



# **EXECUTIVE AGENCY**

# **ESTABLISHMENT**

**MINISTRY OF FINANCE & PLANNING**

**March 2015**

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## SUMMARY OF EXECUTIVE AGENCIES

Agencies	Establishment
Administrator General's Department	107
Child Development Agency	323
Companies Office of Jamaica	88
Forestry Department	274
Jamaica Customs Agency	1415
Jamaica Information Service	202
Management Institute for National Development	92
National Environment & Planning Agency	280
National Land Agency	704
National Works Agency	452
Passport, Immigration & Citizenship Agency	629
Registrar General's Department	447
<b>Total</b>	<b>5,013</b>

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Border Protection

No. of Posts	Posts	Classification	Remarks
1	Deputy CEO, Border Protection	LEVEL 10	New post [# 299172] with effect from April 1, 2014.
1	Administrative Coordinator	LEVEL 4A	New post [# 299173] with effect from April 1, 2014.
2			

##### Contraband Enforcement Team

No. of Posts	Posts	Classification	Remarks
1	Director, Contraband Enforcement Team	LEVEL 9	New post [# 299259] with effect from April 1, 2014.
1	Administrative Officer 2	LEVEL 4	New post [# 299260] with effect from April 1, 2014.
2			

##### Contraband Enforcement Team- Kingston

No. of Posts	Posts	Classification	Remarks
1	Manager, Kingston	LEVEL 8	New post [# 299261] with effect from April 1, 2014.
3	Supervisor, Contraband Enforcement Team	LEVEL 7	Three (3) new posts [#s 299264-6] with effect from April 1, 2014.
6	Senior Enforcement Officer/Team Leader	LEVEL 6	Six (6) new posts [#s 299267-72] with effect from April 1, 2014.
24	Enforcement Officer	LEVEL 5	Twenty-four (24) new posts [#s 299273-96] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 299262] with effect from April 1, 2014.
4	Records Officer	LEVEL 2	Four (4) new posts [#s 299263 & 299297-9] with effect from April 1, 2014.
39			

##### Contraband Enforcement Team- Montego Bay

No. of Posts	Posts	Classification	Remarks
1	Manager, Montego Bay	LEVEL 8	New post [# 299300] with effect from April 1, 2014.
2	Supervisor, Contraband Enforcement Team	LEVEL 7	Two (2) new posts [#s 299303-4] with effect from April 1, 2014.
2	Senior Enforcement Officer/Team Leader	LEVEL 6	Two (2) new posts [#s 299305-6] with effect from April 1, 2014.
10	Enforcement Officer	LEVEL 5	Ten (10) new posts [#s 299307-16] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 299301] with effect from April 1, 2014.
3	Records Officer	LEVEL 2	Three (3) new posts [#s 299302 & 299317-8] with effect from April 1, 2014.
19			

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Border Protection

###### Intelligence Unit

No. of Posts	Posts	Classification	Remarks
1	Director, Intelligence	LEVEL 8	New post [# 299192] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 299193] with effect from April 1, 2014.
2			

###### Intelligence Unit- Cargo Imaging

No. of Posts	Posts	Classification	Remarks
1	Director, Cargo Imaging	LEVEL 8	New post [# 299225] with effect from April 1, 2014.
2	Manager, Cargo Imaging	LEVEL 7	Two (2) new posts [#s 299226-7] with effect from April 1, 2014.
5	Supervisor	LEVEL 6	Five (5) new posts [#s 299228-32] with effect from April 1, 2014.
26	Image Interpreter	LEVEL 5	Twenty-six (26) new posts [#s 299233-58] with effect from April 1, 2014.
34			

###### Intelligence Unit- Coordinating Unit

No. of Posts	Posts	Classification	Remarks
1	Coordination Supervisor	LEVEL 6	New post [# 299221] with effect from April 1, 2014.
3	Coordination Officer	LEVEL 4	Three (3) new posts [#s 299222-24] with effect from April 1, 2014.
4			

###### Intelligence Unit- Database

No. of Posts	Posts	Classification	Remarks
1	Database Supervisor	LEVEL 5	New post [# 299218] with effect from April 1, 2014.
2	Data Entry Operator	LEVEL 3	Two (2) new posts [#s 299219-20] with effect from April 1, 2014.
3			

###### Intelligence Unit- Kingston

No. of Posts	Posts	Classification	Remarks
1	Intelligence Manager, Kingston	LEVEL 7	New post [# 299194] with effect from April 1, 2014.
2	Records Officer	LEVEL 2	Two (2) new posts [#s 299195-6] with effect from April 1, 2014.
3			

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Border Protection

###### Intelligence Unit- Kingston- Commercial & Prohibited Goods

No. of Posts	Posts	Classification	Remarks
1	Senior Analyst/Team Leader, Commercial	LEVEL 6	New post [# 299197] with effect from April 1, 2014.
1	Intelligence Analyst	LEVEL 5	New post [# 299201] with effect from April 1, 2014.
3	Field Officer	LEVEL 4	Three (3) new posts [#s 299198-200] with effect from April 1, 2014.
5			

###### Intelligence Unit- Kingston- Passenger Intelligence & Financial

No. of Posts	Posts	Classification	Remarks
1	Senior Analyst/Team Leader, Special Intelligence	LEVEL 6	New post [# 299202] with effect from April 1, 2014.
2	Passenger Intelligence Officer	LEVEL 5	Two (2) new posts [#s 299203-4] with effect from April 1, 2014.
1	Field Officer	LEVEL 4	New post [# 299205] with effect from April 1, 2014.
4			

###### Intelligence Unit- Montego Bay

No. of Posts	Posts	Classification	Remarks
1	Intelligence Manager, Montego Bay	LEVEL 7	New post [# 299206] with effect from April 1, 2014.
2	Records Officer	LEVEL 2	Two (2) new posts [#s 299207-8] with effect from April 1, 2014.
3			

###### Intelligence Unit- Montego Bay- Commercial & Prohibited Goods

No. of Posts	Posts	Classification	Remarks
1	Senior Analyst/Team Leader, Commercial	LEVEL 6	New post [# 299209] with effect from April 1, 2014.
1	Intelligence Analyst	LEVEL 5	New post [# 299212] with effect from April 1, 2014.
2	Field Officer	LEVEL 4	Two (2) new posts [#s 299210-1] with effect from April 1, 2014.
4			

###### Intelligence Unit- Montego Bay- Passenger Intelligence & Financial

No. of Posts	Posts	Classification	Remarks
1	Senior Analyst/Team Leader, Special Intelligence	LEVEL 6	New post [# 299213] with effect from April 1, 2014.
3	Passenger Intelligence Officer	LEVEL 5	Three (3) new posts [#s 299214-6] with effect from April 1, 2014.
1	Field Officer	LEVEL 4	New post [# 299217] with effect from April 1, 2014.
5			

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Border Protection

###### Investigations

No. of Posts	Posts	Classification	Remarks
1	Director, Investigations	LEVEL 8	New post [# 299319] with effect from April 1, 2014.
1	Manager (West)	LEVEL 7	New post [# 299339] with effect from April 1, 2014.
1	Manager (East)	LEVEL 7	New post [# 299321] with effect from April 1, 2014.
2	Supervisor, Commercial	LEVEL 6	Two (2) new posts [#s 299323 & 299341] with effect from April 1, 2014.
1	Supervisor, Financial	LEVEL 6	New post [# 299324] with effect from April 1, 2014.
1	Supervisor, Financial A	LEVEL 6	New post [# 299346] with effect from April 1, 2014.
19	Investigator	LEVEL 5	Nineteen (19) new posts [#s 299325-34, 299342-4 & 299347-52] with effect from April 1, 2014.
3	Administrative Officer 1	LEVEL 3	Three (3) new posts [#s 299320, 299322 & 299340] with effect from April 1, 2014.
8	Records Officer	LEVEL 2	Eight (8) new posts [#s 299335-8, 299345 & 299353-5] with effect from April 1, 2014.

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###### Risk Management Unit

No. of Posts	Posts	Classification	Remarks
1	Director, Risk Management	LEVEL 8	New post [# 299175] with effect from April 1, 2014.
1	Manager, Export & Special Team	LEVEL 7	New post [# 299183] with effect from April 1, 2014.
1	Manager, Classification & Valuation	LEVEL 7	New post [# 299177] with effect from April 1, 2014.
3	Risk Analyst, Valuation	LEVEL 6	Three (3) new posts [#s 299178-80] with effect from April 1, 2014.
2	Risk Analyst, Special Team	LEVEL 6	Two (2) new posts [#s 299188-9] with effect from April 1, 2014.
2	Risk Analyst, Export	LEVEL 6	Two (2) new posts [#s 299186-7] with effect from April 1, 2014.
2	Risk Analyst, Contraband	LEVEL 6	Two (2) new posts [#s 299184-5] with effect from April 1, 2014.
2	Risk Analyst, Classification	LEVEL 6	Two (2) new posts [#s 299181-2] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 299176] with effect from April 1, 2014.
2	Records Officer	LEVEL 2	Two (2) new posts [#s 299190-1] with effect from April 1, 2014.

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**183 Total- Border Protection**

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Executive Services

No. of Posts	Posts	Classification	Remarks
1	Senior Director, Executive Services	LEVEL 9	New post [# 299141] with effect from April 1, 2014.
1	Director, Planning & Research	LEVEL 8	New post [# 299143] with effect from April 1, 2014.
1	Director, Public Relations & Customer Service	LEVEL 8	New post [# 299148] with effect from April 1, 2014.
1	Revenue Analyst	LEVEL 7	New post [# 299147] with effect from April 1, 2014.
1	Corporate Planner	LEVEL 7	New post [# 299145] with effect from April 1, 2014.
1	Researcher	LEVEL 6	New post [# 299146] with effect from April 1, 2014.
1	Customer Service Manager, Kingston	LEVEL 6	New post [# 299149] with effect from April 1, 2014.
1	Customer Service Manager, Montego Bay	LEVEL 6	New post [# 299150] with effect from April 1, 2014.
1	Administrative Coordinator	LEVEL 4A	New post [# 299142] with effect from April 1, 2014.
6	Customer Service/Information Officer	LEVEL 4	Six (6) new posts [#s 299151-6] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 299144] with effect from April 1, 2014.
16			
16	<b>Total- Executive Services</b>		

##### Finance & Administration

No. of Posts	Posts	Classification	Remarks
1	Senior Director, Finance & Administration	LEVEL 9	New post [# 289930] with effect from April 1, 2014.
1	Administrative Coordinator	LEVEL 4A	New post [# 298931] with effect from April 1, 2014.
2			

##### Accounting Operations

No. of Posts	Posts	Classification	Remarks
1	Director/FC Accounting Operations	LEVEL 8	New post [# 299011] with effect from April 1, 2014.
1	Manager, Financial Systems	LEVEL 7	New post [# 299013] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 299012] with effect from April 1, 2014.
3			

##### Accounting Operations- Billing & Accounts Receivables

No. of Posts	Posts	Classification	Remarks
1	Manager, Billing & Accounts Receivables	LEVEL 7	New post [# 299014] with effect from April 1, 2014.



## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Finance & Administration

###### Accounting Operations- Billing & Accounts Receivables

No. of Posts	Posts	Classification	Remarks
2	Accounting Technician	LEVEL 4	Two (2) new posts [#s 299015-16] with effect from April 1, 2014.
3			

###### Accounting Operations- Billing & Accounts Receivables- Overtime Processing Unit

No. of Posts	Posts	Classification	Remarks
2	Supervisor, Overtime Processing	LEVEL 6	Two (2) new posts [#s 299017-8] with effect from April 1, 2014.
3	Checking Officer	LEVEL 4	Three (3) new posts [#s 299019-21] with effect from April 1, 2014.
1	Billing Officer	LEVEL 3	New post [# 299022] with effect from April 1, 2014.
1	Collections Officer	LEVEL 3	New post [# 299023] with effect from April 1, 2014.
2	Records Officer	LEVEL 2	Two (2) new posts [#s 299024-5] with effect from April 1, 2014.
9			

###### Accounting Operations- Budget & Planning

No. of Posts	Posts	Classification	Remarks
1	Director, Planning & Budgeting	LEVEL 8	New post [# 299045] with effect from April 1, 2014.
1	Commitment Control Officer	LEVEL 5	New post [# 299046] with effect from April 1, 2014.
2			

###### Accounting Operations- Final Accounts

No. of Posts	Posts	Classification	Remarks
1	Accountant	LEVEL 6	New post [# 299042] with effect from April 1, 2014.
1	Accounting Technician	LEVEL 4	New post [# 299043] with effect from April 1, 2014.
1	Bank Reconciliation Officer	LEVEL 4	New post [# 299044] with effect from April 1, 2014.
3			

###### Accounting Operations- Management Accounting Budget

No. of Posts	Posts	Classification	Remarks
1	Director, Management Accounting (Budget)	LEVEL 8	New post [# 299047] with effect from April 1, 2014.
1			

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Finance & Administration

###### Accounting Operations- Payments

No. of Posts	Posts	Classification	Remarks
1	Payments Accountant	LEVEL 7	New post [# 299032] with effect from April 1, 2014.
2	Travelling/Subsistence Officer	LEVEL 4	Two (2) new posts [#s 299035-6] with effect from April 1, 2014.
1	Accounting Clerk	LEVEL 3	New post [# 299038] with effect from April 1, 2014.
2	Bills Officer	LEVEL 3	Two (2) new posts [#s 299033-4] with effect from April 1, 2014.
1	Collections Officer	LEVEL 3	New post [# 299037] with effect from April 1, 2014
7			

###### Accounting Operations- Payments- Checking Unit

No. of Posts	Posts	Classification	Remarks
1	Checking Supervisor	LEVEL 6	New post [# 299039] with effect from April 1, 2014.
2	Checking Officer	LEVEL 4	Two (2) new posts [#s 299040-1] with effect from April 1, 2014.
3			

###### Accounting Operations- Revenue Accounting

No. of Posts	Posts	Classification	Remarks
1	Director, Revenue Accounting	LEVEL 8	New post [# 299048] with effect from April 1, 2014.
1	Administrative Officer 2	LEVEL 4	New post [# 299049] with effect from April 1, 2014.
2			

###### Accounting Operations- Revenue Accounting- Collections & Accounts (Kingston)

No. of Posts	Posts	Classification	Remarks
1	Manager, Collections & Accounts (Kingston)	LEVEL 7	New post [# 299063] with effect from April 1, 2014.
3	Supervisor, Accounts Receivables	LEVEL 6	Three (3) new posts [#s 299065-6 & 299540] with effect from April 1, 2014.
2	Senior Refunds Drawback Officer	LEVEL 5	Two (2) new posts [#s 299067-8] with effect from April 1, 2014.
2	Refunds Drawback Officer	LEVEL 4	Two (2) new posts [#s 299069-70] with effect from April 1, 2014.
2	Deposit Entry Examiner	LEVEL 4	Two (2) new posts [#s 299089-90] with effect from April 1, 2014.
1	Accounts Clerk	LEVEL 3	New post [# 299088] with effect from April 1, 2014.
15	Collections Officer	LEVEL 3	Fifteen (15) new posts [#s 299071-85] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 299064] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Finance & Administration

###### Accounting Operations- Revenue Accounting- Collections & Accounts (Kingston)

No. of Posts	Posts	Classification	Remarks
5	Batching/Tallying Clerk	LEVEL 3	Five (5) new posts [#s 299091-5] with effect from April 1, 2014.
3	Records Officer	LEVEL 2	Three (3) new posts [#s 299086-7 & 299096] with effect from April 1, 2014.
<b>35</b>			

###### Accounting Operations- Revenue Accounting- Collections & Accounts (Montego Bay)

No. of Posts	Posts	Classification	Remarks
1	Manager, Collections & Accounts (Montego Bay)	LEVEL 7	New post [# 299097] with effect from April 1, 2014.
1	Collections Supervisor	LEVEL 6	New post [# 299099] with effect from April 1, 2014.
1	Senior Refunds Drawback Officer	LEVEL 5	New post [# 299101] with effect from April 1, 2014.
1	Deposit Entry Examiner	LEVEL 4	New post [# 299101] with effect from April 1, 2014.
5	Batching/Tallying Clerk	LEVEL 3	Five (5) new posts [#s 299110-4] with effect from April 1, 2014.
1	Accounts Clerk	LEVEL 3	New post [# 299109] with effect from April 1, 2014.
6	Collections Officer	LEVEL 3	Six (6) new posts [#s 299102-7] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 299098] with effect from April 1, 2014.
2	Records Officer	LEVEL 2	Two (2) new posts [#s 299108 & 299115] with effect from April 1, 2014.
<b>19</b>			

###### Accounting Operations- Revenue Accounting- Revenue Unit

No. of Posts	Posts	Classification	Remarks
1	Revenue Accountant	LEVEL 7	New post [# 299050] with effect from April 1, 2014.
1	Assistant Revenue Accountant	LEVEL 6	New post [# 299052] with effect from April 1, 2014.
1	Revenue Collections Officer	LEVEL 5	New post [# 299051] with effect from April 1, 2014.
1	Electronic Receipts Reconciliation Officer	LEVEL 4	New post [# 299058] with effect from April 1, 2014.
1	Sub Ledger Officer	LEVEL 4	New post [# 299053] with effect from April 1, 2014.
2	GL Reconciliation Officer	LEVEL 4	Two (2) new posts [#s 299059-60] with effect from April 1, 2014.
1	Checking Officer	LEVEL 4	New post [# 299062] with effect from April 1, 2014.
2	Bank Reconciliation Officer	LEVEL 4	Two (2) new posts [#s 299054-5] with effect from April 1, 2014.
2	Revenue Accounts Clerk	LEVEL 3	Two (2) new posts [#s 299056-7] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Finance & Administration

###### Accounting Operations- Revenue Accounting- Revenue Unit

No. of Posts	Posts	Classification	Remarks
1	Records Officer	LEVEL 2	New post [# 299061] with effect from April 1, 2014.
13			

###### Accounting Operations- Salaries & Wages

No. of Posts	Posts	Classification	Remarks
1	Payment Supervisor	LEVEL 6	New post [# 299026] with effect from April 1, 2014.
1	Salaries Officer (Monthly)	LEVEL 4A	New post [# 299028] with effect from April 1, 2014.
1	Salaries Reimbursement Officer	LEVEL 4A	New post [# 299029] with effect from April 1, 2014.
2	Accounting Technician	LEVEL 4	Two (2) new posts [#s 299030-1] with effect from April 1, 2014.
1	Salaries Officer (Fortnightly)	LEVEL 4	New post [# 299027] with effect from April 1, 2014.
6			

###### Administration Branch

No. of Posts	Posts	Classification	Remarks
1	Director, Administration	LEVEL 8	New post [# 298932] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298933] with effect from April 1, 2014.
2			

###### Administration Branch - Documentation & Info. Management

No. of Posts	Posts	Classification	Remarks
1	Coordinator, Documentation & Information Management	LEVEL 6	New post [# 298934] with effect from April 1, 2014.
1	Librarian	LEVEL 5	New post [# 298935] with effect from April 1, 2014.
2	Administrative Officer 1	LEVEL 3	Two (2) new posts [#s 298936-7] with effect from April 1, 2014.
3	Records Officer	LEVEL 2	Three (3) new posts [#s 298938-40] with effect from April 1, 2014.
7			

###### Administration Branch - Office Services

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Office Services	LEVEL 6	New post [# 298969] with effect from April 1, 2014.
1	Stores Supervisor	LEVEL 5	New post [# 298995] with effect from April 1, 2014.
1	Administrator	LEVEL 3	New post [# 298970] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Finance & Administration

###### Administration Branch - Office Services

No. of Posts	Posts	Classification	Remarks
2	Telephone Operator	LEVEL 3	Two (2) new posts [#s 298973-4] with effect from April 1, 2014.
1	Supplies Clerk	LEVEL 3	New post [# 298996] with effect from April 1, 2014.
1	Chief Attendant	LEVEL 2	New post [# 298975] with effect from April 1, 2014.
2	Receptionist	LEVEL 2	Two (2) new posts [#s 298971-2] with effect from April 1, 2014.
4	Records Officer	LEVEL 2	Four (4) new posts [#s 298997-9 & 299003] with effect from April 1, 2014.
4	Storeman	LEVEL 1	Four (4) new posts [#s 299000-2 & 299004] with effect from April 1, 2014.
19	Attendant	LEVEL 1	Nineteen (19) new posts [#s 298976-94] with effect from April 1, 2014.

