICT Management Officer	GRADE	6	
3				
Marketin	g and Communications			
No. of	-			
Posts	Posts	Classification	n	Remarks
1	Marketing and Communications Manager	GRADE	7	
3	Client Relations & Marketing Officer	GRADE	6	
4				
Registry	& Records Management			
No. of				
Posts	Posts	Classification	n	Remarks
1	Senior Manager	GRADE	9	
1	Manager	GRADE	7	
4	Registry and Records Management Officer	GRADE	4	
6				
	and Information Management			
No. of				
Posts	Posts	Classification		Remarks
1	Manager	GRADE	8	
1	Research & Information Management Officer	GRADE	6	
2				

#### **Business Development and Communication**

Research and Information Management - Library

Posts	Posts	Classifica	tion	Remar
1	Librarian	GRADE	7	
1	Library and Information Management Assistant	GRADE	4	
1	Library and Information Management Assistant	GRADE	4	
3				

25 Total- Business Development and Communication

#### **Executive Office**

Posts	Posts	Classificatio	o <b>n</b>	Remarks
1	Chief Executive Officer	GRADE	11	
1	Manager, Strategy & Accountability	GRADE	8	
1	Monitoring & Evaluating Specialist	GRADE	8	
1	Executive Assistant	GRADE	5	
4				

#### Internal Audit

No. of			
Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	GRADE 8	
1	Internal Auditor	GRADE 6	
2			

#### Mandeville Learning Centre

No. of				
Posts	Posts	Classificat	tion	Remarks
1	Campus Manager	GRADE	8	
1	Senior Administrator	GRADE	6	
1	Registry and Records Management Officer	GRADE	4	
1	Library Assistant	GRADE	4	
1	Accounting Assistant	GRADE	4	
1	Office and Library Attendant	GRADE	2	
1	Grounds/Maintenance Attendant	GRADE	2	
7				
13	Total- Executive Office			

#### Finance, Human Resource Management & Administration Branch

No. of Posts	Posts	Classification		Remarks
1	Director, Finance, Human Resource Management & Administration	GRADE	10	
1				

## Finance, Human Resource Management & Administration Branch

Facilities & Asset Management Section

No. of	<b>D</b>			
Posts	Posts	Classificati GRADE	on 7	Remarks
1	Head of Facilities & Asset Management Facilities and Services Management Officer	GRADE	6	
1	Procurement Officer	GRADE	6	
1		GRADE	-	
1	Environmental Service Management Officer Facilities & Maintenance Technician	GRADE	6	
1			4	
1	Facilities & Maintenance Technician	GRADE	4	
1	Inventory & Asset Management Assistant	GRADE	4	
1	Delivery Attendant	GRADE	3	
1	Senior Office Attendant	GRADE	3	
4	Office Attendant	GRADE	2	
2	Grounds/Maintenance Attendant	GRADE	2	
15				
Finance	& Accounts Section			
No. of				
Posts	Posts	Classificati		Remarks
1	Manager, Finance & Accounts	GRADE	8	
1	Finance and Accounts Officer -Receivable	GRADE	6	
1	Finance and Accounts Officer - Payables	GRADE	6	
2	Accounting Assistant - Receivables	GRADE	4	
2	Accounting Assistant - Payables	GRADE	4	
7				
	Resource Management Section			
No. of Posts	Deste			Dementer
Posts	Posts Senior Manager, Human Resource Management	Classificati GRADE	on 9	Remarks
1		GRADE		
1	Senior Human Resource Management Officer		7	
1	Performance Management Officer	GRADE	6	
1	Employee Relations and Benefits Officer	GRADE	6	
1	Human Resource Administrator	GRADE	5	
5				
Public P	rocurement Branch			
No. of				
Posts	Dosts	Classificati	on	Domorlys

Posts	Posts	Classificatio	Remarks	
1	Head of Public Procurement	LEVEL	7	
1	Public Procurement Officer	LEVEL	5	
2				

30 Total- Finance, Human Resource Management & Administration Branch

## Public Service Capability Development

Public S	ervice Capability Development			
No. of				
Posts	Posts	Classification		Remarks
1	Director, Public Service Capability Development	GRADE	10	
1	Instructional Design Specialist	GRADE	8	
2	Capability Development Specialist	GRADE	7	
1	Administrator	GRADE	5	
		OIVIDE	U	
5				
Customi	sed Programme Delivery & Administration			
No. of				
Posts	Posts	Classification		Remarks
1	Manager, Customised Program Delivery & Administration	GRADE	8	
2	Capability Development Specialist	GRADE	7	
1	Capability Development Specialist	GRADE	7	
1	Capability Development Specialist	GRADE	7	
1	Administrator	GRADE	5	
-			J	
6				
Distance	Learning			
No. of				
Posts	Posts	Classification		Remarks
1	Distant Learning Specialist	GRADE	7	
1				
Landarsh	nip Development Section			
	iip Development Section			
No. of	Devite			Democla
Posts	Posts Senier Manager, Leadership Development	Classification		Remarks
1	Senior Manager, Leadership Development	GRADE	9	
1	Manager, Leadership Development	GRADE	8	
2	Capability Development Specialist	GRADE	7	
1	Administrator	GRADE	5	
5				
	Quality Assurance			
No. of				
Posts	Posts	Classification		Remarks
1	Manager, Product Quality Assurance	GRADE	8	
1	Product Quality Assurance Officer, Assessment	GRADE	6	
1	Product Quality Assurance Officer, Accreditation	GRADE	6	
3				
Schedule	ed Programme Delivery & Administration			
No. of				
Posts	Posts	Classification		Remarks
1	Senior Manager, Scheduled Programme	GRADE	9	
	Management	~~·~-	_	
1	Manager, Scheduled Programme Management	GRADE	8	