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###### Administration Branch - Procurement

No. of Posts	Posts	Classification	Remarks
1	Procurement Manager	LEVEL 7	New post [# 299005] with effect from April 1, 2014.
1	Purchasing Officer	LEVEL 5	New post [# 299008] with effect from April 1, 2014.
1	Procurement Officer, Tenders	LEVEL 5	New post [# 299007] with effect from April 1, 2014.
1	Bills Officer	LEVEL 3	New post [# 299009] with effect from April 1, 2014.
1	Records Officer	LEVEL 2	New post [# 299006] with effect from April 1, 2014.

**5**

###### Administration Branch - Property Management

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Property Services	LEVEL 6	New post [# 298957] with effect from April 1, 2014.
1	Property Officer, Standards	LEVEL 5	New post [# 298959] with effect from April 1, 2014.
1	Senior Maintenance Officer	LEVEL 4	New post [# 298960] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298958] with effect from April 1, 2014.
1	Maintenance Officer	LEVEL 3	New post [# 298961] with effect from April 1, 2014.
3	Groundsman	LEVEL 1	Three (3) new post [# 298966-8] with effect from April 1, 2014.
4	Handyman	LEVEL 1	Four (4) new posts [#s 298962-5] with effect from April 1, 2014.

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## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Finance & Administration

###### Administration Branch - Transport

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Transport	LEVEL 6	New post [# 298941] with effect from April 1, 2014.
1	Transport Assistant	LEVEL 4	New post [# 298942] with effect from April 1, 2014.
4	Trailer/Truck Driver 2	LEVEL 3	Four (4) new posts [#s 298943-6] with effect from April 1, 2014.
2	Messenger	LEVEL 2	Two (2) new posts [#s 298955-6] with effect from April 1, 2014.
8	Driver 1	LEVEL 2	Eight (8) new posts [#s 298947-54] with effect from April 1, 2014.
<b>16</b>			

###### Financial Management (Operations)

No. of Posts	Posts	Classification	Remarks
1	Director, Financial Management (Operations)	LEVEL 8	New post [# 299010] with effect from April 1, 2014.
1			
<b>187</b>	<b>Total- Finance &amp; Administration</b>		

##### Human Resource Management & Development

No. of Posts	Posts	Classification	Remarks
1	Senior Director, Human Resource Management & Development	LEVEL 9	New post [# 298860] with effect from April 1, 2014.
1	Administrative Coordinator	LEVEL 4A	New post [# 298861] with effect from April 1, 2014.
2			

###### Human Resource Development

No. of Posts	Posts	Classification	Remarks
1	Director, Human Resource Development	LEVEL 8	New post [# 298862] with effect from April 1, 2014.
2	Training Officer	LEVEL 6	Two (2) new posts [#s 298864-5] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298863] with effect from April 1, 2014.
4			

###### Human Resource Management

No. of Posts	Posts	Classification	Remarks
1	Director, Human Resource Management	LEVEL 8	New post [# 298866] with effect from April 1, 2014.
1	Senior Human Resource Officer, Benefits	LEVEL 6	New post [# 298872] with effect from April 1, 2014.
1	Senior Human Resource Officer, Staffing	LEVEL 6	New post [# 298868] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

#### Human Resource Management & Development

##### Human Resource Management

No. of Posts	Posts	Classification		Remarks
1	Senior Human Resource Officer, Employee Relations	LEVEL	6	New post [# 298871] with effect from April 1, 2014.
2	Human Resource Officer	LEVEL	5	Two (2) new posts [#s 298869 & 298873] with effect from April 1, 2014.
2	Assistant Human Resource Officer	LEVEL	4	Two (2) new posts [#s 298870 & 298874] with effect from April 1, 2014.
1	Information Records Officer	LEVEL	4	New post [# 298875] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL	3	New post [# 298867] with effect from April 1, 2014.
2	Records Officer	LEVEL	2	Two (2) new posts [#s 298876-7] with effect from April 1, 2014.
<b>12</b>				

##### Human Resource Management- Pensions & Records Management

No. of Posts	Posts	Classification		Remarks
1	Manager, Pensions & Records Management	LEVEL	7	New post [# 298880] with effect from April 1, 2014.
1	Senior Human Resource Officer, Records Management	LEVEL	5	New post [# 298881] with effect from April 1, 2014.
1	Human Resource Officer, Leave	LEVEL	4	New post [# 298882] with effect from April 1, 2014.
1	Assistant Human Resource Officer, HRMIS	LEVEL	3	New post [# 298883] with effect from April 1, 2014.
1	Assistant Human Resource Officer, Service Records	LEVEL	3	New post [# 298884] with effect from April 1, 2014.
1	Records Officer, Monthly/Fortnightly Attendance	LEVEL	2	New post [# 298885] with effect from April 1, 2014.
<b>6</b>				

##### Human Resource Management- PMAS

No. of Posts	Posts	Classification		Remarks
1	Manager, PMAS	LEVEL	7	New post [# 298878] with effect from April 1, 2014.
1	PMAS Officer	LEVEL	5	New post [# 298879] with effect from April 1, 2014.
<b>2</b>				

##### Occupational Health & Safety

No. of Posts	Posts	Classification		Remarks
1	Director, Occupational Health & Safety	LEVEL	8	New post [# 298888] with effect from April 1, 2014.
1	Occupational Health & Safety Officer	LEVEL	5	New post [# 298890] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL	3	New post [# 298889] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

#### Human Resource Management & Development

##### Occupational Health & Safety

No. of Posts	Posts	Classification	Remarks
3			

##### Organisational Development

No. of Posts	Posts	Classification	Remarks
1	Director, Organisational Development	LEVEL 8	New post [# 298886] with effect from April 1, 2014.
1	Organisational Development Officer	LEVEL 5	New post [# 298887] with effect from April 1, 2014.
2			
31	<b>Total- Human Resource Management &amp; Development</b>		

#### Information Services

No. of Posts	Posts	Classification	Remarks
1	Chief Information Officer	LEVEL 9	New post [# 298891] with effect from April 1, 2014.
1	Administrative Coordinator	LEVEL 4A	New post [# 298892] with effect from April 1, 2014.
2			

##### Application Delivery & Support

No. of Posts	Posts	Classification	Remarks
1	Manager, Application Delivery & Support	LEVEL 7	New post [# 298893] with effect from April 1, 2014.
1			

##### Application Delivery & Support- Core Customer Application

No. of Posts	Posts	Classification	Remarks
2	Senior Business Analyst	LEVEL 7	Two (2) new posts [#s 298894-5] with effect from April 1, 2014.
1	Programmer/Analyst	LEVEL 6	New post [# 298898] with effect from April 1, 2014.
2	Business Analyst	LEVEL 6	Two (2) new posts [#s 298896-7] with effect from April 1, 2014.
5			

##### Application Delivery & Support- Corporate Applications

No. of Posts	Posts	Classification	Remarks
1	Senior Business Analyst	LEVEL 7	New post [# 298899] with effect from April 1, 2014.
1	Business Analyst	LEVEL 6	New post [# 298900] with effect from April 1, 2014.
2			



## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Information Services

###### Application Delivery & Support- Information Center

No. of Posts	Posts	Classification	Remarks
2	Database Analyst	LEVEL 6	Two (2) new posts [#s 298901-2] with effect from April 1, 2014.
2			

###### Application Delivery & Support- Training

No. of Posts	Posts	Classification	Remarks
2	Application Trainers/Implementation Specialist	LEVEL 7	Two (2) new posts [#s 298903-4] with effect from April 1, 2014.
2			

##### ICT Operations

No. of Posts	Posts	Classification	Remarks
1	Manager, ICT Operations	LEVEL 8	New post [# 298905] with effect from April 1, 2014.
1	Senior Database Administrator	LEVEL 7	New post [# 298921] with effect from April 1, 2014.
1	Senior Network Administrator	LEVEL 7	New post [# 298910] with effect from April 1, 2014.
1	Senior Systems Administrator (Central Server)	LEVEL 7	New post [# 298906] with effect from April 1, 2014.
1	Network Administrator (Montego Bay)	LEVEL 6	New post [# 298920] with effect from April 1, 2014.
1	Network Administrator	LEVEL 6	New post [# 298911] with effect from April 1, 2014.
3	Systems Administrator	LEVEL 6	Three (3) new posts [#s 298907-9] with effect from April 1, 2014.
1	Work Station Engineer	LEVEL 6	New post [# 298912] with effect from April 1, 2014.
1	Senior Workstation Support	LEVEL 5	New post [# 298913] with effect from April 1, 2014.
6	Workstation Technician	LEVEL 4	Six (6) new posts [#s 298914-9] with effect from April 1, 2014.
17			

##### ICT Policies & RM Management

No. of Posts	Posts	Classification	Remarks
1	Manager - ICT Policies, Projects & RM	LEVEL 8	New post [# 298928] with effect from April 1, 2014.
1			

##### ICT Services

No. of Posts	Posts	Classification	Remarks
1	ICT, Services Manager	LEVEL 7	New post [# 298922] with effect from April 1, 2014.
1	Service Management Analyst	LEVEL 6	New post [# 298927] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Information Services

###### ICT Services

No. of Posts	Posts	Classification	Remarks
2	Senior Help Desk Administrator	LEVEL 6	Two (2) new posts [#s 298923-4] with effect from April 1, 2014.
2	Help Desk Administrator	LEVEL 5	Two (2) new posts [#s 298925-6] with effect from April 1, 2014.
<b>6</b>			

###### IT Security Management

No. of Posts	Posts	Classification	Remarks
1	IT Security Management Administrator	LEVEL 8	New post [# 298929] with effect from April 1, 2014.
<b>1</b>			

**39 Total- Information Services**

##### Internal Affairs

No. of Posts	Posts	Classification	Remarks
1	Director, Internal Affairs	LEVEL 8	New post [# 299157] with effect from April 1, 2014.
1	Internal Affairs Manager, Kingston	LEVEL 7	New post [# 299158] with effect from April 1, 2014.
1	Internal Affairs Manager, Montego Bay	LEVEL 7	New post [# 299159] with effect from April 1, 2014.
1	Manager, Security Vetting	LEVEL 7	New post [# 299168] with effect from April 1, 2014.
3	Security Vetting Officer	LEVEL 6	Three (3) new posts [#s 299169-71] with effect from April 1, 2014.
2	Senior Internal Affairs Officer	LEVEL 6	Two (2) new posts [#s 299160-1] with effect from April 1, 2014.
6	Internal Affairs Officer	LEVEL 5	Six (6) new posts [#s 299162-7] with effect from April 1, 2014.
<b>15</b>			

**15 Total- Internal Affairs**

##### Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	LEVEL 9	New post [# 299116] with effect from April 1, 2014.
1	Forensic Systems Auditor	LEVEL 7	New post [# 299117] with effect from April 1, 2014.
3	Senior Auditor	LEVEL 6	Three (3) new posts [#s 299119-21] with effect from April 1, 2014.
12	Auditor	LEVEL 5	Twelve (12) new posts [#s 299123-34] with effect from April 1, 2014.
2	Assistant Auditor	LEVEL 4	Two (2) new posts [#s 299135-6] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Administrative Officer 2	LEVEL 4	New post [# 299118] with effect from April 1, 2014.
1	Audit Registrar	LEVEL 3	New post [# 299122] with effect from April 1, 2014.
4	Filing Clerk	LEVEL 2	Four (4) new posts [#s 299137-40] with effect from April 1, 2014.
25			
25	<b>Total- Internal Audit</b>		

##### Legal Unit

No. of Posts	Posts	Classification	Remarks
1	Senior Director, Legal Affairs	LEVEL 9	New post [# 297905] with effect from April 1, 2014.
1	Senior Legal Officer	LEVEL 8	New post [# 297906] with effect from April 1, 2014.
2	Legal Officer	LEVEL 7	Two (2) new posts [#s 297907-8] with effect from April 1, 2014.
1	Legal Secretary	LEVEL 4A	New post [# 297909] with effect from April 1, 2014.
5			
5	<b>Total- Legal Unit</b>		

##### Office of the CEO

No. of Posts	Posts	Classification	Remarks
1	Chief Executive Officer	LEVEL 11	New post [# 297901] with effect from April 1, 2014.
1	Director, Special Projects	LEVEL 8	New post [# 297902] with effect from April 1, 2014.
1	Executive Assistant	LEVEL 5	New post [# 297903] with effect from April 1, 2014.
1	Administrative Coordinator	LEVEL 4A	New post [# 297904] with effect from April 1, 2014.
4			
4	<b>Total- Office of the CEO</b>		

##### Operations Division

No. of Posts	Posts	Classification	Remarks
1	Deputy CEO, Operations	LEVEL 10	New post [# 297910] with effect from April 1, 2014.
1	Administrative Coordinator	LEVEL 4A	New post [# 297911] with effect from April 1, 2014.
1	Administrative Officer 2	LEVEL 4	New post [# 297912] with effect from April 1, 2014.
3			

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

###### Central Operations

No. of Posts	Posts	Classification	Remarks
1	Senior Director, Central Operations	LEVEL 9	New post [# 298728] with effect from April 1, 2014.
1	Administrative Coordinator	LEVEL 4A	New post [# 298729] with effect from April 1, 2014.
2			

###### Central Operations- Incentives Unit

No. of Posts	Posts	Classification	Remarks
1	Manager, Incentives & Returning Residents	LEVEL 7	New post [# 298822] with effect from April 1, 2014.
1	Supervisor (Returning Residents)	LEVEL 6	New post [# 298824] with effect from April 1, 2014.
1	Senior Customs Officer	LEVEL 5	New post [# 298825] with effect from April 1, 2014.
1	Customs/Write Off Officer	LEVEL 4	New post [# 298828] with effect from April 1, 2014.
1	Customs Officer	LEVEL 4	New post [# 298826] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298823] with effect from April 1, 2014.
1	Data Entry Operator	LEVEL 3	New post [# 298829] with effect from April 1, 2014.
1	Records Officer	LEVEL 2	New post [# 298827] with effect from April 1, 2014.
8			

###### Central Operations- Incentives Unit- Incentives Monitoring (Kingston)

No. of Posts	Posts	Classification	Remarks
2	Supervisor, Incentives Monitoring (Kingston)	LEVEL 6	Two (2) new posts [#s 298830-1] with effect from April 1, 2014.
3	Senior Custom/Incentive Officer	LEVEL 5	Three (3) new posts [#s 298832-4] with effect from April 1, 2014.
5	Custom/Incentive Officer	LEVEL 4	Five (5) new posts [#s 299835-9] with effect from April 1, 2014.
1	Records Officer	LEVEL 2	New post [# 298840] with effect from April 1, 2014.
11			

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

No. of Posts	Posts	Classification	Remarks
1	Supervisor	LEVEL 6	New post [# 298841] with effect from April 1, 2014.
1	Senior Custom/Incentive Officer	LEVEL 5	New post [# 298842] with effect from April 1, 2014.
3	Custom/Incentive Officer	LEVEL 4	Three (3) new posts [#s 298843-5] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

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

No. of Posts	Posts	Classification	Remarks
1	Records Officer	LEVEL 2	New post [# 298846] with effect from April 1, 2014.
6			

###### Central Operations- Post Clearance Audit Unit

No. of Posts	Posts	Classification	Remarks
1	Director, Post Clearance Audit	LEVEL 8	New post [# 298730] with effect from April 1, 2014.
2	Manager, Kingston	LEVEL 7	Two (2) new posts [#s 298732-3] with effect from April 1, 2014.
1	Manager, Montego Bay	LEVEL 7	New post [# 298781] with effect from April 1, 2014.
10	Supervisor	LEVEL 6	Eight (8) new posts [#s 298734-41] with effect from April 1, 2014.
40	Auditor	LEVEL 5	Forty (40) new posts [#s 298742-73 & 298784-91] with effect from April 1, 2014.
5	Senior Customs Officer/AEO Accounts Manager	LEVEL 5	Five (5) new posts [#s 298774-8] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298731] with effect from April 1, 2014.
3	Records Officer	LEVEL 2	Three (3) new posts [#s 298779-80 & 298792] with effect from April 1, 2014.
63			

###### Central Operations- Private Bonded Warehouses

No. of Posts	Posts	Classification	Remarks
1	Manager, Private Bonded Warehouses	LEVEL 7	New post [# 298847] with effect from April 1, 2014.
1	Supervisor	LEVEL 6	New post [# 298848] with effect from April 1, 2014.
10	Customs Officer	LEVEL 4	Ten (10) new posts [#s 298849-58] with effect from April 1, 2014.
4	Records Officer	LEVEL 2	Four (4) new posts [#s 298859-62] with effect from April 1, 2014.
16			

###### Central Operations- Valuations

No. of Posts	Posts	Classification	Remarks
1	Director, Valuation	LEVEL 8	New post [# 298795] with effect from April 1, 2014.
1	Manager, Valuation Database	LEVEL 7	New post [# 298797] with effect from April 1, 2014.
3	Supervisor, Valuation	LEVEL 6	Three (3) new posts [#s 298805-7] with effect from April 1, 2014.
5	Research Officer	LEVEL 4	Five (5) new posts [#s 298798-02] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

###### Central Operations- Valuations

No. of Posts	Posts	Classification	Remarks
12	Valuation Officer	LEVEL 4	Twelve (12) new posts [#s 298808-19] with effect from April 1, 2014.
2	Data Entry Operator	LEVEL 3	Two (2) new posts [#s 298803-4] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298796] with effect from April 1, 2014.
2	Records Officer	LEVEL 2	Two (2) new posts [#s 298820-1] with effect from April 1, 2014.
<b>27</b>			

###### International & Industry Liaison

No. of Posts	Posts	Classification	Remarks
1	Senior Director, International & Industry Liaison	LEVEL 9	New post [# 297913] with effect from April 1, 2014.
1	Director, International Trade	LEVEL 8	New post [# 297920] with effect from April 1, 2014.
1	Director, Classification & Industry Liaison	LEVEL 8	New post [# 297915] with effect from April 1, 2014.
4	Tariff Officer	LEVEL 6	Four (4) new posts [#s 297916-9] with effect from April 1, 2014.
1	Caricom Officer	LEVEL 6	New post [# 297921] with effect from April 1, 2014.
1	Administrative Coordinator	LEVEL 4A	New post [# 297914] with effect from April 1, 2014.
<b>9</b>			

###### Kingston Operations

No. of Posts	Posts	Classification	Remarks
1	Senior Director, Kingston Operations/Collector	LEVEL 9	New post [# 298100] with effect from April 1, 2014.
1	Administrative Coordinator	LEVEL 4A	New post [# 299544] with effect from April 1, 2014.
<b>2</b>			

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

No. of Posts	Posts	Classification	Remarks
1	Director, Airport Operations	LEVEL 8	New post [# 297922] with effect from April 1, 2014.
1	Administrative Officer 2	LEVEL 4	New post [# 297923] with effect from April 1, 2014.
<b>2</b>			

###### Kingston Operations- Airport Operations (NMIA)- Air Cargo

No. of Posts	Posts	Classification	Remarks
1	Manager, Air Cargo	LEVEL 7	New post [# 297997] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

###### Kingston Operations- Airport Operations (NMIA)- Air Cargo

No. of Posts	Posts	Classification	Remarks
9	Supervisor	LEVEL 6	Nine (9) new posts [#s 297999-298002 & 298034-8] with effect from April 1, 2014.
1	Senior Customs Officer	LEVEL 5	New post [# 298034] with effect from April 1, 2014.
32	Customs Officer	LEVEL 4	Thirty-two (32) new posts [#s 298003-16 & 298040-57] with effect from April 1, 2014.
10	Collections Officer	LEVEL 3	Ten (10) new posts [#s 298017-21 & 298058-62] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 297998] with effect from April 1, 2014.
12	Records Officer/Manifest	LEVEL 2	Twelve (12) new posts [#s 298022-33] with effect from April 1, 2014.
12	Records Officer	LEVEL 2	Twelve (12) new posts [#s 298063-74] with effect from April 1, 2014.
<b>78</b>			

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

No. of Posts	Posts	Classification	Remarks
1	Manager, Queens Warehouse (NMIA)	LEVEL 7	New post [# 298075] with effect from April 1, 2014.
2	Supervisor	LEVEL 6	Two (2) new posts [#s 298077-8] with effect from April 1, 2014.
2	Senior Customs Officer	LEVEL 5	Two (2) new posts [#s 298079-80] with effect from April 1, 2014.
6	Customs Officer	LEVEL 4	Six (6) new posts [#s 298081-6] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298076] with effect from April 1, 2014.
2	Collections Officer	LEVEL 3	Two (2) new posts [#s 298087-8] with effect from April 1, 2014.
5	Records Officer	LEVEL 2	Four (4) new posts [#s 298089-93] with effect from April 1, 2014.
1	Driver 1	LEVEL 2	New post [# 298098] with effect from April 1, 2014.
1	Attendant	LEVEL 1	New post [# 298099] with effect from April 1, 2014.
4	Warehouseman	LEVEL 1	Four (4) new posts [#s 298094-7] with effect from April 1, 2014.
<b>25</b>			

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

No. of Posts	Posts	Classification	Remarks
1	Manager, Baggage Hall	LEVEL 7	New post [# 297924] with effect from April 1, 2014.
8	Supervisor	LEVEL 6	Eight (8) new posts [#s 297926-33] with effect from April 1, 2014.
6	Senior Customs Officer	LEVEL 5	Six (6) new post [# 297934-39] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

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

No. of Posts	Posts	Classification	Remarks
5	Duty Officer	LEVEL 5	Five (5) new posts [#s 297940-4] with effect from April 1, 2014.
35	Customs Officer	LEVEL 4	Thirty-five (35) new posts [#s 297945-79] with effect from April 1, 2014.
6	Collections Officer	LEVEL 3	Six (6) new posts [#s 297980-5] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 297925] with effect from April 1, 2014.
8	Records Officer	LEVEL 2	Eight (8) new posts [#s 297986-93] with effect from April 1, 2014.
3	Warehouseman	LEVEL 1	Three (3) new posts [#s 297994-6] with effect from April 1, 2014.

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###### Kingston Operations- Customs House

No. of Posts	Posts	Classification	Remarks
1	Director, Kingston Customs House	LEVEL 8	New post [# 298101] with effect from April 1, 2014.
1	Administrative Officer 2	LEVEL 4	New post [# 298102] with effect from April 1, 2014.

2

###### Kingston Operations- Customs House- Entry Processing Unit

No. of Posts	Posts	Classification	Remarks
1	Manager, Entry Processing	LEVEL 7	New post [# 298103] with effect from April 1, 2014.
4	Supervisor	LEVEL 6	Four (4) new posts [#s 298105-8] with effect from April 1, 2014.
24	Customs Officer	LEVEL 4	Twenty-four (24) new posts [#s 298109-32] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298104] with effect from April 1, 2014.
7	Records Officer	LEVEL 2	Seven (7) new posts [#s 298133-39] with effect from April 1, 2014.

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###### Kingston Operations- Customs House- Parcel Post

No. of Posts	Posts	Classification	Remarks
1	Manager, Parcel Post	LEVEL 7	New post [# 298140] with effect from April 1, 2014.
3	Supervisor	LEVEL 6	Three (3) new posts [#s 298142-44] with effect from April 1, 2014.
2	Senior Customs Officer	LEVEL 5	Two (2) new posts [#s 298145-6] with effect from April 1, 2014.
12	Customs Officer (Assessor)	LEVEL 4	Twelve (12) new posts [#s 298149-60] with effect from April 1, 2014.



## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

###### Kingston Operations- Customs House- Parcel Post

No. of Posts	Posts	Classification	Remarks
2	Customs Officer (Entry Examiner)	LEVEL 4	Two (2) new posts [#s 298147-8] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298141] with effect from April 1, 2014.
3	Records Officer	LEVEL 2	Three (3) new posts [#s 298161-3] with effect from April 1, 2014.

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###### Kingston Operations- Marine Warehouses

No. of Posts	Posts	Classification	Remarks
1	Director, Kingston Marine Warehouses	LEVEL 8	New post [# 298409] with effect from April 1, 2014.
1	Administrative Officer 2	LEVEL 4	New post [# 298410] with effect from April 1, 2014.

2

###### Kingston Operations- Marine Warehouses- Public Bonded Warehouses

No. of Posts	Posts	Classification	Remarks
2	Manager, Public Bonded Warehouses	LEVEL 7	Two (2) new posts [#s 298459 & 299547] with effect from April 1, 2014.
2	Supervisor, Universal Freight	LEVEL 6	Two (2) new posts [#s 298466-7] with effect from April 1, 2014.
2	Supervisor, Adolph Levy	LEVEL 6	Two (2) new posts [#s 298477-8] with effect from April 1, 2014.
3	Senior Customs Officer	LEVEL 5	Three (3) new posts [#s 298460, 298468 & 298479] with effect from April 1, 2014.
13	Examination Officer	LEVEL 4	Thirteen (13) new posts [#s 298461-3, 298469-73 & 298480-4] with effect from April 1, 2014.
4	Collections Officer	LEVEL 3	Four (4) new posts [#s 298476, 298492 & 299545-6] with effect from April 1, 2014.
2	Records Officer/Delivery	LEVEL 2	Two (2) new posts [#s 298464-5] with effect from April 1, 2014.
14	Records Officer	LEVEL 2	Fourteen (14) new posts [#s 298474-5, 298485-91, 299548-9, 299653 & 300525-6] with effect from April 1, 2014.

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###### Kingston Operations- Marine Warehouses- Queens Warehouse

No. of Posts	Posts	Classification	Remarks
1	Manager, Queens Warehouse 230	LEVEL 7	New post [# 298411] with effect from April 1, 2014.
2	Supervisor	LEVEL 6	Two (2) new posts [#s 298413-4] with effect from April 1, 2014.
5	Examination Officer	LEVEL 4	Five (5) new posts [#s 298415-9] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

###### Kingston Operations- Marine Warehouses- Queens Warehouse

No. of Posts	Posts	Classification	Remarks
1	Data Entry Operator	LEVEL 3	New post [# 298426] with effect from April 1, 2014.
2	Accounting Clerk	LEVEL 3	Two (2) new posts [#s 298422-3] with effect from April 1, 2014.
2	Collections Officer	LEVEL 3	Two (2) new posts [#s 298424-5] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298412] with effect from April 1, 2014.
2	Records Officer	LEVEL 2	Two (2) new posts [#s 298420-1] with effect from April 1, 2014.
2	Forklift Operator	LEVEL 2	Two (2) new posts [#s 298427-8] with effect from April 1, 2014.
8	Warehouseman	LEVEL 1	Eight (8) new posts [#s 298429-36] with effect from April 1, 2014.

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###### Kingston Operations- Marine Warehouses- Sufferance Wharves

No. of Posts	Posts	Classification	Remarks
1	Manager, Sufferance Wharves	LEVEL 7	New post [# 298437] with effect from April 1, 2014.
1	Supervisor (Port Antonio)	LEVEL 6	New post [# 298452] with effect from April 1, 2014.
1	Supervisor (Mandeville/Black River)	LEVEL 6	New post [# 298442] with effect from April 1, 2014.
1	Supervisor (Kingston)	LEVEL 6	New post [# 298439] with effect from April 1, 2014.
1	Senior Customs Officer (Port Esquivel/Rocky Point)	LEVEL 5	New post [# 298456] with effect from April 1, 2014.
1	Senior Customs Officer (Port Royal)	LEVEL 5	New post [# 298446] with effect from April 1, 2014.
12	Customs Officer	LEVEL 4	Twelve (12) new posts [#s 298443-5, 298447-8, 295453-4, 298457-8, 298440-1 & 300527] with effect from April 1, 2014.
1	Senior Boatman/Driver	LEVEL 3	New post [# 298449] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298438] with effect from April 1, 2014.
2	Boatman	LEVEL 2	Two (2) new posts [#s 298450-1] with effect from April 1, 2014.
1	Records Officer	LEVEL 2	New post [# 298455] with effect from April 1, 2014.

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###### Kingston Operations- Marine Wharves

No. of Posts	Posts	Classification	Remarks
1	Director, Kingston Marine Wharves	LEVEL 8	New post [# 298164] with effect from April 1, 2014.

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### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

###### Kingston Operations- Marine Wharves

No. of Posts	Posts	Classification	Remarks
1	Administrative Officer 2	LEVEL 4	New post [# 298165] with effect from April 1, 2014.
2			

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

No. of Posts	Posts	Classification	Remarks
1	Manager, Kingston Wharves (Berth 1-6)	LEVEL 7	New post [# 298166] with effect from April 1, 2014.
5	Supervisor (Collections)	LEVEL 6	Five (5) new posts [#s 298186-90] with effect from April 1, 2014.
1	Senior Customs Officer (Export Centre)	LEVEL 5	New post [# 298197] with effect from April 1, 2014.
12	Customs Officer	LEVEL 4	Twelve (12) new posts [#s 298167-76 & 298198-9] with effect from April 1, 2014.
6	Collections Officer	LEVEL 3	Six (6) new posts [#s 298191-6] with effect from April 1, 2014.
9	Records Officer	LEVEL 2	Nine (9) new posts [#s 298177-85] with effect from April 1, 2014.
34			

###### Kingston Operations- Marine Wharves- Berths 7-8

No. of Posts	Posts	Classification	Remarks
1	Manager, Kingston Wharves (Berth 7-8)	LEVEL 7	New post [# 298200] with effect from April 1, 2014.
2	Supervisor (Manifest)	LEVEL 6	Two (2) new posts [#s 298213-4] with effect from April 1, 2014.
7	Customs Officer	LEVEL 4	Seven (7) new posts [#s 298202-8] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298201] with effect from April 1, 2014.
4	Records Officer	LEVEL 2	Four (4) new posts [#s 298209-12] with effect from April 1, 2014.
12	Records/Manifest Officer	LEVEL 2	Twelve (12) new posts [#s 298215-26] with effect from April 1, 2014.
27			

###### Kingston Operations- Marine Wharves- Export Transshipment

No. of Posts	Posts	Classification	Remarks
1	Manager, Export Transshipment	LEVEL 7	New post [# 298227] with effect from April 1, 2014.
3	Supervisor, Transshipment	LEVEL 6	Three (3) new posts [#s 298228-30] with effect from April 1, 2014.
2	Supervisor, Freezone & Transshipment	LEVEL 6	Two (2) new posts [#s 298245-6] with effect from April 1, 2014.
2	Senior Customs Officer	LEVEL 5	New post [# 298231] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

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

No. of Posts	Posts	Classification	Remarks
13	Examination Officer	LEVEL 4	Thirteen (13) new posts [#s 298232-38 & 298248-53] with effect from April 1, 2014.
2	Collections Officer	LEVEL 3	Two (2) new posts [#s 298239-40] with effect from April 1, 2014.
10	Records Officer	LEVEL 2	Six (6) new posts [#s 298254-59] with effect from April 1, 2014.
<b>33</b>			

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

No. of Posts	Posts	Classification	Remarks
1	Manager, Scrap Metal Site Inspection & Cold Storage	LEVEL 7	New post [# 298297] with effect from April 1, 2014.
4	Supervisor	LEVEL 6	Four (4) new posts [#s 298298-01] with effect from April 1, 2014.
4	Senior Customs Officer	LEVEL 5	Four (4) new posts [#s 298302-05] with effect from April 1, 2014.
35	Examination Officer	LEVEL 4	Thirty-five (35) new posts [#s 298306-40] with effect from April 1, 2014.
4	Records Officer	LEVEL 2	Four (4) new posts [#s 298341-4] with effect from April 1, 2014.
<b>48</b>			

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

No. of Posts	Posts	Classification	Remarks
1	Manager, Container Freight Station Kgn. Logistics	LEVEL 7	New post [# 298260] with effect from April 1, 2014.
2	Supervisor	LEVEL 6	Two (2) new posts [#s 298261-2] with effect from April 1, 2014.
2	Senior Customs Officer	LEVEL 5	Two (2) new posts [#s 298263-4] with effect from April 1, 2014.
17	Examination Officer	LEVEL 4	Seventeen (17) new posts [#s 298265-81] with effect from April 1, 2014.
15	Records Officer	LEVEL 2	Fifteen (15) new posts [#s 298282-96] with effect from April 1, 2014.
<b>37</b>			

###### Western & Montego Bay Operations

No. of Posts	Posts	Classification	Remarks
1	Senior Director, Western & Montego Bay Operations	LEVEL 9	New post [# 298493] with effect from April 1, 2014.
1	Director, Airport Operations (DSIA)	LEVEL 8	New post [# 298495] with effect from April 1, 2014.
1	Administrative Coordinator	LEVEL 4A	New post [# 298494] with effect from April 1, 2014.
1	Administrative Officer 2	LEVEL 4	New post [# 298496] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

###### Western & Montego Bay Operations

No. of Posts	Posts	Classification	Remarks
4			

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

No. of Posts	Posts	Classification	Remarks
1	Director, Montego Bay Customs House	LEVEL 8	New post [# 298687] with effect from April 1, 2014.
1	Administrative Officer 2	LEVEL 4	New post [# 298688] with effect from April 1, 2014.
1	Driver 1	LEVEL 2	New post [# 300528] with effect from April 1, 2014.
3			

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

No. of Posts	Posts	Classification	Remarks
1	Manager	LEVEL 7	New post [# 299552] with effect from April 1, 2014.
1	Customs Supervisor	LEVEL 6	New post [# 298689] with effect from April 1, 2014.
2	Senior Customs/Write Off Officer	LEVEL 5	Two (2) new posts [#s 298700-1] with effect from April 1, 2014.
1	Lodgement Supervisor	LEVEL 4	New post [# 298697] with effect from April 1, 2014.
5	Customs Officer	LEVEL 4	Five (5) new posts [#s 298690-4] with effect from April 1, 2014.
2	Lodgement Clerk	LEVEL 3	Two (2) new posts [#s 298698-9] with effect from April 1, 2014.
2	Records Officer	LEVEL 2	Two (2) new posts [#s 298695-6] with effect from April 1, 2014.
14			

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

No. of Posts	Posts	Classification	Remarks
1	Valuation Supervisor	LEVEL 6	New post [# 298702] with effect from April 1, 2014.
1	Senior/Risk Valuation Officer	LEVEL 5	New post [# 298703] with effect from April 1, 2014.
2	Valuation Officer	LEVEL 4	Two (2) new posts [#s 298704-5] with effect from April 1, 2014.
1	Records Officer	LEVEL 2	New post [# 298706] with effect from April 1, 2014.
5			

###### Western & Montego Bay Operations- Marine Operations

No. of Posts	Posts	Classification	Remarks
1	Director, Montego Bay Marine Operations	LEVEL 8	New post [# 298603] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

###### Western & Montego Bay Operations- Marine Operations

No. of Posts	Posts	Classification	Remarks
1	Administrative Officer 2	LEVEL 4	New post [# 298604] with effect from April 1, 2014.
2			

###### Western & Montego Bay Operations- Marine Operations- Freeport Container Station

No. of Posts	Posts	Classification	Remarks
1	Supervisor	LEVEL 6	New post [# 298674] with effect from April 1, 2014.
1	Senior Customs Officer	LEVEL 5	New post [# 298675] with effect from April 1, 2014.
8	Customs Officer	LEVEL 4	Eight (8) new posts [#s 298676-83] with effect from April 1, 2014.
1	Collections Officer	LEVEL 3	New post [# 298686] with effect from April 1, 2014.
2	Records Officer	LEVEL 2	Two (2) new posts [#s 298684-5] with effect from April 1, 2014.
13			

###### Western & Montego Bay Operations- Marine Operations- Freezone/Seaboard

No. of Posts	Posts	Classification	Remarks
1	Manager	LEVEL 7	New post [# 298655] with effect from April 1, 2014.
2	Customs Supervisor	LEVEL 6	Two (2) new posts [#s 298656-7] with effect from April 1, 2014.
1	Senior Customs Officer	LEVEL 5	New post [# 298658] with effect from April 1, 2014.
7	Customs Officer	LEVEL 4	Seven (7) new posts [#s 298659-65] with effect from April 1, 2014.
3	Collections Officer	LEVEL 3	Three (3) new posts [#s 298670-2] with effect from April 1, 2014.
3	Records Officer/Manifest	LEVEL 2	Three (3) new posts [#s 298666-8] with effect from April 1, 2014.
1	Delivery Officer	LEVEL 2	New post [# 298669] with effect from April 1, 2014.
18			

###### Western & Montego Bay Operations- Marine Operations- Port Handlers

No. of Posts	Posts	Classification	Remarks
1	Manager, Port Handlers	LEVEL 7	New post [# 298605] with effect from April 1, 2014.
3	Customs Supervisor	LEVEL 6	Three (3) new posts [#s 298606-8] with effect from April 1, 2014.
1	Senior Customs Officer	LEVEL 5	New post [# 295609] with effect from April 1, 2014.
1	Administrative Officer 2	LEVEL 4	New post [# 298633] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

###### Western & Montego Bay Operations- Marine Operations- Port Handlers

No. of Posts	Posts	Classification	Remarks
13	Customs Officer	LEVEL 4	Thirteen (13) new posts [#s 298610-22] with effect from April 1, 2014.
3	Collections Officer	LEVEL 3	Three (3) new post [# 298634 & 298793-4] with effect from April 1, 2014.
2	Records Officer/Delivery	LEVEL 2	Two (2) new posts [#s 298631-2] with effect from April 1, 2014.
4	Records Officer/Manifest	LEVEL 2	Four (4) new posts [#s 298627-30] with effect from April 1, 2014.
2	Records Officer	LEVEL 2	Two (2) new posts [#s 298625-6] with effect from April 1, 2014.
2	Records Officer/Tally	LEVEL 2	Two (2) new posts [#s 298623-4] with effect from April 1, 2014.