### **Public Service Capability Development**

Scheduled Programme Delivery & Administration

Posts	Posts	Classificat	Classification		
8	Capability Development Specialist	GRADE	7		
1	Administrator	GRADE	5		
1	Administrator	GRADE	5		
12					
32	Total- Public Service Capability Development				

100 Total-Management Institute for National Development

5540 TOTAL ESTABLISHED POSTS

#### ADMINISTRATOR GENERAL'S DEPARTMENT

## **REVISION OF SALARIES - April 1, 2021 to March 31, 2022**

Post Title	Basic Minimum \$ p.a.	Salary Maximum \$ p.a.
Grade 9		
Administrator General/CEO		
Existing	6,688,904	8,346,674
With effect from April 1, 2021	6,956,460	8,680,541
Grade 8		
Deputy Administrator General		
Existing	5,110,074	6,373,138
With effect from April 1, 2021	5,314,477	6,628,064
Grade 7		
Senior Directors		
Existing	3,210,295	4,869,491
With effect from April 1, 2021	3,338,707	5,064,271
Grade 6		
Managers		
Senior Professionals		
Existing	2,325,391	3,637,534
With effect from April 1, 2021	2,418,407	3,783,035
Grade 5		
Professional/Senior Technical Staff		
Existing	1,219,260	2,392,417
With effect from April 1, 2021	1,268,030	2,488,114

# ADMINISTRATOR GENERAL'S DEPARTMENT (cont'd)

# **REVISION OF SALARIES - April 1, 2021 to March 31, 2022**

Post Title	Basic	Salary
i ost nuc	Minimum	Maximum
	\$ p.a.	\$ p.a.
Grade 4		
Para Professional		
Administrative Staff		
Existing	1,076,488	1,946,631
With effect from April 1, 2021	1,119,548	2,024,496
Grade 3		
Administrative and Support Staff		
Existing	886,313	1,482,671
With effect from April 1, 2021	921,766	1,541,978
with effect from April 1, 2021	521,700	1,541,578
Grade 2		
Clerical Staff		
Existing	833,362	1,093,571
With effect from April 1, 2021	866,696	1,137,314
•		
Grade 1		
Support Staff	F02 726	050 772
Existing	502,726	850,773
With effect from April 1, 2021	522,835	884,804

#### CHILD DEVELOPMENT AGENCY REVISED SALARIES APRIL 1, 2021 TO MARCH 31, 2022

POST/LEVEL	BASIC MINIMUM p.a.	SALARY MAXIMUM p.a
<b>LEVEL 8</b> Existing With effect from April 1, 2021	4,997,824 5,197,737	6,232,824 p.a. 6,482,137 p.a.
<b>LEVEL 7</b> Existing With effect from April 1, 2021	3,279,563 3,410,746	4,084,998 p.a. 4,248,398 p.a.
<b>LEVEL 6</b> Existing With effect from April 1, 2021	2,509,909 2,610,305	3,122,931 p.a. 3,247,848 p.a.
<b>LEVEL 5</b> Existing With effect from April 1, 2021	1,883,474 1,958,813	2,339,889 p.a. 2,433,485 p.a.
<b>LEVEL 4</b> Existing With effect from April 1, 2021	1,346,518 1,400,379	1,668,692 p.a. 1,735,440 p.a.
<b>LEVEL 3</b> Existing With effect from April 1, 2021	1,133,777 1,179,128	1,395,949 p.a. 1,451,787 p.a.
<b>LEVEL 2</b> Existing With effect from April 1, 2021	835,410 868,826	1,023,645 p.a. 1,064,591 p.a.
<b>LEVEL 1B</b> Existing With effect from April 1, 2021	583,106 606,430	714,478 p.a. 743,057 p.a.
<b>LEVEL 1A</b> Existing With effect from April 1, 2021	524,741 545,731	590,263 p.a. 613,874 p.a.