32

###### Western & Montego Bay Operations- Marine Operations- Site Inspection & Export

No. of Posts	Posts	Classification	Remarks
1	Manager, Site Inspection & Export	LEVEL 7	New post [# 298635] with effect from April 1, 2014.
2	Customs Supervisor	LEVEL 6	Two (2) new posts [#s 298636-7] with effect from April 1, 2014.
2	Senior Customs Officer	LEVEL 5	Two (2) new posts [#s 298638-9] with effect from April 1, 2014.
10	Customs Officer	LEVEL 4	Ten (10) new posts [#s 298640-9] with effect from April 1, 2014.
2	Collections Officer	LEVEL 3	Two (2) new posts [#s 298650-1] with effect from April 1, 2014.
3	Records Officer/Tally	LEVEL 2	Three (3) new posts [#s 298652-4] with effect from April 1, 2014.

20

###### Western & Montego Bay Operations- St. Ann's Bay Operations

No. of Posts	Posts	Classification	Remarks
1	Director/Collector	LEVEL 8	New post [# 298708] with effect from April 1, 2014.
2	Customs Supervisor	LEVEL 6	Two (2) new posts [#s 298709-10] with effect from April 1, 2014.
2	Senior Customs Officer	LEVEL 5	Two (2) new posts [#s 298711-12] with effect from April 1, 2014.
12	Customs Officer	LEVEL 4	Twelve (12) new posts [#s 298713-24] with effect from April 1, 2014.
1	Administrative Officer 2	LEVEL 4	New post [# 298707] with effect from April 1, 2014.
1	Collections Officer	LEVEL 3	New post [# 298725] with effect from April 1, 2014.
1	Accounting Clerk	LEVEL 3	New post [# 298726] with effect from April 1, 2014.
1	Records Officer	LEVEL 2	New post [# 298727] with effect from April 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

Western & Montego Bay Operations- St. Ann's Bay Operations

No. of Posts	Posts	Classification	Remarks
21			

Western & Montego Bay Operations-Airport Operations- Air Cargo

No. of Posts	Posts	Classification	Remarks
1	Manager, Air Cargo	LEVEL 7	New post [# 21092] with effect from April 1, 2014.
2	Customs Supervisor	LEVEL 6	Two (2) new posts [#s 298575-6] with effect from April 1, 2014.
2	Senior Customs Officer	LEVEL 5	Two (2) new posts [#s 298577-8] with effect from April 1, 2014.
6	Customs Officer	LEVEL 4	Six (6) new posts [#s 298579-84] with effect from April 1, 2014.
2	Collections Officer	LEVEL 3	Two (2) new posts [#s 298585-6] with effect from April 1, 2014.
1	Clerical Officer (Filing)	LEVEL 2	New post [# 298587] with effect from April 1, 2014.
1	Clerical Officer (Courier)	LEVEL 2	New post [# 298588] with effect from April 1, 2014.
15			

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

No. of Posts	Posts	Classification	Remarks
1	Manager, Baggage Hall & Delayed Baggage	LEVEL 7	New post [# 298497] with effect from April 1, 2014.
10	Customs Supervisor	LEVEL 6	Ten (10) new posts [#s 299576-8 & 298499-505] with effect from April 1, 2014.
6	Senior Customs Officer	LEVEL 5	Six (6) new posts [#s 298509-14] with effect from April 1, 2014.
5	Duty Officer	LEVEL 5	Two (2) new posts [#s 299579-80] with effect from April 1, 2014.
50	Customs Officer	LEVEL 4	Fifty (50) new posts [#s 298515-58 & 299570-5] with effect from April 1, 2014.
1	Administrative Officer 1	LEVEL 3	New post [# 298498] with effect from April 1, 2014.
7	Collections Officer	LEVEL 3	Seven (7) new posts [#s 298559-65] with effect from April 1, 2014.
1	Driver 2	LEVEL 3	New post [# 298572] with effect from April 1, 2014.
5	Records Officer	LEVEL 2	Five (5) new posts [#s 298566-70] with effect from April 1, 2014.
1	Warehouseman	LEVEL 1	New post [# 298571] with effect from April 1, 2014.
87			



## LIST OF ESTABLISHED POSTS

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### Ministry Of Finance & Planning

#### Jamaica Customs Agency

##### Operations Division

Western & Montego Bay Operations-Airport Operations- Queens Warehouse

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No. of Posts	Posts	Classification		Remarks
1	Customs Supervisor	LEVEL	6	New post [# 298589] with effect from April 1, 2014.
2	Senior Customs Officer/Releasing Officer	LEVEL	5	Two (2) new posts [#s 298594-5] with effect from April 1, 2014.
3	Customs Officer	LEVEL	4	Three (3) new posts [#s 298590-2] with effect from April 1, 2014.
1	Collections Officer	LEVEL	3	New post [# 298597] with effect from April 1, 2014.
1	Records Officer	LEVEL	2	New post [# 298593] with effect from April 1, 2014.
1	Records Officer/Delivery Officer	LEVEL	2	New post [# 298596] with effect from April 1, 2014.
5	Warehouseman	LEVEL	1	Five (5) new posts [#s 298598-602] with effect from April 1, 2014.
<b>14</b>				
<b>910</b>	<b>Total- Operations Division</b>			
<b>1415</b>	<b>Total- Jamaica Customs Agency</b>			

## LIST OF ESTABLISHED POSTS

### Ministry Of Health

#### Registrar General's Department

##### Authentication, Verification & Identity Unit

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Authentication Verification & Identity	GRADE 3	New post [# 249567] with effect from November 1, 2008
1	Mobile Manager- East	GRADE 3	
7	Customer Service Representative	GRADE 5	
1	Sudden & Violent Death Officer	GRADE 5	
1	Foreign Liaison Assistant	GRADE 5	
1	Administrative Assistant	GRADE 5	
1	Foreign Liaison Officer	GRADE 5	
2	Runner	GRADE 6	
2	Customer Service Assistant	GRADE 6	
<b>17</b>			

##### Customer Service/Call Centre

No. of Posts	Posts	Classification	Remarks
2	Customer Service Representative	GRADE 5	
1	Customer Service Representative/Telephone Operator	GRADE 5	
5	Customer Service Representative	GRADE 6	
2	Production Officer	GRADE 6	
<b>10</b>			

##### Query/Quality Control Unit

No. of Posts	Posts	Classification	Remarks
1	Special Services Unit Supervisor	GRADE 4	
1	Customer Service Coordinator	GRADE 5	
1	Special Services Unit Coordinator	GRADE 5	
<b>3</b>			
<b>30</b>	<b>Total- Authentication, Verification &amp; Identity Unit</b>		

##### Bedside Registration

No. of Posts	Posts	Classification	Remarks
1	Registration Officer - St. Ann's Bay	GRADE 4	New post [# 262778] with effect from May 1, 2007.
1	Registration Officer - Spanish Town	GRADE 4	New post [# 262027] with effect from May 1, 2007.
1	Registration Officer - Nuttall/Andrews	GRADE 4	New post [# 262028] with effect from May 1, 2007.
1	Registration Officer - UHWI	GRADE 4	New post [# 262026] with effect from May 1, 2007.
1	Registration Assistant - Princess Margaret	GRADE 5	New post [# 262033] with effect from May 1, 2007.
2	Registration Assistant- VJH	GRADE 5	Two (2) new posts [#s 262029-30] with effect from May 1, 2007.
2	Registration Assistant - UHWI	GRADE 5	Two (2) new posts [#s 262031-2] with effect from May 1, 2007.

## LIST OF ESTABLISHED POSTS

### Ministry Of Health

#### Registrar General's Department

##### Bedside Registration

No. of Posts	Posts	Classification	Remarks
1	Registration Assistant - St. Ann's Bay	GRADE 5	New post [# 262038] with effect from May 1, 2007.
1	Registration Assistant - Savanna-La-Mar	GRADE 5	New post [# 262044] with effect from May 1, 2007.
1	Registration Assistant - Port Antonio	GRADE 5	New post [# 262036] with effect from May 1, 2007.
1	Registration Assistant - Percy Junior	GRADE 5	New post [# 262047] with effect from May 1, 2007.
2	Registration Assistant - Noel Holmes	GRADE 5	Two (2) new posts [#s 262042-3] with effect from May 1, 2007.
1	Registration Assistant - Mandeville	GRADE 5	New post [# 262046] with effect from May 1, 2007.
2	Registration Assistant - Falmouth Hospital	GRADE 5	Two (2) new posts [#s 262039-40] with effect from May 1, 2007.
1	Registration Assistant - Cornwall Regional	GRADE 5	New post [# 262041] with effect from May 1, 2007.
1	Registration Assistant - Black River	GRADE 5	New post [# 262045] with effect from May 1, 2007.
2	Registration Assistant - Annotto Bay	GRADE 5	Two (2) new posts [#s 262034-5] with effect from May 1, 2007.
1	Registration Assistant - Port Maria	GRADE 5	New post [# 262037] with effect from May 1, 2007.
2	Registration Assistant - Spanish Town	GRADE 5	Two (2) new posts [#s 262048-9] with effect from May 1, 2007.
25			
25	<b>Total- Bedside Registration</b>		

##### Contracts & Office Services

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

##### Central Registry

No. of Posts	Posts	Classification	Remarks
1	Central Registry Supervisor	GRADE 4	New post [# 249549] with effect from November 1, 2008.
7	Customer Service Representative	GRADE 5	
1	Document Processing Coordinator	GRADE 5	
9			

## LIST OF ESTABLISHED POSTS

### Ministry Of Health

#### Registrar General's Department

##### Contracts & Office Services

22 Total- Contracts & Office Services

##### Executive Office

No. of Posts	Posts	Classification	Remarks
1	Chief Executive Officer & Deputy Keeper of Records	GRADE 1	
1	Manager, Business Research Development & Modernization	GRADE 2B	Post [# 249658] of Implementation Manager (Grade 3) upgraded and retitled with effect from February 9, 2007.
1	Legal Officer	GRADE 3	
1	CEO's Specialist Assistant	GRADE 3	
1	Executive Administrative Assistant	GRADE 4	
1	E-Business Officer	GRADE 4	
1	Administrative Assistant	GRADE 5	
1	Technical Assistant	GRADE 5	
8			
8	<b>Total- Executive Office</b>		

##### Finance & Administration

No. of Posts	Posts	Classification	Remarks
1	Director, Finance & Administration	GRADE 2A	
1	Chief Accountant	GRADE 3	
1	Management Accountant	GRADE 3	
1	Technical Assistant	GRADE 4	New post [# 249477] with effect from November 1, 2008.
1	Expenditure Analyst	GRADE 4	
1	Customer Service Supervisor (Cashiers)	GRADE 4	
1	Budget Supervisor	GRADE 4	
1	Accountant	GRADE 4	
1	Administrative Assistant	GRADE 5	
3	Accounts Officer	GRADE 5	
1	Payroll Assistant	GRADE 5	
1	Payroll Officer	GRADE 5	
5	Customer Service Representative (Cashier)	GRADE 5	
1	Accounts Assistant	GRADE 6	
20			
20	<b>Total- Finance &amp; Administration</b>		

##### Human Resource Management

No. of Posts	Posts	Classification	Remarks
1	Human Resource Manager	GRADE 2B	
1	Communication Coordinator	GRADE 4	
1	Training Officer	GRADE 4	
1	Personnel Officer	GRADE 4	
1	Assistant Personnel Officer	GRADE 5	
1	Administrative Assistant	GRADE 5	

## LIST OF ESTABLISHED POSTS

### Ministry Of Health

#### Registrar General's Department

##### Human Resource Management

No. of Posts	Posts	Classification	Remarks
1	Compensation & Benefits Assistant	GRADE 5	
7			
7	<b>Total- Human Resource Management</b>		

##### Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	GRADE 2B	Post [#249472] of Internal Auditor (Grade 3) upgraded and retitled with effect from February 9, 2007.
2	Audit Officer	GRADE 4	
1	Technical Audit Officer	GRADE 4	Post [# 249475] of Audit Assistant (Grade 5) upgraded and retitled with effect from February 9, 2007.
4			
4	<b>Total- Internal Audit</b>		

##### Island Records Office

No. of Posts	Posts	Classification	Remarks
1	Island Records Office Manager	GRADE 3	
1	Credit Supervisor	GRADE 4	
1	Assistant Manager, Genealogical Research	GRADE 4	
1	Research Supervisor	GRADE 4	
1	Technical Assistant	GRADE 5	
2	Research Officer	GRADE 5	
4	Credit Officer	GRADE 5	
1	Filing & Search Assistant	GRADE 6	
1	Research Assistant	GRADE 6	
2	Credit Assistant	GRADE 6	
1	Customer Service Representative	GRADE 6	
16			
16	<b>Total- Island Records Office</b>		

##### Marketing & Planning

No. of Posts	Posts	Classification	Remarks
1	Marketing & Planning Manager	GRADE 3	
1	Planning & Statistics Officer	GRADE 4	
1	Communications Officer	GRADE 4	
1	Administrative Assistant	GRADE 5	
4			
4	<b>Total- Marketing &amp; Planning</b>		

## LIST OF ESTABLISHED POSTS

### Ministry Of Health

#### Registrar General's Department

##### Operations Management

No. of Posts	Posts	Classification	Remarks
1	Director, Operations/Deputy CEO	GRADE 2A	
1	Civil Works Manager	GRADE 3	New post [# 249640] with effect from November 1, 2008.
1	Technical Assistant	GRADE 4	
1	Administrative Assistant	GRADE 5	
4			
4	<b>Total- Operations Management</b>		

##### Print Room

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	<b>Total- Print Room</b>		

##### Production & Customer Care

###### Customer Care

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

###### Duplicate Record Storage

No. of Posts	Posts	Classification	Remarks
1	Duplicate Storage Coordinator	GRADE 5	
11	Records Officer	GRADE 6	
1	Office Assistant	GRADE 7	
2	Records Assistant	GRADE 7	
15			

###### Mobile Unit- East

No. of Posts	Posts	Classification	Remarks
1	Administrative Assistant	GRADE 5	
1	Customer Service Coordinator	GRADE 5	

## LIST OF ESTABLISHED POSTS

### Ministry Of Health

#### Registrar General's Department

#### Production & Customer Care

##### Mobile Unit- East

No. of Posts	Posts	Classification	Remarks
2			

##### Mobile Unit- West

No. of Posts	Posts	Classification	Remarks
1	Mobile Manager	GRADE 3	
1	Administrative Assistant	GRADE 5	
2			

##### Original Record Storage

No. of Posts	Posts	Classification	Remarks
1	Original Storage Coordinator	GRADE 5	
1	Records Officer	GRADE 5	
13	Records Officer	GRADE 6	
15			

##### Production

No. of Posts	Posts	Classification	Remarks
2	Production Supervisor	GRADE 4	
3	Production Coordinator	GRADE 5	
1	Scanner/Updater	GRADE 5	
2	Scanner	GRADE 5	
3	Production Officer	GRADE 5	
1	Index Search Coordinator	GRADE 5	
6	Examiner	GRADE 5	
20	Approver	GRADE 5	
8	Expediter	GRADE 6	
4	Production Officer - Index Search	GRADE 6	
1	Production Officer/Scanner	GRADE 6	
1	Scanner	GRADE 6	
3	Production Officer	GRADE 6	
55			

##### Record Updating

No. of Posts	Posts	Classification	Remarks
1	Record Updating Supervisor	GRADE 4	
2	Customer Service Representative	GRADE 5	
5	Record Updating Officer	GRADE 5	
3	Runner	GRADE 6	
1	Record Updating Officer	GRADE 6	
12			

**124 Total- Production & Customer Care**

## LIST OF ESTABLISHED POSTS

### Ministry Of Health Registrar General's Department Records & Information Management

No. of Posts	Posts	Classification	Remarks
1	Director, Records & Information Management	GRADE 2A	
1	Senior Systems Analyst/Programmer	GRADE 3	
1	BDMS Assistant Manager	GRADE 3	
1	Web Master	GRADE 3	
1	Customer Care Manager	GRADE 3	Post [# 249685] of BDMS Manager retitled with effect from November 1, 2012.
1	Records Manager	GRADE 3	Post [# 249684] of Database Architect Administrator retitled with effect from February 9, 2007.
1	Information Systems Manager	GRADE 3	Post [# 249683] of Records & Information Manager retitled with effect from February 9, 2007.
1	Database Administrator	GRADE 3	Post [# 249687] of Senior Systems Analyst retitled with effect from February 9, 2007.
1	Supervisor	GRADE 4	
1	Programmer Analyst/DBA	GRADE 4	
1	Hardware Network Specialist	GRADE 4	
1	Customer Service Improvement Analyst	GRADE 4	Post [# 249691] of Programme Analyst, Record & Information Management retitled with effect from February 9, 2007.
1	Data Entry Supervisor	GRADE 4	
1	Systems Supervisor	GRADE 4	
2	End-User Workstation & Help Desk	GRADE 5	
1	Conservation Officer	GRADE 5	
3	Updating Clerk	GRADE 5	
2	Systems Support Officer	GRADE 5	
1	Administrative Assistant	GRADE 5	
1	Data Entry Clerk	GRADE 5	
1	Records Management Coordinator	GRADE 5	
3	Records Officer	GRADE 6	
1	Records Assistant	GRADE 6	
4	Data Entry Clerk	GRADE 6	
1	Preservation Officer	GRADE 6	
1	Records Officer (Mail Room)	GRADE 6	
<b>35</b>			
<b>35</b>	<b>Total- Records &amp; Information Management</b>		

### Regional Offices

#### Clarendon Region (May Pen)

No. of Posts	Posts	Classification	Remarks
1	Regional Manager	GRADE 4	New post [# 261998] with effect from April 1, 2007.
1	Registration Officer	GRADE 4	New post [# 249717] with effect from April 1, 2007
2	Registration Assistant	GRADE 5	Two (2) new posts [#s 249575 & 249718] with effect from April 1, 2007.



## LIST OF ESTABLISHED POSTS

### Ministry Of Health

### Registrar General's Department

#### Regional Offices

#### Clarendon Region (May Pen)

No. of Posts	Posts	Classification	Remarks
1	Administrative Assistant	GRADE 5	New post [# 262000] with effect from April 1, 2007
4	Customer Service Representative	GRADE 5	Four (4) new posts [#s 249719-22] with effect from April 1, 2007.
1	Office Assistant	GRADE 7	New post [# 262007] with effect from April 1, 2007.

10

#### Eastern Region (Port Antonio)

No. of Posts	Posts	Classification	Remarks
1	Registration Officer	GRADE 4	New post [ # 261979] with effect from February 1, 2008.
1	Parish Officer	GRADE 4	New post [# 261974] with effect from February 1, 2008.
1	Registration Assistant	GRADE 5	New post [# 261973] with effect from February 1, 2008
4	Customer Service Representative	GRADE 5	Four (4) new posts [#s 261975-78] with effect from February 1, 2008.
1	Administrative Assistant	GRADE 5	New post [# 261972] with effect from February 1, 2008
1	Office Assistant	GRADE 7	New post [# 261980] with effect from February 1, 2008

9

#### North Eastern Region

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

11

#### Portmore Region

No. of Posts	Posts	Classification	Remarks
1	Parish Officer	GRADE 4	New post [ # 262008] with effect from February 1, 2008.
1	Administrative Assistant	GRADE 5	New post [ #262010] with effect from February 1, 2008.
1	Customer Service Coordinator	GRADE 5	New post [ # 262009] with effect from February 1, 2008.

## LIST OF ESTABLISHED POSTS

### Ministry Of Health

#### Registrar General's Department

##### Regional Offices

###### Portmore Region

No. of Posts	Posts	Classification	Remarks
8	Customer Service Representative	GRADE 5	Eight (8) new posts [#s 262012, 262014, 262017-18, 262021 & 262023-25] with effect from February 1, 2008.
4	Customer Service Representative/Cashier	GRADE 5	Four (4) new posts [#s 262013, 262015-6, 262019] with effect from February 1, 2008.
1	Office Assistant	GRADE 7	New post [# 262020] with effect from February 1, 2008.
<b>16</b>			

###### South Eastern Region

No. of Posts	Posts	Classification	Remarks
1	Regional Manager	GRADE 3	
4	Registration Officer	GRADE 4	
2	Parish 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	
<b>20</b>			

###### South Western Region (Santa Cruz)

No. of Posts	Posts	Classification	Remarks
1	Parish Officer	GRADE 4	New post [ # 256737] with effect from February 1, 2008.
1	Registration Officer	GRADE 4	New post [ # 256738] with effect from February 1, 2008.
4	Customer Service Representative	GRADE 5	Four (4) new posts [ #s 261985-8] with effect from February 1, 2008.
1	Administrative Assistant	GRADE 5	New post [ # 261983] with effect from February 1, 2008.
1	Registration Assistant	GRADE 5	New post [ # 256739] with effect from February 1, 2008.
1	Office Assistant	GRADE 7	New post [ # 261989] with effect from February 1, 2008.
<b>9</b>			

###### Southern Region

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

## LIST OF ESTABLISHED POSTS

### Ministry Of Health

#### Registrar General's Department

##### Regional Offices

###### Southern Region

No. of Posts	Posts	Classification	Remarks
12			

###### West South Western Region (Savanna-La-Mar)

No. of Posts	Posts	Classification	Remarks
1	Registration Officer	GRADE 4	New post [# 256719] with effect from February 1, 2008.
1	Parish Officer	GRADE 4	New post [# 256718] with effect from February 1, 2008.
1	Administrative Assistant	GRADE 5	New post [# 263103] with effect from February 1, 2008.
1	Registration Assistant	GRADE 5	New post [# 256736] with effect from February 1, 2008.
4	Customer Service Representative	GRADE 5	Four (4) new posts [#s 261993-96] with effect from February 1, 2008.
1	Office Assistant	GRADE 7	New post [# 261997] with effect from February 1, 2008.
9			

###### Western Region

No. of Posts	Posts	Classification	Remarks
1	Regional Manager	GRADE 3	
2	Registration Officer	GRADE 4	
2	Parish Officer	GRADE 4	
1	Administrative Assistant	GRADE 5	
3	Customer Service Representative	GRADE 5	
2	Registration Assistant	GRADE 5	
1	Wedding Coordinator	GRADE 5	
1	Registration Assistant	GRADE 6	
1	Office Assistant	GRADE 7	
14			
110	<b>Total- Regional Offices</b>		

### Vital Statistics & Civil Registration Unit

#### Marriage

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

## LIST OF ESTABLISHED POSTS

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### Ministry Of Health

#### Registrar General's Department

#### Vital Statistics & Civil Registration Unit

##### Registration

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No. of Posts	Posts	Classification	Remarks
1	Registration Supervisor	GRADE 4	
1	Registration Coordinator	GRADE 5	
2	Medical Data Classifier	GRADE 5	
2	Checking Assistant	GRADE 5	
2	Checking Officer	GRADE 5	
1	Records Collection Coordinator	GRADE 6	
<b>9</b>			

##### Statistics

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No. of Posts	Posts	Classification	Remarks
1	Manager, Vital Statistics & Civil Registration	GRADE 3	
1	Statistics Supervisor	GRADE 4	
1	Technical Assistant	GRADE 4	
2	Statistics Officer	GRADE 5	
1	Administrative Assistant	GRADE 5	
1	Statistics Coordinator	GRADE 5	
<b>7</b>			
<b>28</b>	<b>Total- Vital Statistics &amp; Civil Registration Unit</b>		
<b>447</b>	<b>Total- Registrar General's Department</b>		

## LIST OF ESTABLISHED POSTS

### Ministry of Industry, Investment And Commerce

#### Companies Office of Jamaica

#### Business & Legal Operations

No. of Posts	Posts	Classification	Remarks
1	Manager, Legal Services	GRADE 2B	Post [# 141788] of Manager Business Registration (Grade 3) upgraded & retitled with effect from May 1, 2010.
1	Deputy Chief Executive Officer	GRADE 2A	Post [# 141727] of Deputy CEO/Director Operations (Grade 2) upgraded and retitled with effect from December 1, 2009.
1	Manager, Customer Relations	GRADE 3	Post [# 141760] of Customer Service Manager retitled with effect from May 1, 2010.
1	Manager, Business Support	GRADE 3	Post [# 141745] of Compliance Manager, retitled with effect from May 1, 2010.
1	Legal Officer	GRADE 3	Post [# 141730] formerly Grade 4A upgraded with effect from December 1,
1	Customer Service Supervisor	GRADE 4B	
1	Renewal of Business Name Supervisor	GRADE 4b	New post [# 301290] with effect December 12, 2014.
1	Removals/Restoration Supervisor	GRADE 4B	
1	Receivership & Liquidation Supervisor	GRADE 4B	
1	New Registration Supervisor	GRADE 4B	
1	Document Registration Supervisor	GRADE 4B	
1	Data Processing Supervisor	GRADE 4B	
1	Charge Supervisor	GRADE 4B	
1	Administrative Assistant	GRADE 4B	Post [# 141732] of Secretary (Grade 5) upgraded and retitled with effect from December 1, 2009.
1	Compliance Supervisor	GRADE 4A	Post [# 141746] formerly Grade 4B upgraded with effect from December 1,
1	Paralegal Officer	GRADE 4A	New post [# 295026] with effect from July 1, 2011.
5	Data Input Clerk	GRADE 5	
7	Customer Service Examiner	GRADE 5	Seven (7) posts [#s 141762-5, 141767, 141798 & 248399] of Customer Service Officer retitled with effect from December 1, 2009.
9	Customer Service Examiner	GRADE 5	Nine (9) posts [#s 141792-7 & 141801-3] of Registration Officer retitled with effect from December 1, 2009.
7	Field Agent	GRADE 5	Seven (7) posts [#s 141751-4, 141757-8 & 248398] of Field Officer retitled with effect from December 1, 2009.
1	Compliance Officer	GRADE 5	
2	Call Centre Representative	GRADE 5B	Two (2) new posts [#s 141804-5] with effect from September 1, 2007.
1	Registration Officer	GRADE 5	
1	Clerical Assistant	GRADE 6	Post [# 141782] of Registry Assistant retitled with effect from December 1, 2009
2	Compliance Assistant	GRADE 6	
2	Customer Service Assistant	GRADE 6	
2	Customer Service Assistant	GRADE 6	Two (2) posts [#s 141799-800] of Registration Assistant retitled with effect from December 1, 2009.

## LIST OF ESTABLISHED POSTS

### Ministry of Industry, Investment And Commerce

#### Companies Office of Jamaica

##### Business & Legal Operations

No. of Posts	Posts	Classification	Remarks
2	Clerical Assistant	GRADE 6	Two (2) posts [#s 262070-1] of File Room Clerk retitled with effect from December 1, 2009.
57			
57	<b>Total- Business &amp; Legal Operations</b>		

##### Central Executive

No. of Posts	Posts	Classification	Remarks
1	Chief Executive Officer & Registrar	GRADE 1	
1	Corporate Planner/Quality Monitoring Officer	GRADE 4	Post [# 248396] of Quality Control Officer retitled with effect from December 12, 2014.
1	Executive Assistant	GRADE 4A	Post [# 141731] of Administrative Assistant to CEO (Grade 4B) retitled with effect from December 1, 2009 and upgraded with effect from April 1, 2014.
1	Public Relations Officer	GRADE 4A	New post [# 310292] with effect from December 12, 2014.
4			
4	<b>Total- Central Executive</b>		

##### Finance, Risk & Asset Management

No. of Posts	Posts	Classification	Remarks
1	Director, Finance, Risk and Asset Management	GRADE 2B	Post [# 141771] of Director, Finance and Administration Executive (Grade 2) retitled with effect from December 1, 2009.
1	Financial Accountant	GRADE 3	
1	Risk and Asset Officer	GRADE 4B	
1	Administrative Assistant/Procurement Officer	GRADE 4B	Post [# 141780] of Secretary (Grade 5) upgraded and retitled Administrative Assistant with effect from December 1, 2009, and further retitled with effect from December 1, 2014.
1	Accountant	GRADE 4A	Post [# 141774] formerly Grade 4B upgraded with effect from December 1, 2009
1	Senior Accounting Officer	GRADE 4B	Post [# 141778] of Accounting Officer (Payroll) (Grade 5) upgraded with effect from December 1, 2009 and retitled with effect from December 20, 2013.
1	Accounting Officer	GRADE 5	
1	Cashier	GRADE 5	
1	Clerical Assistant	GRADE 6	Post [# 141784] of Machine Operator retitled with effect from December 1, 2009
9			
9	<b>Total- Finance, Risk &amp; Asset Management</b>		

## LIST OF ESTABLISHED POSTS

### Ministry of Industry, Investment And Commerce

#### Companies Office of Jamaica

##### Human Resource Management & Administration

No. of Posts	Posts	Classification	Remarks
1	Director, Human Resource Management & Administration	GRADE 2B	Post [# 141768] of Human Resource Manager (Grade 3) upgraded and retitled with effect from December 1, 2009
1	Administrative Assistant/Ancillary Coordinator	GRADE 4B	Post [# 141770] of Secretary (Grade 5) upgraded and retitled Administrative Assistant with effect from December 1, 2009 and further retitled with effect from December 1, 2014.
1	Human Resource Officer	GRADE 4	Post [# 141769] of Personnel Officer (Grade 4B) upgraded and retitled with effect from December 1, 2009.
1	Clerical Assistant	GRADE 6	Post [# 141785] of File Room Attendant (Grade 7B) upgraded and retitled with effect from February 1, 2008
1	Receptionist/Telephone Operator	GRADE 6	
1	Gardener/Attendant	GRADE 7B	
1	Handyman/Messenger	GRADE 7B	New post [# 280003] with effect from December 1, 2009.
1	Office Attendant	GRADE 7B	
1	Driver	GRADE 7	
9			
9	<b>Total- Human Resource Management &amp; Administration</b>		

##### Information Technology

No. of Posts	Posts	Classification	Remarks
1	Team Leader - Network/Systems Administrator	GRADE 3A	New post [# 295025] with effect from July 1, 2011
1	Information Security Officer	GRADE 3	New post [# 301291] with effect from December 12, 2014.
1	Information Systems Manager	GRADE 3	
2	Programmer	GRADE 4A	
1	Technical Support Officer	GRADE 4B	
1	Web Administrator	GRADE 4A	Post [# 141738] formerly Grade 4B upgraded with effect from December 1,
7			
7	<b>Total- Information Technology</b>		

##### Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	GRADE 3	
1	Internal Auditor	GRADE 4B	Post [# 141729] of Audit Officer retitled with effect from January 28, 2013
2			
2	<b>Total- Internal Audit</b>		
88	<b>Total- Companies Office of Jamaica</b>		

## LIST OF ESTABLISHED POSTS

### Ministry of Justice

#### Administrator General's Department

##### Executive Administration

No. of Posts	Posts	Classification	Remarks
1	Chief Executive Officer/Administrator General	GRADE 9	Post [# 148135] classification (GRADE 1) with effect from December 1, 2014.
1	Public Education Manager	GRADE 6	New post [# 301268] with effect from December 1, 2014.
1	Executive Assistant	GRADE 5	Post [# 148142] of Executive Secretary upgraded and retitled with effect from August 1, 2011; and reclassified (GRADE 4A) revised with effect from December 1, 2014.
3			
3	<b>Total- Executive Administration</b>		

##### Finance and Planning

No. of Posts	Posts	Classification	Remarks
1	Finance & Planning Executive	GRADE 7	Post [# 148138] of Finance and Asset Management Executive (GRADE 2) retitled and classification revised with effect from December 1, 2014.
1	Corporate Planner	GRADE 6	Post [# 148191] of Trust Accountant (Grade 4B) reclassified and retitled Manager, Corporate Affairs (GRADE 3) with effect from April 1, 2010; and further retitled and classification revised with effect from December 1, 2014.
1	Senior Secretary	GRADE 4	Post [# 148179] of Secretary (GRADE 4B) retitled and classification revised with effect from December 1, 2014.
3			

##### Financial Accounting

No. of Posts	Posts	Classification	Remarks
1	Manager, Financial Accounting	GRADE 6	Post [# 148184] of Financial Accounting Supervisor (GRADE 5) retitled and classification revised with effect from December 1, 2014.
1	Financial Accountant	GRADE 4	Post [# 148181] of Financial Accountant Officer (GRADE 5A) retitled and classification revised with effect from December 1, 2014.
1	Payroll Officer	GRADE 4	Post [# 148180] of Accounting Officer (Payroll) (Grade 5) retitled and classification revised with effect from December 1, 2014.
3			

##### Trust Accounting

No. of Posts	Posts	Classification	Remarks
1	Trust Accounting Manager	GRADE 6	Post [# 148183] classification (GRADE 3) revised with effect from December 1, 2014.



## LIST OF ESTABLISHED POSTS

### Ministry of Justice

#### Administrator General's Department

#### Finance and Planning

##### Trust Accounting

No. of Posts	Posts	Classification	Remarks
1	Chief Trust Accountant	GRADE 5	Post [# 148186] classification (GRADE 4A) revised with effect from December 1, 2014.
1	Investment and Business Assets Officer	GRADE 5	Post [# 148185] classification (GRADE 4A) revised with effect from December 1, 2014.
4	Senior Trust Accounting Officer	GRADE 4	Four (4) posts [#s 148187-9 & 148192] of Trust Accountant (GRADE 4B) retitled and classification revised with effect from December 1, 2014.
1	Senior Trust Accountant	GRADE 4	New post [# 301286] with effect from December 1, 2014.
1	Cheque Writer	GRADE 3	Post [# 148193] of Trust Accounting Officer (GRADE 5A) retitled and classification revised with effect from December 1, 2014.
1	Cashier	GRADE 3	Post [# 148195] of Trust Accounting Officer (GRADE 5A) retitled and classification revised with effect from December 1, 2014.
2	Trust Accounting Officer	GRADE 3	Two (2) posts [#s 148194 & 148196] classification (GRADE 5A) revised with effect from December 1, 2014.
2	Trust Accounting Officer	GRADE 3	Two (2) new posts [#s 248427-8] with effect from April 1, 2008 and classification (GRADE 5A) revised with effect from December 1, 2014.
<b>14</b>			
<b>20</b>	<b>Total- Finance and Planning</b>		

#### Human Resource and Administration

No. of Posts	Posts	Classification	Remarks
1	Human Resource & Administrative Executive	GRADE 7	Post [# 148139] classification (GRADE 2) revised with effect from December 1, 2014.
1	Administration & Procurement Manager	GRADE 6	New post [# 301272] with effect from December 1, 2014.
1	Senior Human Resource Officer	GRADE 5	Post [# 148206] of Personnel & Administrative Officer (GRADE 4B) retitled and classification revised with effect from December 1, 2014.
1	Senior Secretary	GRADE 4	Post [# 148207] of Secretary (GRADE 4B) retitled and classification revised with effect from December 1, 2014.
1	Machine Binder/Operator	GRADE 2	New post [# 301287] with effect from December 1, 2014.
2	Driver	GRADE 2	Two (2) posts [#s 148209-10] classification (GRADE 6) revised with effect from December 1, 2014.
1	Receptionist/Telephone Operator	GRADE 2	Post [# 148208] of Telephone Operator (GRADE 5B) retitled and classification revised with effect from December 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry of Justice

#### Administrator General's Department

#### Human Resource and Administration

No. of Posts	Posts	Classification	Remarks
2	Office Attendant	GRADE 1	Two (2) posts [#s 148211-2] of Cleaner/Attendant (GRADE 6) retitled and classification revised with effect from December 1, 2014.
10			
10	<b>Total- Human Resource and Administration</b>		

#### Information & Records Management

No. of Posts	Posts	Classification	Remarks
1	Information and Records Manager	GRADE 6	Post [# 148140] of Information System Manager (GRADE 3) retitled and classification revised with effect from December 1, 2014.
2	Senior Systems Administrator	GRADE 5	Two (2) posts [#s 148213 & 248430] of Information Systems Assistant (GRADE 4A) retitled and classification revised with effect from December 1, 2014.
1	Systems Administrator	GRADE 4	New post [# 301269] with effect from December 1, 2014.
4			

#### Registry

No. of Posts	Posts	Classification	Remarks
1	Records Management Co-ordinator	GRADE 4	Post [# 148174] classification (GRADE 4A) revised with effect from December 1, 2014.
2	Registry Officer	GRADE 2	Two (2) posts [#s 148715-6] of Registry Clerk (GRADE 5B) retitled and classification revised with effect from December 1, 2014.
1	Registry Officer	GRADE 2	Post [# 148177] of Registry Assistant (Grade 6) upgraded and retitled Registry Clerk (GRADE 5B) with effect from April 1, 2007; and retitled and classification revised with effect from December 1, 2014.
2	Registry Assistant	GRADE 1	New post [# 301288] with effect from December 1, 2014.
6			
10	<b>Total- Information &amp; Records Management</b>		

#### Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	GRADE 7	Post [# 148141] classification (GRADE 3) revised with effect from December 1, 2014.
1	Senior Internal Auditor	GRADE 5	New post [# 301270] with effect from December 1, 2014.
1	Internal Auditor	GRADE 4	Post [# 248431] classification (GRADE 4A) revised with effect from December 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry of Justice

#### Administrator General's Department

##### Internal Audit

No. of Posts	Posts	Classification	Remarks
3			
3	Total- Internal Audit		

##### Operations

No. of Posts	Posts	Classification	Remarks
1	Deputy Administrator General	GRADE 8	New post [# 294671] of Operations Executive (GRADE 2) with effect from July 1, 2011; and retitled and classification revised with effect from December 1, 2014.
1	Senior Secretary	GRADE 4	Post [# 148143] of Secretary (GRADE 4B) retitled and classification revised with effect from December 1, 2014.
2			

##### Estate Administration

No. of Posts	Posts	Classification	Remarks
1	Estate Administration Executive	GRADE 7	Post [# 148136] of Deputy Chief Executive Officer - Administrator General (GRADE 2) retitled and classification revised with effect from December 1, 2014.
4	Case Attorney	GRADE 6	Four (4) posts [#s 148144-7] classification (GRADE 3) revised with effect from December 1, 2014.
1	Social Worker	GRADE 5	New post [# 301273] with effect from December 1, 2014.
8	Senior Case Officer	GRADE 5	Eight (8) posts [#s 148148, 148150-4 & 148172-3] classification (GRADE 4A) revised with effect from December 1, 2014.
8	Case Officer	GRADE 4	Eight (8) new posts [#s 301274-81] with effect from December 1, 2014.
1	Senior Secretary	GRADE 4	New post [# 301295] with effect from December 1, 2014.
2	Customer Service Officer	GRADE 4	Two (2) posts [#s 148168-9] classification (GRADE 4B) revised with effect from December 1, 2014.
16	Case Officer	GRADE 3	Sixteen (16) posts [#s 148149, 148155-67 & 148170-1] classification (GRADE 4B) revised with effect from December 1, 2014.
41			

##### Legal Services

No. of Posts	Posts	Classification	Remarks
1	Senior Legal Executive	GRADE 7	Post [# 148137] of Manager, Legal Services (Grade 3) upgraded and retitled Director, Legal Services (GRADE 2) with effect from July 1, 2011; and retitled and classification revised with effect from December 1, 2014.