Compensation Unit SHRMD/MOFPS 03/11/2021

## **COMPANIES OFFICE OF JAMAICA**

# Revision of Salary for the period April 1, 2021 to March 31, 2022

Levels	Salary \$ per annum			•	• •					Salary \$per annum
1										
Existing	4,954,623	5,152,808	5,358,920	5,573,277	5,796,208	6,028,056	6,269,179	6,519,946	6,780,744	7,051,973
With effefect from April 1, 2021	5,152,808	5,358,920	5,573,277	5,796,208	6,028,056	6,269,178	6,519,946	6,780,744	7,051,974	7,334,052
2A										
Existing	4,117,986	4,282,706	4,454,014	4,632,175	4,817,462	5,010,160	5,210,567	5,418,989		
-										
With effect from April 1, 2021	4,282,705	4,454,014	4,632,175	4,817,462	5,010,160	5,210,566	5,418,990	5,635,749		
2B										
Existing	3,536,356	3,677,810	3,824,923	3,977,920	4,137,036	4,302,518	4,474,619	4,653,603		
With effefect from April 1, 2021	3,677,810	3,824,922	3,977,920	4,137,037	4,302,517	4,474,619	4,653,604	4,839,747		
3										
Existing	2,748,431	2,858,368	2,972,703	3,091,611	3,215,275	3,343,886	3,477,642	3,616,747		
With effefect from April 1, 2021	2,858,368	2,972,703	3,091,611	3,215,275	3,343,886	3,477,641	3,616,748	3,761,417		
4										
Existing	2,249,026	2,338,987	2,432,547	2,529,849	2,631,043	2,736,285	2,845,736	2,959,565		
With effefect from April 1, 2021	2,338,987	2,432,546	2,529,849	2,631,043	2,736,285	2,845,736	2,959,565	3,077,948		
4A										
Existing	1,634,829	1,700,222	1,768,231	1,838,960	1,912,519	1,989,020	2,068,580	2,151,324	2,237,377	2,326,872
With effefect from April 1, 2021	1,700,222	1,768,231	1,838,960	1,912,518	1,989,020	2,068,581	2,151,323	2,237,377	2,326,872	2,419,947
4B										
Existing	1,237,945	1,287,463	1,338,961	1,392,520	1,448,220	1,506,149	1,566,395	1,629,051	1,694,213	1,761,982
With effefect from April 1, 2021	1,287,463	1,338,962	1,392,519	1,448,221	1,506,149	1,566,395	1,629,051	1,694,213	1,761,982	1,832,461
5										
Existing	1,041,419	1,083,076	1,126,399	1,171,455	1,218,313	1,267,046	1,317,727	1,370,437		
With effefect from April 1, 2021	1,083,076	1,126,399	1,171,455	1,218,313	1,267,046	1,317,728	1,370,436	1,425,254		

## **COMPANIES OFFICE OF JAMAICA**

# Revision of Salary for the period April 1, 2021 to March 31, 2022

	Salary						
Levels	\$ per annum						
6							
Existing	843,541	877,283	912,374	948,869	986,824	1,026,297	
With effefect from April 1, 2021	877,283	912,374	948,869	986,824	1,026,297	1,067,349	
7A							
Existing	717,472	746,170	776,017	807,058	839,340	872,914	
With effefect from April 1, 2021	746,171	776,017	807,058	839,340	872,914	907,831	
7B							
Existing	543,021	564,742	587,331	610,824	635,257	660,668	
With effefect from April 1, 2021	564,742	587,332	610,824	635,257	660,667	687,095	

Salary \$per annum

#### for the Period April 1, 2021 to March 31, 2022

Levels\Positions	Incerement \$ per annum	Salary \$ per annum					Salary \$ per annum
Level 10 CEO\Conservator of Forests Existing With effect from April 1, 2021	343,641 357,387	4,949,354 5,147,328	5,292,995 5,504,715	5,636,636 5,862,102	5,980,278 6,219,489	6,323,919 6,576,876	6,667,560 6,934,263
Level 9 Principal Director, Legal and Forest Enforcement Services Principal Director, Corporate Services Principal Director, Forest, Science & Technology Principal Director, Forest Operations Existing With effect from April 1, 2021	183,674 191,021	3,731,304 3,880,556	3,914,978 4,071,577	4,098,652 4,262,598	4,282,327 4,453,620	4,466,001 4,644,641	4,649,675 4,835,662
Level 8 Senior Director, Legal Services Senior Director Forest Enforcement Services Senior Director Strategic Corporate Planning Senior Director, Infrasture, Facilities and Documentation Senior Director, Information Communication and Technology Senior, Director Human Resource Management & Development Senior Director Corporate Communications and Marketing Senior Director Finance & Accounts Senior Director, Applied Forest Research Senior Director, Silviculture Senior Director Zonal Operations Chief Internal Executive Senior Director, Public Procurement Senior Director, Zonal Operations Existing	139,206	2,841,935	2,981,140	3,120,346	3,259,552	3,398,757	3,537,963
Existing With effect from April 1, 2021	139,206 144,774	2,841,935 2,955,612	2,981,140 3,100,386	3,120,346 3,245,160	3,259,552 3,389,934	3,398,757 3,534,708	3,537,963 3,679,481