## LIST OF ESTABLISHED POSTS

### Ministry of Justice

#### Administrator General's Department

##### Operations

##### Legal Services

No. of Posts	Posts	Classification	Remarks
2	Attorney-at-law	GRADE 6	Two (2) posts [#s 148202-3] of Attorney (GRADE 3) retitled and classification revised with effect from December 1, 2014.
1	Attorney-at-law	GRADE 6	New post [# 301271] with effect from December 1, 2014.
1	Legal Secretary	GRADE 4	Post [# 148204] classification (GRADE 4B) revised with effect from December 1, 2014.
1	Legal Secretary	GRADE 4	New post [# 301289] with effect from December 1, 2014.
1	Process Server	GRADE 3	Post [# 148205] (GRADE 5B) classification revised with effect from December 1, 2014.
<b>7</b>			

##### Property Services

No. of Posts	Posts	Classification	Remarks
1	Property Services Manager	GRADE 6	Post [# 148197] of Property Manager (GRADE 3) retitled and classification revised with effect from December 1, 2014.
1	Senior Property Administrator	GRADE 5	Post [# 148190] classification (GRADE 4B) revised with effect from December 1, 2014.
3	Senior Property Administrator	GRADE 5	Three (3) new posts [#s 301282-4] with effect from December 1, 2014.
1	Property Rental Officer	GRADE 4	Post [# 148201] classification (GRADE 5A) revised with effect from December 1, 2014.
1	Property Maintenance Officer	GRADE 4	New post [ # 301285] with effect from December 1, 2014.
3	Property Administrator	GRADE 4	Three (3) posts [#s 148198-200] classification (GRADE 4B) revised with effect from December 1, 2014.
1	Property Administrator	GRADE 4	New post [# 248429] with effect from April 1, 2008 and classification (GRADE 4B) revised with effect from December 1, 2014.
<b>11</b>			
<b>61</b>	<b>Total- Operations</b>		
<b>107</b>	<b>Total- Administrator General's Department</b>		

## LIST OF ESTABLISHED POSTS

### Ministry of National Security Passport, Immigration and Citizenship Agency

#### Corporate Service Division

No. of Posts	Posts	Classification	Remarks
1	Deputy Chief Executive Officer - Corporate Services	LEVEL 9	
1	Communications Officer	LEVEL 5	New post [# 296465] with effect from September 1, 2010.
1	Executive Assistant	LEVEL 4	
<b>3</b>			

#### Administration

No. of Posts	Posts	Classification	Remarks
1	Director, Administration	LEVEL 8	
1	Administrative Assistant	LEVEL 3	
<b>2</b>			

#### Administration - Document Management

No. of Posts	Posts	Classification	Remarks
2	Administrator, Document Management	LEVEL 5	
6	Document Management Clerk	LEVEL 2	
1	Document Management Clerk (Montego Bay)	LEVEL 2	
<b>9</b>			

#### Administration - Procurement

No. of Posts	Posts	Classification	Remarks
1	Procurement Officer	LEVEL 5	
1	Store Clerk	LEVEL 2	
<b>2</b>			

#### Administration - Property Management

No. of Posts	Posts	Classification	Remarks
1	Administrator, Property Management	LEVEL 5	
1	Inventory Clerk	LEVEL 2	
1	Telephone Operator (Montego Bay)	LEVEL 2	
1	Document Management Clerk	LEVEL 2	
1	Telephone Operator (Kingston)	LEVEL 2	
2	Telephone Operator	LEVEL 2	
1	Office Attendant	LEVEL 1	New post [# 295254] with effect from April 1, 2010.
3	Driver/Messenger	LEVEL 1	Three (3) new posts [#s 295249-51] with effect from April 1, 2010.
2	Driver/Messenger	LEVEL 1	
2	Office Attendant	LEVEL 1	
<b>15</b>			

## LIST OF ESTABLISHED POSTS

### Ministry of National Security Passport, Immigration and Citizenship Agency

#### Corporate Service Division

##### Finance & Planning

No. of Posts	Posts	Classification	Remarks
1	Director, Finance & Planning	LEVEL 8	
1	Budget & Planning Manager	LEVEL 6	
1	Accounting Manager	LEVEL 6	
1	Payroll Officer	LEVEL 4	
1	Budget & Planning Officer	LEVEL 4	
1	Accounting Officer	LEVEL 4	
3	Accounting Technician (Payroll)	LEVEL 3	
1	Accounting Technician (Revenue)	LEVEL 3	
1	Administrative Assistant	LEVEL 3	
1	Accounting Technician (General Ledger/Accounts Receivables)	LEVEL 3	
1	Accounting Technician (Accounts Payable)	LEVEL 3	
1	Accounting Technician (General Ledger/Bank Reconciliation)	LEVEL 3	
1	Cashier (Mailing)	LEVEL 2	
1	Accounting Clerk	LEVEL 2	
1	Cashier (St. Ann)	LEVEL 2	
1	Cashier (Mandeville)	LEVEL 2	
4	Cashier (Kingston)	LEVEL 2	
2	Cashier (Montego Bay)	LEVEL 2	
<b>24</b>			

##### Human Resources

No. of Posts	Posts	Classification	Remarks
1	Director, Human Resources	LEVEL 8	
1	Human Resource Manager	LEVEL 7	
1	Organisational Development & Performance Management Officer	LEVEL 7	New post [# 295241] with effect from April 1, 2010.
1	Training Manager	LEVEL 6	
1	Human Resource Officer (Eastern Operations)	LEVEL 5	
1	Human Resource Officer (Western)	LEVEL 5	
1	Training Officer	LEVEL 5	
1	Assistant Human Resource Officer, Compensation & Benefits	LEVEL 4	
1	Document Management Officer	LEVEL 3	
1	Administrative Assistant	LEVEL 3	
1	Document Management Clerk (Eastern)	LEVEL 2	
1	Document Management Clerk (Western)	LEVEL 2	
1	Training Assistant	LEVEL 2	
3	Document Management Clerk	LEVEL 2	
<b>16</b>			

##### ICT Services - Operations

No. of Posts	Posts	Classification	Remarks
1	Manager, Operations	LEVEL 7	
1	Database Administrator	LEVEL 6	

## LIST OF ESTABLISHED POSTS

### Ministry of National Security Passport, Immigration and Citizenship Agency

#### Corporate Service Division

##### ICT Services - Operations

No. of Posts	Posts	Classification	Remarks
1	Webmaster	LEVEL 6	
3			

##### ICT Services - Technical Services

No. of Posts	Posts	Classification	Remarks
1	Manager, Technical Services	LEVEL 7	
1	Network Administrator	LEVEL 6	
4	Software Support Technician	LEVEL 3	
3	Hardware Support Technician	LEVEL 3	
9			

##### Information Communication and Technology (ICT) Services

No. of Posts	Posts	Classification	Remarks
1	Director, ICT Services	LEVEL 8A	
3	System Administrator	LEVEL 4	
1	Administrative Assistant	LEVEL 3	
5			
88	<b>Total- Corporate Service Division</b>		

#### Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	LEVEL 8	New post [# 295028] with effect from June 1, 2010.
1	Audit Supervisor	LEVEL 6	New post [# 295029] with effect from April 1, 2010.
1	Auditor	LEVEL 4	New post [# 295030] with effect from April 1, 2010.
1	Administrative Assistant	LEVEL 3	New post [# 295032] with effect from September 1, 2010.
1	Assistant Auditor	LEVEL 3	New post [# 295031] with effect from June 1, 2010.
5			
5	<b>Total- Internal Audit</b>		

#### Investigation & Surveillance

No. of Posts	Posts	Classification	Remarks
1	Senior Director, Investigation & Surveillance	LEVEL 8A	
1	Manager, Security Operations	LEVEL 7	
1	Legal Officer	LEVEL 7	
15	Field Officer	LEVEL 6	
3	Investigator	LEVEL 6	
1	Document Security Specialist	LEVEL 6	

## LIST OF ESTABLISHED POSTS

### Ministry of National Security Passport, Immigration and Citizenship Agency

#### Investigation & Surveillance

No. of Posts	Posts	Classification	Remarks
1	Data Analyst	LEVEL 6	
10	Fixed Location Officer	LEVEL 6	
1	Administrative Assistant	LEVEL 3	
<b>34</b>			
<b>34</b>	<b>Total- Investigation &amp; Surveillance</b>		

#### Office of the CEO

No. of Posts	Posts	Classification	Remarks
1	Chief Executive Officer	LEVEL 10	
1	Senior Executive Assistant	LEVEL 5	Post [# 295027] of Senior Administrative Assistant retitled with effect from April 1, 2010.
1	Executive Administrative Assistant	LEVEL 4	Post [# 296464] of Administrative Assistant (Level 3) upgraded and retitled with effect from June 1, 2007
<b>3</b>			
<b>3</b>	<b>Total- Office of the CEO</b>		

#### Operations Division

No. of Posts	Posts	Classification	Remarks
1	Deputy Chief Executive Officer, Operations	LEVEL 9	
4	Desk Officer, Overseas Mission	LEVEL 4A	
1	Administrative Assistant	LEVEL 3	
<b>6</b>			

#### Citizenship Services

No. of Posts	Posts	Classification	Remarks
1	Director, Citizenship Services	LEVEL 8	
1	Operations Manager, Citizenship	LEVEL 6	
4	Case Officer, Citizenship	LEVEL 4	
2	Desk Officer, Citizenship	LEVEL 4	
1	Administrative Assistant	LEVEL 3	
1	Document Management Officer	LEVEL 3	
1	Document Management Clerk	LEVEL 2	
<b>11</b>			

#### Customer Services

No. of Posts	Posts	Classification	Remarks
1	Director, Customer Service	LEVEL 8	
6	Customer Service Point Manager	LEVEL 6	
1	Administrative Assistant	LEVEL 3	
<b>8</b>			



## LIST OF ESTABLISHED POSTS

### Ministry of National Security Passport, Immigration and Citizenship Agency

#### Operations Division

##### Customer Services - Mailing Section

No. of Posts	Posts	Classification	Remarks
1	Customer Service Operations Supervisor (Mailing)	LEVEL 5	New post [# 295196] with effect from April 1, 2010.
10	Desk Officer, Mailing	LEVEL 4	Ten (10) new posts [#s 295197-206] with effect from April 1, 2010.
11			

##### Customer Services - Operations

No. of Posts	Posts	Classification	Remarks
1	Customer Service Operations Supervisor (St. Ann)	LEVEL 5	
1	Customer Service Operations Supervisor (Montego Bay)	LEVEL 5	Post [# 295173] of Customer Service Administrator retitled with effect April 1, 2010.
1	Customer Service Operations Supervisor (Mandeville)	LEVEL 5	
2	Customer Service Operations Supervisor (Kingston)	LEVEL 5	Two (2) posts [#s 295171-2] of Customer Service Administrator retitled with effect from April 1, 2010.
1	Customer Service Operations Supervisor (Cashiering)	LEVEL 5	
10	Desk Officer, Passport	LEVEL 4	
1	Customer Service Officer, Issuing (Kingston)	LEVEL 3	New post [# 295168] with effect from April 1, 2010.
1	Customer Service Officer (St. Ann)	LEVEL 3	
1	Customer Service Officer (Montego Bay)	LEVEL 3	
1	Customer Service Officer (Kingston)	LEVEL 3	
1	Document Management Officer (Montego Bay)	LEVEL 3	
1	Document Management Officer (St. Ann/Portland)	LEVEL 3	
2	Document Management Officer, Customer Service	LEVEL 3	
1	Document Management Officer, Customer Service (Mandeville)	LEVEL 3	
1	Customer Service Officer (Mandeville)	LEVEL 3	
5	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	
2	Customer Service Assistant (Kingston)	LEVEL 2	Two (2) new posts [#s 295169-70] with effect from April 1, 2010
3	Customer Service Assistant (Kingston)	LEVEL 2	Three (3) posts [#s 295159-61] of Receptionist retitled with effect from April 1, 2010.
42			

##### Immigration Services

No. of Posts	Posts	Classification	Remarks
1	Director, Immigration Services	LEVEL 8A	
5	Desk Officer, Immigration	LEVEL 4	
1	Administrative Assistant	LEVEL 3	

## LIST OF ESTABLISHED POSTS

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### Ministry of National Security Passport, Immigration and Citizenship Agency

#### Operations Division

##### Immigration Services

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No. of Posts	Posts	Classification	Remarks
7			

##### Immigration Services (Eastern)

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No. of Posts	Posts	Classification	Remarks
1	Deputy Director, Eastern Operations	LEVEL 7	
1	Administrative Assistant	LEVEL 3	
1	Administrative Officer	LEVEL 3	
3			

##### Immigration Services (Eastern)- Airport Kingston

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No. of Posts	Posts	Classification	Remarks
2	Operations Manager, Airport	LEVEL 6	
20	Immigration Supervisor	LEVEL 5	
7	Immigration Assistant	LEVEL 4	
90	Immigration Officer	LEVEL 4	
1	Administrative Assistant	LEVEL 3	
7	Immigration Assistant	LEVEL 2	
127			

##### Immigration Services (Eastern)- Seaport Kingston

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No. of Posts	Posts	Classification	Remarks
1	Operations Manager, Seaport	LEVEL 6	
3	Immigration Supervisor	LEVEL 5	
15	Immigration Officer	LEVEL 4	
1	Administrative Assistant	LEVEL 3	
20			

##### Immigration Services (Eastern)- Seaport Mandeville

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No. of Posts	Posts	Classification	Remarks
1	Operations Manager, Seaport	LEVEL 6	
1	Immigration Supervisor	LEVEL 5	
4	Immigration Officer	LEVEL 4	
1	Administrative Assistant	LEVEL 3	
7			

##### Immigration Services (HQ)

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No. of Posts	Posts	Classification	Remarks
1	Deputy Director, HQ Operations	LEVEL 7	
1	Administrative Assistant	LEVEL 3	
2			

## LIST OF ESTABLISHED POSTS

### Ministry of National Security Passport, Immigration and Citizenship Agency

#### Operations Division

##### Immigration Services (HQ)- Deportation

No. of Posts	Posts	Classification	Remarks
1	Manager, Deportation	LEVEL 6	
6	Immigration Officer	LEVEL 4	
7			

##### Immigration Services (HQ)- Visa

No. of Posts	Posts	Classification	Remarks
1	Manager, Visas	LEVEL 6	
6	Immigration Officer	LEVEL 4	
7			

##### Immigration Services (Western)

No. of Posts	Posts	Classification	Remarks
1	Deputy Director, Western Operations	LEVEL 7	
1	Administrative Assistant	LEVEL 3	
1	Administrative Officer	LEVEL 3	
3			

##### Immigration Services (Western)- Airport Montego Bay

No. of Posts	Posts	Classification	Remarks
2	Operations Manager, Airport	LEVEL 6	
26	Immigration Supervisor	LEVEL 5	
124	Immigration Officer	LEVEL 4	
1	Administrative Assistant	LEVEL 3	
16	Immigration Assistant	LEVEL 2	
169			

##### Immigration Services (Western)- Seaport Montego Bay

No. of Posts	Posts	Classification	Remarks
1	Operations Manager, Seaport	LEVEL 6	
2	Immigration Supervisor	LEVEL 5	
8	Immigration Officer	LEVEL 4	
1	Administrative Assistant	LEVEL 3	
12			

##### Immigration Services (Western)- Seaport Ocho Rios

No. of Posts	Posts	Classification	Remarks
1	Operations Manager, Seaport	LEVEL 6	
2	Immigration Supervisor	LEVEL 5	
5	Immigration Officer	LEVEL 4	
1	Administrative Assistant	LEVEL 3	
9			

## LIST OF ESTABLISHED POSTS

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### Ministry of National Security Passport, Immigration and Citizenship Agency

#### Operations Division

##### Passport Services

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No. of Posts	Posts	Classification	Remarks
1	Director, Passport Services	LEVEL 8A	
1	Operations Manager, Passport	LEVEL 6	
1	Administrative Assistant	LEVEL 3	
<b>3</b>			

##### Passport Services - Data Entry

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No. of Posts	Posts	Classification	Remarks
1	Operations Supervisor, Data Entry	LEVEL 5	
12	Data Capture Technician	LEVEL 2	
<b>13</b>			

##### Passport Services - Document Management

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No. of Posts	Posts	Classification	Remarks
1	Operations Supervisor, Document Management	LEVEL 5	
5	Document Management Clerk, Distribution	LEVEL 3	
2	Document Management Clerk, Storage	LEVEL 2	
<b>8</b>			