#### for the Period April 1, 2021 to March 31, 2022

Levels\Positions	Incerement \$ per annum	Salary \$ per annum					Salary \$ per annum
Level 7	· 1	· 1					· 1
Senior Internal Auditor							
Director, Coprporate Planning and Risk Management							
Director, Forest Resource Assessment							
Director, Business Systems and Applications							
Director, Human Resource Management							
Director, Finance and Accounts							
Director Management Accounts							
GIS Analyst							
Spatial Analyst							
Rural Sociologist							
Forest Manager							
Director Organizational Development							
Director Human Resource Development							
Civil Works Engineer							
Senior Surveyors							
Existing	108,127	2,220,352	2,328,478	2,436,605	2,544,731	2,652,858	2,760,984
With effect from April 1, 2021	112,452	2,309,166	2,421,617	2,534,069	2,646,521	2,758,972	2,871,424
Level 6							
Senior Administrative Support Officer							
Senior Compliance Enforcement Officer							
Senior Facilities & Property Management Officer							
Senior Public Procurement Officer							
Senior Accountant, Final Accounts and Reporting							
Forester, GIS & Data Management							
Research Officer							
Private Forestry Programme Coordinator							
Nursery Operation Coordinator							
Projects Officer							
Marketing Supervisor							
Forester, Marketing							
Senior Accountant							
Forest Biologist							
Silviculturist							
Technical Assessment Officer							
Forester (Biophysical Inventory)							
Forester, Plantation Assessment							
Forester							
Forest Planner							
Agroforester							
Existing	81,667	1,691,168	1,772,835	1,854,503	1,936,170	2,017,837	2,099,505
With effect from April 1, 2021	84,934	1,758,815	1,843,749	1,928,683	2,013,617	2,098,551	2,183,485

#### for the Period April 1, 2021 to March 31, 2022

IncerementSalary\$ per annum\$ per annum

Salary \$ per annum

Level 5								
	Secretary							
	rative Support Officer							
Forest Ra								
	Service Officer							
	port Services Officer							
	Network Administrator							
	Administrator/Programmer							
	ucation Officer							
	esource Officer-Staffing & Records							
	espurce Officer-Benefits							
	esource Development Officer & Maintenance Officer							
	Management and Documentation Officer							
	Management Officer							
Accounta								
	dministrator							
-	chnician (Technical Assessment)							
	chnician Biophysical Inventory							
	chnician (Plantation Assessment)							
	chnician (Seed Programme Coordinator)							
Forest Te								
Marketin								
	lations and Communication Officer							
	ocurement Officer							
	ison Administrator							
Existing		59,466	1,247,144	1,306,611	1,366,077	1,425,543	1,485,009	1,544,475
-	ct from April 1, 2021	61,845	1,297,030	1,358,875	1,420,720	1,482,565	1,544,409	1,606,254
	1	,	, ,	, ,	, ,	, ,		, ,
Level 4								
Budget C	fficer							
Administ	rative Support Officer							
Senior Se	cretary							
Senior Re	cords Officer							
Office Se	rvices Officer							
Payroll O	fficer							
Accounts	Recieivable Officer							
Zonal Liai	son Administrator							
Bank Red	onciliation Officer							
Collection	ns Officer							

Accounting Technician

Overseer

#### for the Period April 1, 2021 to March 31, 2022

Existing With effect from April 1, 2021	Levels\Positions	Incerement \$ per annum 54,363 56,537	Salary \$ per annum 1,145,081 1,190,884	1,199,444 1,247,422	1,253,807 1,303,959	1,308,170 1,360,497	1,362,533 1,417,034	Salary \$ per annum 1,416,896 1,473,572
Level 3 Secretary 2 Secretary Records Officer Accounting Clerk Nursery Foreman Accounting Clerk 2 Inventory Officer Existing With effect from April 1, 2021		41,420 43,076	886,213 921,661	927,632 964,737	969,052 1,007,814	1,010,471 1,050,890	1,051,891 1,093,966	1,093,310 1,137,043
Level 2 Driver Messenger\Driver Telephone Operator/ Receptionist Accounting Clerk 1 Security Officer\Watchman Existing With effect from April 1, 2021		29,001 30,161	637,845 663,359	666,846 693,520	695,848 723,681	724,849 753,843	753,850 784,004	782,851 814,165
Level 1 Handyman Attendant\Handyman Security Officer\Watchman 1 Existing With effect from April 1, 2021		22,556 23,459	508,951 529,309	531,508 552,768	554,064 576,227	576,621 599,685	599,177 623,144	621,733 646,603

	JAMAICA CUSTOMS AGENCY REVISED SALARY FOR THE PERIOD April 1, 2021 to March 31, 2022 INCREMENT 1st 2nd 3rd 4th 5th 6th 7th								
	\$ p.a	\$ p.a	\$ p.a.	\$ p.a.	\$ p.a	\$ p.a	\$ p.a.	\$ p.a.	8th \$ p.a
Level 11 Chief Executive Officer	·		·	·					
Existing	238,514	8,348,003	8,586,517	8,825,031	9,063,545	9,302,059	9,540,575	9,779,089	10,017,603
With effect from April 1, 2021	248,055	8,681,923	8,929,978	9,178,032	9,426,087	9,674,142	9,922,198	10,170,252	10,418,307
<b>Level 10</b> Deputy CEO Existing	189,298	6,625,398	6,814,696	7,003,992	7,193,290	7,382,588	7,571,884	7,761,182	7,950,478
With effect from April 1, 2021	196,870	6,890,414	7,087,284	7,284,152	7,481,022	7,677,891	7,874,759	8,071,629	8,268,497
<b>Level 9</b> Senior Directors Existing With effect from April 1, 2021	150,235 156,245	5,258,254 5,468,584	5,408,489 5,624,828	5,558,724 5,781,073	5,708,961 5,937,319	5,859,196 6,093,564	6,009,432 6,249,810	6,159,668 6,406,054	6,309,904 6,562,300
<b>Level 8</b> Directors Existing	119.235	4.173.217	4,292,451	4.411.686	4,530,920	4,650,156	4.769.391	4.888.625	5,007,860
With effect from April 1, 2021	124,004	4,340,146	4,464,150	4,588,153	4,712,157	4,836,163	4,960,166	5,084,170	5,208,174
<b>Level 7</b> Managers & Snr. Professionals Existing With effect from April 1, 2021	94,631 98,417	3,312,076 3,444,559	3,406,708 3,542,976	3,501,339 3,641,392	3,595,969 3,739,808	3,690,600 3,838,224	3,785,230 3,936,639	3,879,861 4,035,056	3,974,491 4,133,471
<b>Level 6</b> Supervisors & Professionals Existing With effect from April 1, 2021	75,103 78,107	2,628,633 2,733,778	2,703,736 2,811,885	2,778,840 2,889,994	2,853,944 2,968,101	2,929,047 3,046,209	3,004,151 3,124,317	3,079,255 3,202,425	3,154,359 3,280,533
<b>Level 5</b> Senior Officers Existing With effect from April 1, 2021	59,606 61,990	2,086,216 2,169,665	2,145,822 2,231,655	2,205,428 2,293,645	2,265,035 2,355,637	2,324,641 2,417,627	2,384,247 2,479,617	2,443,853 2,541,607	2,503,459 2,603,597
<b>Level 4</b> Officers Existing With effect from April 1, 2021	45,509 47,330	1,650,633 1,716,658	1,696,142 1,763,988	1,741,650 1,811,316	1,787,159 1,858,646	1,832,668 1,905,975	1,878,178 1,953,305	1,923,686 2,000,633	1,969,195 2,047,963
<b>Level 3</b> Administrative & Support Staff Existing With effect from April 1, 2021	36,118 37,563	1,346,050 1,399,892	1,382,168 1,437,455	1,418,286 1,475,017	1,454,404 1,512,580	1,490,522 1,550,143	1,526,640 1,587,706	1,562,759 1,625,270	1,598,877 1,662,832

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JAMAICA CUSTOMS AGENCY									
REVISED SALARY FOR THE PERIOD April 1, 2021 to March 31, 2022									
	INCREMENT	1st	2nd	3rd	4th	5th	6th	7th	8th
	\$ p.a	\$ p.a	\$ p.a.	\$ p.a.	\$ p.a	\$ p.a	\$ p.a.	\$ p.a.	\$ p.a
Level 2									
Clerical & Support Staff									
Existing	28,665	1,061,105	1,089,770	1,118,435	1,147,100	1,175,765	1,204,430	1,233,095	1,261,760
With effect from April 1, 2021	29,812	1,103,549	1,133,360	1,163,172	1,192,984	1,222,796	1,252,607	1,282,419	1,312,231
Level 1									
Ancillary Staff									
Existing	22,750	854,078	876,828	899,577	922,328	945,078	967,829	990,579	1,013,328
With effect from April 1, 2021	23,660	888,241	911,901	935,560	959,221	982,881	1,006,542	1,030,202	1,053,861

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#### JAMAICA INFORMATION SERVICE

### REVISED SALARIES FOR THE PERIOD APRIL 1, 2021 TO MARCH 31, 2022

REVISED SALARIES FOR TH		
	BASIC	SALARY
	MINIMUM	MAXIMUM
	\$ p.a.	\$ p.a.
Grade 1		
Existing	5,035,412	6,707,094
With effect fom April 1, 2021	5,236,828	6,975,378
Grade 2A		
Existing	3,671,676	4,876,294
With effect fom April 1, 2021	3,818,543	5,071,346
Grade 2		
Existing	3,379,829	4,805,056
With effect fom April 1, 2021	3,515,022	4,997,258
Grade 3		
Existing	2,444,902	3,020,212
With effect fom April 1, 2021	2,542,698	3,141,020
Grade 4A		
Existing	1,744,287	2,346,596
With effect fom April 1, 2021	1,814,058	2,440,460
Grade 4		
Existing	1,463,038	2,165,556
With effect fom April 1, 2021	1,521,560	2,252,178
Grade 5		
Existing	1,031,432	1,411,240
With effect fom April 1, 2021	1,072,689	1,467,690
Grade 6		
Existing	746,667	1,012,459
With effect fom April 1, 2021	776,534	1,052,957
· · ·		

#### JAMAICA INFORMATION SERVICE

### REVISED SALARIES FOR THE PERIOD APRIL 1, 2021 TO MARCH 31, 2022

	BASIC	SALARY
Grade 7	MINIMUM	MAXIMUM
Existing	618,700	726,056
With effect fom April 1, 2021	643,448	755,098
Grade 8		
Existing	548,833	642,217
With effect fom April 1, 2021	570,786	667,906

# Management Institute for National Development April 1, 2021 to March 31, 2022

	Increment	Min							Max
Level 11									
Existing	268,478	4,353,476	4,621,954	4,890,432	5,158,910	5,427,389	5,695,866	5,964,344	6,232,822
With effect from April 1, 2021	279,217	4,527,615	4,806,832	5,086,049	5,365,266	5,644,485	5,923,701	6,202,918	6,482,135
Level 10									
Existing	184,099	3,279,563	3,463,663	3,647,761	3,831,860	4,015,960	4,200,060	4,384,159	4,568,259
With effect from April 1, 2021	191,463	3,410,746	3,602,210	3,793,671	3,985,135	4,176,598	4,368,063	4,559,525	4,750,989
Level 9									
Existing	168,757	3,011,084	3,179,841	3,348,598	3,517,356	3,686,113	3,854,870	4,023,627	4,192,385
With effect from April 1, 2021	175,508	3,131,527	3,307,035	3,482,541	3,658,050	3,833,558	4,009,065	4,184,572	4,360,080
Level 8									
Existing	141,824	2,539,744	2,681,568	2,823,393	2,965,217	3,107,042	3,248,866	3,390,691	3,532,515
With effect from April 1, 2021	147,497	2,641,334	2,788,831	2,936,329	3,083,826	3,231,323	3,378,821	3,526,318	3,673,816
Level 7									
Existing	115,743	2,083,331	2,199,073	2,314,817	2,430,560	2,546,304	2,662,047	2,777,791	2,893,533
With effect from April 1, 2021	120,373	2,166,664	2,287,036	2,407,410	2,527,783	2,648,156	2,768,529	2,888,902	3,009,274
Level 6	80.662	1 626 017	1 716 570	1 906 242	1 205 004		2 075 220	2 1 6 4 900	
Existing	89,662 93,249	1,626,917 1,691,994	1,716,579 1,785,242	1,806,242 1,878,492	1,895,904	1,985,566	2,075,228 2,158,237	2,164,890	2,254,552
With effect from April 1, 2021	95,249	1,091,994	1,765,242	1,070,492	1,971,741	2,064,988	2,156,257	2,251,485	2,344,734
Level 5									
Existing	73,401	1,342,329	1,415,730	1,489,131	1,562,532	1,635,933	1,709,334	1,782,735	1,856,136
With effect from April 1, 2021	76,337	1,396,022	1,472,359	1,548,696	1,625,033	1,701,370	1,777,707	1,854,044	1,930,381
		1,000,022	<u>_, ., _,</u> 333	<u>_,</u> ;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;	1,010,000	<u>_</u> ,, <u>0</u> _, <b>0</b> , 0	_,,	<u>_,001,01</u>	1,000,001

## Management Institute for National Development

April 1, 2021 to March 31, 2022

Level 4						- , -			
Existing	59,287	1,119,421	1,178,708	1,237,994	1,297,281	1,356,567	1,415,854	1,475,140	1,534,427
With effect from April 1, 2021	61,658	1,164,198	1,225,856	1,287,514	1,349,172	1,410,830	1,472,488	1,534,146	1,595,804
Level 3									
Existing	48,240	926,116	974,357	1,022,597	1,070,836	1,119,077	1,167,317	1,215,557	1,263,797
With effect from April 1, 2021	50,170	963,161	1,013,331	1,063,501	1,113,670	1,163,840	1,214,009	1,264,179	1,314,349
Level 2									
Existing	27,616	565,182	592,798	620,415	648,031	675,646	703,262	730,878	758,494
With effect from April 1, 2021	28,721	587,789	616,510	645,232	673,952	702,672	731,392	760,113	788,834
Level 1									
Existing	25,161	522,228	547,388	572,549	597,709	622,871	648,032	673,192	698,353
With effect from April 1, 2021	26,167	543,117	569,283	595,451	621,618	647,786	673,953	700,120	726,287

### National Environment and Planning Agency Revised Salaries for the period April 1, 2021 to March 31, 2022

	Increment \$ p.a.	Minimum \$ p.a	\$ p.a.	Maximum \$ p.a				
Level 11 Existing With effect from April 1, 2021	268,216 278,945	6,494,989 6,754,789	6,763,205 7,033,733	7,031,421 7,312,678	7,299,636 7,591,622	7,567,852 7,870,567	7,836,068 8,149,512	8,104,284 8,428,456
Level 10 Existing With effect from April 1, 2021	195,065 202,868	4,739,399 4,928,975	4,934,464 5,131,843	5,129,529 5,334,710	5,324,594 5,537,578	5,519,659 5,740,445	5,714,724 5,943,313	5,909,789 6,146,181
Level 9 Existing With effect from April 1, 2021	150,051 156,053	3,659,034 3,805,395	3,809,085 3,961,448	3,959,136 4,117,501	4,109,187 4,273,554	4,259,238 4,429,608	4,409,289 4,585,661	4,559,340 4,741,714
Level 8 Existing With effect from April 1, 2021	115,222 119,831	2,823,150 2,936,076	2,938,372 3,055,907	3,053,594 3,175,738	3,168,817 3,295,570	3,284,039 3,415,401	3,399,261 3,535,231	3,514,483 3,655,062
Level 7 Existing With effect from April 1, 2021	92,178 95,865	2,270,084 2,360,887	2,362,260 2,456,750	2,454,438 2,552,616	2,546,616 2,648,481	2,638,794 2,744,346	2,730,972 2,840,211	2,823,150 2,936,076
Level 6 Existing With effect from April 1, 2021	64,524 67,105	1,606,405 1,670,661	1,670,929 1,737,766	1,735,453 1,804,871	1,799,978 1,871,977	1,864,502 1,939,082	1,929,026 2,006,187	1,993,550 2,073,292
Level 5 Existing With effect from April 1, 2021	49,546 51,528	1,246,913 1,296,790	1,296,459 1,348,317	1,346,005 1,399,845	1,395,551 1,451,373	1,445,097 1,502,901	1,494,643 1,554,429	1,544,189 1,605,957
Level 4 Existing With effect from April 1, 2021	33,244 34,574	879,772 914,963	913,016 949,537	946,260 984,110	979,504 1,018,684	1,012,748 1,053,258	1,045,992 1,087,832	1,079,236 1,122,405
Level 3 Existing With effect from April 1, 2021	25,048 26,050	683,072 710,395	708,120 736,445	733,168 762,495	758,216 788,545	783,264 814,595	808,312 840,644	833,359 866,693

### National Environment and Planning Agency Revised Salaries for the period April 1, 2021 to March 31, 2022

	Increment \$ p.a.	Minimum \$ p.a	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	\$ p.a.	Maximum \$ p.a
Level 1	t b.e.	+ P.~	4 p.m.	+ p.s.	+ <b>b</b>	+ <b>b</b>	4 p.m.	+ P
Existing	17,534	478,633	496,167	513,701	531,234	548,768	566,301	583,835
With effect from April 1, 2021	18,235	497,778	516,014	534,249	552,483	570,719	588,953	607,188

# National Land Agency Revised Salaries for the period April 1, 2021 to March 31, 2022

	BASIC MINIMUM \$ p.a.	SALARY MAXIMUM \$ p.a.
<b>LEVEL 10</b> Existing With effect from April 1, 2021	5,442,424 5,660,121	7,193,656 7,481,402
<b>LEVEL 9A</b> Existing With effect from April 1, 2021	4,654,171 4,840,338	5,642,172 5,867,859
<b>LEVEL 9</b> Existing With effect from April 1, 2021	3,844,709 3,998,497	4,980,641 5,179,867
<b>LEVEL 8A</b> Existing With effect from April 1, 2021	3,402,563 3,538,665	4,715,171 4,903,777
<b>LEVEL 8</b> Existing With effect from April 1, 2021	2,841,406 2,955,062	3,676,481 3,823,540
<b>LEVEL 7</b> Existing With effect from April 1, 2021	2,184,170 2,271,537	2,683,863 2,791,218
<b>LEVEL 6</b> Existing With effect from April 1, 2021	1,613,278 1,677,809	2,032,449 2,113,747
<b>LEVEL 5</b> Existing With effect from April 1, 2021	1,263,423 1,313,960	1,608,301 1,672,633
<b>LEVEL 4</b> Existing With effect from April 1, 2021	1,005,422 1,045,639	1,247,093 1,296,977
<b>LEVEL 3</b> Existing With effect from April 1, 2021 Compensation Unit SHRMD/MOFPS	829,160 862,326	1,039,902 1,081,498

# National Land Agency Revised Salaries for the period April 1, 2021 to March 31, 2022

	BASIC MINIMUM \$ p.a.	SALARY MAXIMUM \$ p.a.
<b>LEVEL 2</b> Existing With effect from April 1, 2021	652,898 679,014	809,853 842,247
<b>LEVEL 1</b> Existing With effect from April 1, 2021	531,324 552,577	658,209 684,537

## National Works Agency

## Revised Salaries for the period April 1, 2021 to March 31, 2022

Level 10	Minimum \$ p.a.	Maximum \$ p.a.
Even for Existing With effect from April 1, 2021	5,357,586 5,571,889	6,682,526 6,949,827
Level 9 Existing With effect from April 1, 2021	4,184,873 4,352,268	5,216,634 5,425,298
Level 8 Existing With effect from April 1, 2021	3,102,367 3,226,462	3,863,503 4,018,042
Level 7 Existing With effect from April 1, 2021	2,313,040 2,405,562	2,876,845 2,991,919
Level 6 Existing With effect from April 1, 2021	1,749,236 1,819,205	2,172,089 2,258,973
Level 5 Existing With effect from April 1, 2021	1,338,402 1,391,938	1,721,045 1,789,887
Level 4 Existing With effect from April 1, 2021	1,096,764 1,140,635	1,350,475 1,404,493
Level 3 Existing With effect from April 1, 2021	875,550 910,572	1,073,959 1,116,918

## National Works Agency

# Revised Salaries for the period April 1, 2021 to March 31, 2022

Level 2	Minimum \$ p.a.	Maximum \$ p.a.
Existing With effect from April 1, 2021	706,512 734,772	862,661 897,168
Level 1 Existing With effect from April 1, 2021	522,335 543,228	632,441 657,738

## Passport Immigration and Citizenship Agency Revised Salaries for the Period April 1, 2021 to March 31, 2022

	Basic Salary	
	MINIMUM	MAXIMUM
	\$p.a.	\$p.a.
Level 10 - CEO		
Existing	5,549,665	7,214,565
With effect from April 1, 2021	5,771,652	7,503,147
Level 9 - DEPUTY CEO		
Existing	4,470,564	5,364,676
With effect from April 1, 2021	4,649,386	5,579,264
Level 8a - Senior DIRECTORS		
Existing	3,853,934	4,624,721
With effect from April 1, 2021	4,008,092	4,809,710
Level 8 - DIRECTORS		
Existing	3,545,620	4,254,743
With effect from April 1, 2021	3,687,444	4,424,933
Level 7 - SNR MANAGERS/PROFESSIONAL		
Existing	2,898,159	3,477,790
With effect from April 1, 2021	3,014,085	3,616,902
Level 6 MANAGERS\SENIOR Technical		
Existing	2,312,361	2,774,833
With effect from April 1, 2021	2,404,855	2,885,826
Level 5 ADMINISTRATIVE		
Existing	1,850,139	2,219,866
With effect from April 1, 2021	1,924,144	2,308,661

## Passport Immigration and Citizenship Agency Revised Salaries for the Period April 1, 2021 to March 31, 2022

	Basic Salary	
		MAXIMUM
	\$p.a.	\$p.a.
Level 4A SPECIALIZED TECHNICAL		
Existing	1,465,990	1,747,624
With effect from April 1, 2021	1,524,630	1,817,529
Level 4 TECHNICAL		
Existing	1,362,230	1,623,112
With effect from April 1, 2021	1,416,719	1,688,036
Level 3 - TECHNICAL & ADMIN SUPPORT		
Existing	1,090,135	1,291,778
With effect from April 1, 2021	1,133,740	1,343,449
Level 2 CLERICAL		
Existing	845,716	998,478
With effect from April 1, 2021	879,545	1,038,417
Level 1 - ANCILLARY		
Existing	652,684	771,657
With effect from April 1, 2021	678,791	802,523

Compensation Unit SHRMD/MOF&P 01-Nov-21

### REGISTRAR GENERAL'S DEPARTMENT REVISED SALARIES APRIL 1, 2021 TO MARCH 31, 2022

POST/LEVEL	BASIC MINIMUM	SALARY MAXIMUM
<b>LEVEL 1</b> Existing With effect from April 1, 2021	5,338,639 5,552,185	6,470,866 p.a. 6,729,701 p.a.
<b>LEVEL 2A</b> Existing With effect from April 1, 2021	3,451,129 3,589,174	4,831,580 p.a. 5,024,843 p.a.
<b>LEVEL 2B</b> Existing With effect from April 1, 2021	3,163,534 3,290,075	4,428,949 p.a. 4,606,107 p.a.
<b>LEVEL 3</b> Existing With effect from April 1, 2021	2,484,813 2,584,206	3,106,016 p.a. 3,230,257 p.a.
<b>LEVEL 4</b> Existing With effect from April 1, 2021	1,519,885 1,580,680	2,238,869 p.a. 2,328,424 p.a.
<b>LEVEL 5</b> Existing With effect from April 1, 2021	966,819 1,005,492	1,409,271 p.a. 1,465,642 p.a.
<b>LEVEL 6</b> Existing With effect from April 1, 2021	636,264 661,715	883,859 p.a. 919,213 p.a.
<b>LEVEL 7</b> Existing With effect from April 1, 2021	502,726 522,835	628,968 p.a. 654,127 p.a.

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