##### Passport Services - Passport Production

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No. of Posts	Posts	Classification	Remarks
1	Operations Supervisor, Passport Production	LEVEL 5	
5	Quality Assurance Officer	LEVEL 4	
4	Quality Control Technician	LEVEL 4	
5	Production Technician (Image Capture)	LEVEL 2	
5	Production Technician (Lamination)	LEVEL 2	
4	Production Technician (Print Operator)	LEVEL 2	
<b>24</b>			
<b>499</b>	<b>Total- Operations Division</b>		
<b>629</b>	<b>Total- Passport, Immigration and Citizenship Agency</b>		

## LIST OF ESTABLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

##### Communication and Customer Service

No. of Posts	Posts	Classification	Remarks
1	Manager, Communication & Customer Service	LEVEL 8	
1	Senior Communication Officer	LEVEL 6	
3	Community Relations Officer	LEVEL 5	
1	Communication & Customer Service Officer	LEVEL 5	
1	Graphic Artist/Creative Designer	LEVEL 5	
1	Administrative Assistant	LEVEL 4	
3	Telephone Operator/Receptionist	LEVEL 3	
11			
11	<b>Total- Communication and Customer Service</b>		

##### Corporate Services Directorate

No. of Posts	Posts	Classification	Remarks
1	Director, Corporate Services	LEVEL 9	
1	Administrative Assistant	LEVEL 4	
2			

##### Equipment Services Department

No. of Posts	Posts	Classification	Remarks
1	Manager, Equipment Services	LEVEL 8	
1	Administrative Assistant	LEVEL 4	
2			

##### Equipment Services Department- Maintenance

No. of Posts	Posts	Classification	Remarks
1	Maintenance Engineer	LEVEL 6	
1	Maintenance Supervisor	LEVEL 5	
1	Maintenance Supervisor	LEVEL 4	
3	Repair Supervisor/Inspector	LEVEL 4	
4	Regional Supervisor/Inspector	LEVEL 4	
12	Driver/Operator	LEVEL 3	
12	Service Technician	LEVEL 3	
1	Lock/Safe and Vault Technician	LEVEL 3	
1	Lock/Safe and Vault Assistant	LEVEL 2	
36			

##### Equipment Services Department- Operations

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

## LIST OF ESTABLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

##### Corporate Services Directorate

###### Equipment Services Department- Operations

No. of Posts	Posts	Classification	Remarks
3	Driver/Operator	LEVEL 3	
1	Office Attendant	LEVEL 1	
4	Labourer	LEVEL 1	
<b>13</b>			

###### Information Technology Department

No. of Posts	Posts	Classification	Remarks
1	Manager, Information Technology	LEVEL 8	
1	Senior Application & Data Management Specialist	LEVEL 7	
1	Senior Network Administrator	LEVEL 7	
1	Senior Technical Support Specialist	LEVEL 7	
1	Data Management Specialist	LEVEL 6	
1	IT Supervisor	LEVEL 6	
1	Systems Analyst	LEVEL 6	
1	Assistant Network Administrator	LEVEL 5	
3	Client Support Technician	LEVEL 4	
1	Administrative Assistant	LEVEL 4	
<b>12</b>			

###### Legal Services

No. of Posts	Posts	Classification	Remarks
1	Manager, Legal Services	LEVEL 8	
2	Legal Officer	LEVEL 7	
1	Administrative Assistant	LEVEL 4	
1	Paralegal Officer	LEVEL 4	
<b>5</b>			

###### Property and Estate Department

No. of Posts	Posts	Classification	Remarks
1	Manager, Property & Estate	LEVEL 8	
1	Security Supervisor	LEVEL 6	
1	Building Officer	LEVEL 6	
1	Maintenance Coordinator	LEVEL 6	
2	Property Officer	LEVEL 5	
1	Electrical And Mechanical Supervisor	LEVEL 5	
1	Administrative Assistant	LEVEL 4	
2	Electrical Artisan	LEVEL 3	
1	Mechanical Artisan	LEVEL 3	
1	Caretaker	LEVEL 2	
2	Groundsman/Handyman	LEVEL 1	
6	Security/Watchman	LEVEL 1	
<b>20</b>			

## LIST OF ESTABLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

#### Corporate Services Directorate

90 Total- Corporate Services Directorate

#### Executive Office

No. of Posts	Posts	Classification	Remarks
1	Chief Executive Officer	LEVEL 11	
1	Executive Assistant	LEVEL 6	
1	Administrative Assistant	LEVEL 4	
1	Clerical Officer	LEVEL 2	
4			
4	<b>Total- Executive Office</b>		

#### Finance and Accounts

No. of Posts	Posts	Classification	Remarks
1	Director, Finance & Accounts	LEVEL 9	
1	Administrative Assistant	LEVEL 4	
2			

#### Externally Funded Project Unit

No. of Posts	Posts	Classification	Remarks
1	Manager, External Funded Project	LEVEL 8	
1	Senior Accounting Officer	LEVEL 5	
3	Accounting Officer	LEVEL 4	
2	Accounting Clerk	LEVEL 3	
1	Data Entry Officer	LEVEL 3	
8			

#### Financial Accounts

No. of Posts	Posts	Classification	Remarks
1	Manager, Financial Accounts	LEVEL 8	
1	Assistant Manager, Financial Accounts	LEVEL 6	
1	Data Processing Supervisor	LEVEL 5	
5	Senior Finance Officer	LEVEL 5	
3	Finance Officer	LEVEL 4	
2	Data Entry Clerk	LEVEL 4	
1	Cashier	LEVEL 4	
1	Administrative Assistant	LEVEL 4	Post [# 277477] reinstated with effect from October 1, 2012.
1	Dispatch Clerk	LEVEL 3	
1	Clerical Officer	LEVEL 2	
17			

#### Management Accounts

No. of Posts	Posts	Classification	Remarks
1	Manager, Management Accounts	LEVEL 8	

## LIST OF ESTABLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

##### Finance and Accounts

###### Management Accounts

No. of Posts	Posts	Classification	Remarks
1	Assistant Manager, Management Accounts	LEVEL 6	
5	Senior Accounting Officer	LEVEL 5	
3	Accounting Officer	LEVEL 4	
1	Administrative Assistant	LEVEL 4	
<b>11</b>			
<b>38</b>	<b>Total- Finance and Accounts</b>		

##### Human Resource Management and Administration

No. of Posts	Posts	Classification	Remarks
1	Director, Human Resource Management and Admin.	LEVEL 9	
1	Administrative Assistant	LEVEL 4	
<b>2</b>			

###### Information Resource

No. of Posts	Posts	Classification	Remarks
1	Manager, Information Resource	LEVEL 7	
1	Librarian	LEVEL 5	
1	Senior Records Officer	LEVEL 5	
1	Administrative Assistant	LEVEL 4	
1	Library Assistant	LEVEL 4	
1	Blue Print Operator	LEVEL 3	
1	Clerical Officer	LEVEL 3	
4	Records Officer	LEVEL 3	
<b>11</b>			

###### Office Management

No. of Posts	Posts	Classification	Remarks
1	Office Manager	LEVEL 7	
1	Assistant Office Manager	LEVEL 5	
1	Procurement Officer	LEVEL 4	
1	Office Attendant	LEVEL 4	
1	Administrative Assistant	LEVEL 4	
2	Driver	LEVEL 3	
12	Office Attendant	LEVEL 1	
<b>19</b>			

###### 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	



## LIST OF ESTABLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

#### Human Resource Management and Administration

##### Personnel and Industrial Relations

No. of Posts	Posts	Classification	Remarks
1	Clerical Officer	LEVEL 3	
5			

##### Training and Development

No. of Posts	Posts	Classification	Remarks
1	Training & Development Manager	LEVEL 7	
2	Training and Development Officer	LEVEL 5	
1	Administrative Assistant	LEVEL 4	
4			
41	<b>Total- Human Resource Management and Administration</b>		

#### Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	LEVEL 8	
1	Senior Auditor	LEVEL 6	
4	Internal Auditor	LEVEL 5	
1	Administrative Assistant	LEVEL 4	
7			
7	<b>Total- Internal Audit</b>		

#### Planning and Research Directorate

No. of Posts	Posts	Classification	Remarks
1	Director, Planning & Research	LEVEL 9	
1	Corporate/Performance Monitoring Officer	LEVEL 6	
1	Administrative Assistant	LEVEL 4	
3			

##### Development Control and Physical Planning Department

No. of Posts	Posts	Classification	Remarks
1	Manager, Development Control & Physical Planning	LEVEL 7	
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			

##### Geographical Information System

No. of Posts	Posts	Classification	Remarks
1	GIS Manager	LEVEL 7	

## LIST OF ESTABLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

#### Planning and Research Directorate

##### Geographical Information System

No. of Posts	Posts	Classification	Remarks
3	GIS Officer	LEVEL 5	
4			

##### Network Planning and Research

No. of Posts	Posts	Classification	Remarks
1	Manager, Network Planning & Research	LEVEL 8	
1	Senior Highway Engineer	LEVEL 7	
2	Highway/Planning Engineer	LEVEL 6	
1	Transportation Planner	LEVEL 6	
2	Junior Engineer	LEVEL 5	
1	Data Collection Supervisor	LEVEL 4	
1	Data Analyst	LEVEL 4	
1	Administrative Assistant	LEVEL 4	
7	Data Collection Technician	LEVEL 2	
3	Data Entry Officer	LEVEL 2	
20			

##### Traffic Management

No. of Posts	Posts	Classification	Remarks
1	Operations Manager	LEVEL 8	
1	Operations Engineer	LEVEL 6	
3	Signal Technician	LEVEL 4	
2	Traffic Supervisor	LEVEL 4	
2	Field Technician	LEVEL 3	
4	Field Officer	LEVEL 3	
1	Driver	LEVEL 3	
14			
51	<b>Total- Planning and Research Directorate</b>		

#### Project Implementation Division

No. of Posts	Posts	Classification	Remarks
1	Senior Director, Project Implementation/Deputy CEO	LEVEL 10	
1	Administrative Assistant	LEVEL 4	
2			

##### Major Projects Directorate

No. of Posts	Posts	Classification	Remarks
1	Director, Major Projects	LEVEL 9	
4	Major Project Manager	LEVEL 8	
1	Project Manager	LEVEL 7	
1	Project Officer	LEVEL 5	

## LIST OF ESTABLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

##### Project Implementation Division

###### Major Projects Directorate

No. of Posts	Posts	Classification	Remarks
10	Senior Clerk of Works	LEVEL 5	
2	Administrative Assistant	LEVEL 4	
2	Clerk of Works	LEVEL 4	
<b>21</b>			

###### Procurement Directorate

No. of Posts	Posts	Classification	Remarks
1	Director, Procurement	LEVEL 9	
1	Quantity Surveyor	LEVEL 6	
1	Administrative Assistant	LEVEL 4	
3	Assistant Quantity Surveyor	LEVEL 4	
<b>6</b>			

###### Project Implementation Unit

No. of Posts	Posts	Classification	Remarks
1	Director, Project Implementation	LEVEL 9	
1	Senior Para-legal Officer	LEVEL 5	
2	Administrative Assistant	LEVEL 4	
1	Mechanical Inspector	LEVEL 4	
1	Paralegal Clerk	LEVEL 4	
<b>6</b>			

###### Project Implementation Unit- Major Projects

No. of Posts	Posts	Classification	Remarks
1	Major Project Manager	LEVEL 8	
1	Senior Project Officer	LEVEL 6	
2	Project Officer	LEVEL 5	
1	Project Surveyor	LEVEL 5	
1	Administrative Assistant	LEVEL 4	
2	Surveyor Assistant	LEVEL 3	
<b>8</b>			

###### Project Implementation Unit- Project Management

No. of Posts	Posts	Classification	Remarks
1	Project Managing Engineer	LEVEL 8	
2	Senior Project Officer	LEVEL 6	
2	Project Officer	LEVEL 5	
1	Administrative Assistant	LEVEL 4	
<b>6</b>			

## LIST OF ESTABLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

#### Project Implementation Division

##### 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	
<b>5</b>			

##### Technical Services Directorate- Building Unit

No. of 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	
<b>10</b>			

##### Technical Services Directorate- Engineering Tech & Support Unit

No. of Posts	Posts	Classification	Remarks
1	Senior Engineer, Structural	LEVEL 8	
1	Senior Engineer	LEVEL 7	
3	Civil Engineer	LEVEL 6	
<b>5</b>			

##### Technical Services Directorate- Highway & Pavement Design

No. of Posts	Posts	Classification	Remarks
1	Senior Engineer, Highway Pavement Design	LEVEL 7	
1	Highway Pavement Technician	LEVEL 5	
<b>2</b>			

##### Technical Services Directorate- Land Surveying Services

No. of Posts	Posts	Classification	Remarks
1	Manager, Land Surveying Services	LEVEL 8	
1	Senior Land Surveyor	LEVEL 6	
4	Assistant Land Surveyor	LEVEL 4	
<b>6</b>			
<b>77</b>	<b>Total- Project Implementation Division</b>		

#### Quality Assurance Directorate

No. of Posts	Posts	Classification	Remarks
1	Director, Quality Assurance	LEVEL 9	

## LIST OF ESTABLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

##### Quality Assurance Directorate

No. of Posts	Posts	Classification	Remarks
2	Senior Quality Assurance Officer	LEVEL 6	
4	Quality Assurance Officer	LEVEL 5	
1	Administrative Assistant	LEVEL 4	
<b>8</b>			

##### Material Testing and Evaluation Unit

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

##### Regional Implementation & Special Projects

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

##### North East Region

No. of Posts	Posts	Classification	Remarks
1	Regional Manager	LEVEL 8	
3	Parish Manager	LEVEL 6	
1	Administrative Manager	LEVEL 5	
8	Assistant Parish Manager	LEVEL 5	
4	Administrative Assistant	LEVEL 4	
1	Driver/Operator	LEVEL 3	
3	Office Attendant	LEVEL 1	
<b>21</b>			

##### South East Region

No. of Posts	Posts	Classification	Remarks
1	Regional Manager	LEVEL 8	
4	Parish Manager	LEVEL 6	
1	Administrative Manager	LEVEL 5	
11	Assistant Parish Manager	LEVEL 5	
5	Administrative Assistant	LEVEL 4	
1	Driver/Operator	LEVEL 3	

## LIST OF ESTABLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

#### Regional Implementation & Special Projects

##### South East Region

No. of Posts	Posts	Classification	Remarks
1	Clerical Officer	LEVEL 2	
3	Office Attendant	LEVEL 1	
<b>27</b>			

##### South Region

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

##### Special Projects

No. of Posts	Posts	Classification	Remarks
1	Major Project Manager	LEVEL 8	
3	Construction Manager	LEVEL 7	
2	Flood Control Officer	LEVEL 6	
1	Project Officer	LEVEL 5	
3	Senior Clerk of Works	LEVEL 5	
1	Senior Clerk of Works (Flood Control)	LEVEL 5	
2	Site Supervisor	LEVEL 5	
3	Clerk of Works	LEVEL 4	
<b>16</b>			

##### West Region

No. of Posts	Posts	Classification	Remarks
1	Regional Manager	LEVEL 8	
4	Parish Manager	LEVEL 6	
1	Administrative Manager	LEVEL 5	
9	Assistant Parish Manager	LEVEL 5	
5	Administrative Assistant	LEVEL 4	
5	Office Attendant	LEVEL 1	
<b>25</b>			

**113 Total- Regional Implementation & Special Projects**

**452 Total- National Works Agency**

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### Forestry Department

##### Corporate Services

No. of Posts	Posts	Classification	Remarks
1	Principal Director	LEVEL 9	New post [# 294597] with effect from April 1, 2008.
1	Administrative Support Officer	LEVEL 5	New post [# 294598] with effect from April 1, 2008.
2			
2	<b>Total- Corporate Services</b>		

##### Corporate Services - Administration

No. of Posts	Posts	Classification	Remarks
1	Manager, Administration	LEVEL 7	New post [# 294634] with effect from April 1, 2008.
1	Senior Secretary	LEVEL 4	New post [# 294635] with effect from April 1, 2008.
1	Secretary 2	LEVEL 3	New post [# 294636] with effect from April 1, 2008.
3			

##### Facilities & Property

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Facilities & Property	LEVEL 6	New post [# 294640] with effect from April 1, 2008.
1	Property & Maintenance Officer	LEVEL 5	New post [# 294641] with effect from April 1, 2008.
1	Inventory Officer	LEVEL 3	New post [# 294642] with effect from April 1, 2008.
3			

##### Information & Documentation

No. of Posts	Posts	Classification	Remarks
1	Information & Documentation Officer	LEVEL 5	New post [# 294643] with effect from April 1, 2008.
1	Librarian	LEVEL 4	New post [# 294646] with effect from April 1, 2008.
1	Senior Records Officer	LEVEL 4	New post [# 294644] with effect from April 1, 2008.
1	Records Officer	LEVEL 3	New post [# 294645] with effect from April 1, 2008.
4			

##### Office Services

No. of Posts	Posts	Classification	Remarks
1	Office Services Officer	LEVEL 4	New post [# 294651] with effect from April 1, 2008.
1	Store Clerk	LEVEL 2	New post [# 294659] with effect from April 1, 2008.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### Forestry Department

##### Corporate Services - Administration

###### Office Services

No. of Posts	Posts	Classification	Remarks
1	Telephone Operator/Receptionist	LEVEL 2	New post [# 294658] with effect from April 1, 2008.
1	Messenger/Rider	LEVEL 2	New post [# 294657] with effect from April 1, 2008.
5	Attendant/Handyman	LEVEL 1	Five (5) new posts [#s 294652-6] with effect from April 1, 2008.
<b>9</b>			

###### Security Services

No. of Posts	Posts	Classification	Remarks
1	Senior Security Officer	LEVEL 4	New post [# 294637] with effect from April 1, 2008.
2	Security Officer/Watchman	LEVEL 2	Two (2) new posts [#s 294638-9] with effect from April 1, 2008.
<b>3</b>			

###### Transportation Management

No. of Posts	Posts	Classification	Remarks
1	Transportation Management Officer	LEVEL 5	New post [# 294647] with effect from April 1, 2008.
3	Driver	LEVEL 2	Three (3) new posts [#s 294648-50] with effect from April 1, 2008.
<b>4</b>			
<b>26</b>	<b>Total- Corporate Services - Administration</b>		

##### Corporate Services - Finance and Accounts

No. of Posts	Posts	Classification	Remarks
1	Director	LEVEL 8	New post [# 294609] with effect from April 1, 2008.
1	Senior Accountant, Management Accounts	LEVEL 7	New post [# 294612] with effect from April 1, 2008.
1	Senior Procurement Officer	LEVEL 6	New post [# 294611] with effect from April 1, 2008.
<b>3</b>			

###### Final Accounts & Reporting

No. of Posts	Posts	Classification	Remarks
1	Final Accounts & Reporting Supervisor	LEVEL 6	New post [# 294621] with effect from April 1, 2008.
1	Final Accounts Officer	LEVEL 4	New post [# 294622] with effect from April 1, 2008.
1	Collections Officer	LEVEL 4	New post [# 294624] with effect from April 1, 2008.
1	Bank Reconciliation Officer	LEVEL 4	New post [# 294623] with effect from April 1, 2008.



## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### Forestry Department

##### Corporate Services - Finance and Accounts

###### Final Accounts & Reporting

No. of Posts	Posts	Classification	Remarks
4			

###### Financial Accounts

No. of Posts	Posts	Classification	Remarks
1	Financial Accounts Supervisor	LEVEL 6	New post [# 294613] with effect from April 1, 2008.
1	Accounts Payable Officer	LEVEL 4	New post [# 294614] with effect from April 1, 2008.
1	Accounts Receivable Officer	LEVEL 4	New post [# 294615] with effect from April 1, 2008.
1	Payroll Officer	LEVEL 4	New post [# 294617] with effect from April 1, 2008.
1	Payroll Clerk	LEVEL 3	New post [# 294618] with effect from April 1, 2008.
1	Accounting Clerk	LEVEL 3	New post [# 294616] with effect from April 1, 2008.
6			

###### Projects

No. of Posts	Posts	Classification	Remarks
1	Project Accountant	LEVEL 6	New post [# 294619] with effect from April 1, 2008.
1	Accounting Technician	LEVEL 4	New post [# 294620] with effect from April 1, 2008.
2			
15	<b>Total- Corporate Services - Finance and Accounts</b>		

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

No. of Posts	Posts	Classification	Remarks
1	Director, Human Resource Management & Development	LEVEL 8	New post [# 294625] with effect from April 1, 2008.
1	Administrative Support Officer	LEVEL 4	New post [# 294626] with effect from April 1, 2008.
2			

###### Human Resource Development

No. of Posts	Posts	Classification	Remarks
1	Senior Human Resource Officer	LEVEL 7	New post [# 294632] with effect from April 1, 2008.
1	Training Officer	LEVEL 5	New post [# 294633] with effect from April 1, 2008.
2			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### Forestry Department

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

###### Human Resource Management

No. of Posts	Posts	Classification	Remarks
1	Human Resource Manager	LEVEL 7	New post [# 294628] with effect from April 1, 2008.
1	Human Resource Officer (Benefits Manager)	LEVEL 5	New post [# 294630] with effect from April 1, 2008.
1	Human Resource Officer (Staffing and Records)	LEVEL 5	New post [# 294629] with effect from April 1, 2008.

3

###### Organizational Development

No. of Posts	Posts	Classification	Remarks
1	Senior Human Resource Officer	LEVEL 7	New post [# 294627] with effect from April 1, 2008.

1

8 **Total- Corporate Services - Human Resource Management & Development**

##### Corporate Services - Strategic/Corporate Planning

No. of Posts	Posts	Classification	Remarks
1	Manager	LEVEL 7	New post [# 294599] with effect from April 1, 2008.
1	Corporate Planning Analyst	LEVEL 6	New post [# 294600] with effect from April 1, 2008.
1	Projects Officer	LEVEL 6	New post [# 294601] with effect from April 1, 2008.

3

3 **Total- Corporate Services - Strategic/Corporate Planning**

##### Executive Office

No. of Posts	Posts	Classification	Remarks
1	Chief Executive Officer & Conservator of Forests	LEVEL 10	New post [# 295462] with effect from April 1, 2008.
1	Senior Administrative Support Officer	LEVEL 6	New post [# 295463] with effect from April 1, 2008.
1	Executive Secretary	LEVEL 5	New post [# 295464] with effect from April 1, 2008.

3

3 **Total- Executive Office**

##### Forest Operations

No. of Posts	Posts	Classification	Remarks
1	Principal Director	LEVEL 9	New post [# 294660] with effect from April 1, 2008.
1	Private Forestry Programme Coordinator	LEVEL 6	New post [# 294662] with effect from April 1, 2008.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### Forestry Department

##### Forest Operations

No. of Posts	Posts	Classification	Remarks
1	Administrative Support Officer	LEVEL 5	New post [# 294661] with effect from April 1, 2008.

3

##### Nursery Operations

No. of Posts	Posts	Classification	Remarks
1	Nursery Operations Coordinator	LEVEL 6	New post [# 294663] with effect from April 1, 2008.
3	Overseer	LEVEL 4	Three (3) new posts [#s 294501, 294540 & 295448] with effect from April 1, 2008.
4	Nursery Foreman	LEVEL 3	Four (4) new posts [#s 294502, 294541, 294572 & 295449] with effect from April 1, 2008.

8

11 Total- Forest Operations

##### Forest Operations- Eastern Zone

No. of Posts	Posts	Classification	Remarks
1	Director, Zonal Operations	LEVEL 8	New post [# 295435] with effect from April 1, 2008.
1	Rural Sociologist	LEVEL 7	New post [# 295441] with effect from April 1, 2008.
1	Accounting Technician	LEVEL 4	New post [# 295437] with effect from April 1, 2008.
1	Administrative Support Officer	LEVEL 4	New post [# 295436] with effect from April 1, 2008.
1	Accounting Clerk 2	LEVEL 3	New post [# 295438] with effect from April 1, 2008.
1	Accounting Clerk 1	LEVEL 2	New post [# 295439] with effect from April 1, 2008.
1	Driver	LEVEL 2	New post [# 295442] with effect from April 1, 2008.
1	Attendant/Handyman	LEVEL 1	New post [# 295440] with effect from April 1, 2008.

8

##### North East Region

No. of Posts	Posts	Classification	Remarks
1	Forest Manager	LEVEL 7	New post [# 295443] with effect from April 1, 2008.
1	Secretary	LEVEL 3	New post [# 295444] with effect from April 1, 2008.
1	Attendant/Handyman	LEVEL 1	New post [# 295445] with effect from April 1, 2008.
2	Security Officer/Watchman	LEVEL 1	Two (2) new posts [#s 295446-7] with effect from April 1, 2008.

5

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### Forestry Department

##### Forest Operations- Eastern Zone

###### North East Region- Client Services

No. of Posts	Posts	Classification	Remarks
1	Forester	LEVEL 6	New post [# 295450] with effect from April 1, 2008.
9	Forest Technician	LEVEL 5	Nine (9) new posts [#s 294993-295500 & 295451] with effect from April 1, 2008.
<b>10</b>			

###### North East Region- Compliance/Enforcement

No. of Posts	Posts	Classification	Remarks
1	Senior Compliance/Enforcement Officer	LEVEL 5	New post [# 294485] with effect from April 1, 2008.
10	Forest Ranger	LEVEL 4	Ten (10) new posts [#s 294486-95] with effect from April 1, 2008.
<b>11</b>			

###### North East Region- Forest Management

No. of Posts	Posts	Classification	Remarks
1	Forester	LEVEL 6	
10	Forest Technician	LEVEL 5	Ten (10) new posts [#s 294484 & 295453-61] with effect from April 1, 2008.
<b>11</b>			

###### South East Region

No. of Posts	Posts	Classification	Remarks
1	Forest Manager	LEVEL 7	New post [# 294496] with effect from April 1, 2008.
1	Secretary	LEVEL 3	New post [# 294497] with effect from April 1, 2008.
1	Attendant/Handyman	LEVEL 1	New post [# 294498] with effect from April 1, 2008.
2	Security Officer/Watchman	LEVEL 1	Two (2) new posts [#s 294499-294500] with effect from April 1, 2008.
<b>5</b>			

###### South East Region- Client Services

No. of Posts	Posts	Classification	Remarks
1	Forester	LEVEL 6	New post [# 294503] with effect from April 1, 2008.
9	Forest Technician	LEVEL 5	Nine (9) new posts [#s 294504 & 295001-8] with effect from April 1, 2008.
<b>10</b>			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### Forestry Department

##### Forest Operations- Eastern Zone

###### South East Region- Compliance/Enforcement

No. of Posts	Posts	Classification	Remarks
1	Senior Compliance/Enforcement Officer	LEVEL 5	New post [# 294516] with effect from April 1, 2008.
10	Forest Ranger	LEVEL 4	Ten (10) new posts [#s 294517-26] with effect from April 1, 2008.
11			

###### South East Region- Forest Management

No. of Posts	Posts	Classification	Remarks
1	Forester	LEVEL 6	New post [# 294505] with effect from April 1, 2008.
10	Forest Technician	LEVEL 5	Ten (10) new posts [#s 294506-15] with effect from April 1, 2008.
11			
82	<b>Total- Forest Operations- Eastern Zone</b>		

##### Forest Operations- Western Zone

No. of Posts	Posts	Classification	Remarks
1	Director, Zonal Operations	LEVEL 8	New post [# 294527] with effect from April 1, 2008.
1	Rural Sociologist	LEVEL 7	New post [# 294533] with effect from April 1, 2008.
1	Accounting Technician	LEVEL 4	New post [# 294529] with effect from April 1, 2008.
1	Administrative Support Officer	LEVEL 4	New post [# 294528] with effect from April 1, 2008.
1	Accounting Clerk 2	LEVEL 3	New post [# 294530] with effect from April 1, 2008.
1	Accounting Clerk 1	LEVEL 2	New post [# 294531] with effect from April 1, 2008.
1	Driver	LEVEL 2	New post [# 294534] with effect from April 1, 2008.
1	Attendant/Handyman	LEVEL 1	New post [# 294532] with effect from April 1, 2008.
8			

###### North West Region

No. of Posts	Posts	Classification	Remarks
1	Forest Manager	LEVEL 7	New post [# 294535] with effect from April 1, 2008.
1	Secretary	LEVEL 3	New post [# 294536] with effect from April 1, 2008.
1	Attendant/Handyman	LEVEL 1	New post [# 294537] with effect from April 1, 2008.
2	Security Officer/Watchman	LEVEL 1	Two (2) new posts [#s 294538-9] with effect from April 1, 2008.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### Forestry Department

#### Forest Operations- Western Zone

##### North West Region

No. of Posts	Posts	Classification	Remarks
5			

##### North West Region- Client Services

No. of Posts	Posts	Classification	Remarks
1	Forester	LEVEL 6	New post [# 294542] with effect from April 1, 2008.
9	Forest Technician	LEVEL 5	Nine (9) new posts [#s 294543 & 295009-16] with effect from April 1, 2008.
10			

##### North West Region- Compliance/Enforcement

No. of Posts	Posts	Classification	Remarks
1	Senior Compliance/Enforcement Officer	LEVEL 5	New post [# 294555] with effect from April 1, 2008.
10	Forest Ranger	LEVEL 4	Ten (10) new posts [#s 294556-65] with effect from April 1, 2008.
11			

##### North West Region- Forest Management

No. of Posts	Posts	Classification	Remarks
1	Forester	LEVEL 6	New post [# 294544] with effect from April 1, 2008.
10	Forest Technician	LEVEL 5	Ten (10) new posts [#s 294545-54] with effect from April 1, 2008.
11			

##### South West Region

No. of Posts	Posts	Classification	Remarks
1	Forest Manager	LEVEL 7	New post [# 294566] with effect from April 1, 2008.
1	Secretary	LEVEL 3	New post [# 294567] with effect from April 1, 2008.
2	Security Officer/Watchman	LEVEL 1	Two (2) new posts [#s 294569-70] with effect from April 1, 2008.
1	Attendant/Handyman	LEVEL 1	New post [# 294568] with effect from April 1, 2008.
5			

##### South West Region- Client Services

No. of Posts	Posts	Classification	Remarks
1	Forester	LEVEL 6	New post [# 294573] with effect from April 1, 2008.
9	Forest Technician	LEVEL 5	Nine (9) new posts [#s 294574 & 295017-24] with effect from April 1, 2008.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### Forestry Department

##### Forest Operations- Western Zone

###### South West Region- Client Services

No. of Posts	Posts	Classification	Remarks
10			

###### South West Region- Compliance/Enforcement

No. of Posts	Posts	Classification	Remarks
1	Senior Compliance/Enforcement Officer	LEVEL 5	New post [# 294586] with effect from April 1, 2008.
10	Forest Ranger	LEVEL 4	Ten (10) new posts [#s 294587-96] with effect from April 1, 2008.
11			

###### South West Region- Forest Management

No. of Posts	Posts	Classification	Remarks
1	Forester	LEVEL 6	New post [# 294575] with effect from April 1, 2008.
10	Forest Technician	LEVEL 5	Ten (10) new posts [#s 294576-85] with effect from April 1, 2008.
11			
82	<b>Total- Forest Operations- Western Zone</b>		

##### Forest Science & Technology

No. of Posts	Posts	Classification	Remarks
1	Senior Director	LEVEL 9	New post [# 295413] with effect from April 1, 2008.
1	Civil Works Engineer	LEVEL 7	New post [# 295415] with effect from April 1, 2008.
1	Administrative Support Officer	LEVEL 5	New post [# 295414] with effect from April 1, 2008.
3			

###### Forest Information Resource Management

No. of Posts	Posts	Classification	Remarks
1	Manager, Forest Resource Information Management	LEVEL 8	New post [# 295419] of Manager with effect from April 1, 2008, and retitled with effect from September 1, 2014.
2	Senior Surveyor	LEVEL 7	Two (2) new posts [#s 295420-1] with effect from April 1, 2008.
1	Forest Resource Assessment Officer	LEVEL 7	New post [# 295424] of GIS Mapping Officer with effect from April 1, 2008, and retitled with effect from September 1, 2014.
2	GIS Mapping Officer	LEVEL 7	Two (2) new posts [#s 295422-3] with effect from April 1, 2008.
2	Forest Technician (Bio-Inventory)	LEVEL 5	Two (2) new posts [#s 295425-6] with effect from April 1, 2008.
8			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### Forestry Department

##### Forest Science & Technology

###### Planning & Monitoring

No. of Posts	Posts	Classification	Remarks
1	Manager	LEVEL 7	New post [# 295431] with effect from April 1, 2008.
1	Forest Planner	LEVEL 6	New post [# 295432] with effect from April 1, 2008.
2	Forester (Technical Audit)	LEVEL 6	Two (2) new posts [#s 295433-4] with effect from April 1, 2008.
4			

###### Research & Development

No. of Posts	Posts	Classification	Remarks
1	Senior Research Officer	LEVEL 7	New post [# 295416] with effect from April 1, 2008.
2	Research Officer	LEVEL 6	Two (2) new posts [#s 295417-8] with effect from April 1, 2008.
3			

###### Silviculture

No. of Posts	Posts	Classification	Remarks
1	Manager	LEVEL 8	New post [# 295427] with effect from April 1, 2008.
1	Forest Ecologist	LEVEL 6	New post [# 295430] with effect from April 1, 2008.
1	Forest Biologist	LEVEL 6	New post [# 295429] with effect from April 1, 2008.
1	Forest Technician (Seed Programme Coordinator)	LEVEL 5	New post [# 295428] with effect from April 1, 2008.
4			
22	<b>Total- Forest Science &amp; Technology</b>		

##### Information Communication & Technology

No. of Posts	Posts	Classification	Remarks
1	Senior Manager	LEVEL 8	New post [# 295470] with effect from April 1, 2008.
1	Business Systems/Application Manager	LEVEL 7	New post [# 295471] with effect from April 1, 2008.
1	IT Infrastructure Services Manager	LEVEL 7	New post [# 295474] with effect from April 1, 2008.
2	Database Administrator/Programmer	LEVEL 5	Two (2) new posts [#s 295472-3] with effect from April 1, 2008.
2	Systems/Network Administrator	LEVEL 5	Two (2) new posts [#s 295475-6] with effect from April 1, 2008.
1	User Support Officer	LEVEL 5	New post [# 295412] with effect from April 1, 2008.
8			
8	<b>Total- Information Communication &amp; Technology</b>		



## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### Forestry Department

##### Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	LEVEL 8	New post [# 295465] with effect from April 1, 2008.
1			
1	<b>Total- Internal Audit</b>		

##### Legal & Enforcement

No. of Posts	Posts	Classification	Remarks
1	Senior Legal Officer	LEVEL 9	New post [# 295466] with effect from April 1, 2008.
1	Legal Officer	LEVEL 7	New post [# 295468] with effect from April 1, 2008.
1	Manager, Enforcement	LEVEL 7	New post [# 295467] with effect from April 1, 2008.
1	Administrative Support Officer	LEVEL 5	New post [# 295469] with effect from April 1, 2008.
4			
4	<b>Total- Legal &amp; Enforcement</b>		

##### Public Relations & Corporate Communication

No. of Posts	Posts	Classification	Remarks
1	Senior Manager	LEVEL 8	New post [# 294602] with effect from April 1, 2008.
1	PR & Communications Officer	LEVEL 5	New post [# 294604] with effect from April 1, 2008.
1	Public Education Officer	LEVEL 5	New post [# 294603] with effect from April 1, 2008.
1	Administrative Support Officer	LEVEL 4	New post [# 294605] with effect from April 1, 2008.
4			

##### Marketing

No. of Posts	Posts	Classification	Remarks
1	Forester, Marketing	LEVEL 6	New post [# 294608] with effect from April 1, 2008.
1	Marketing Supervisor	LEVEL 6	New post [# 294606] with effect from April 1, 2008.
1	Marketing Officer	LEVEL 5	New post [# 294607] with effect from April 1, 2008.
3			
7	<b>Total- Public Relations &amp; Corporate Communication</b>		
274	<b>Total- Forestry Department</b>		

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change National Environment and Planning Agency

#### Application Management Division

No. of Posts	Posts	Classification	Remarks
1	Director, Application Management Division	LEVEL 9	
1	Civil/Structural Engineer	LEVEL 8	
1	Executive Secretary	LEVEL 5	
<b>3</b>			

#### Application Processing Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Application Processing	LEVEL 8	
5	Application Processing Coordinator	LEVEL 7	
13	Application Processing Officer	LEVEL 6	
1	Senior Secretary	LEVEL 4	
3	Technical Assistant	LEVEL 3	Three (3) posts [#s 141046,140214 & 140178] of Secretary retitled with effect from June 2, 2014.
1	Technical Assistant	LEVEL 1	Post [# 141025] of Secretary transferred and retitled with effect from June 2, 2014.
<b>24</b>			

#### Applications Secretariat Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Application Secretariat	LEVEL 8	
1	Senior Customer Service Officer	LEVEL 7	
1	Customer Service Officer	LEVEL 6	Post [# 140212] of Mapping and Data Technician (Level 5) reclassified and retitled with effect from June 2, 2014.
2	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	Two (2) posts [#s 249032-3] of Data Management Clerk transferred from Information Technology Branch and retitled with effect from June 2, 2014.
<b>13</b>			

#### Applications Secretariat Branch - Map Registry & Data Management

No. of Posts	Posts	Classification	Remarks
1	Coordinator, Map Registry	LEVEL 7	Post [# 280256] of Senior Customer Service Officer transferred from Development Assistance Centre and retitled with effect from June 2, 2014.
1	GIS Officer	LEVEL 6	Post [# 140250] formerly Level 5 regraded with effect from June 2, 2014.
3	Mapping & Data Technician	LEVEL 4	Three (3) posts [#s 140213, 140275 & 141096] (LEVEL 5) regraded with effect from June 2, 2014.
1	Senior Secretary	LEVEL 4	

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Environment and Planning Agency

##### Application Management Division

Applications Secretariat Branch - Map Registry & Data Management

No. of Posts	Posts	Classification	Remarks
6			
Development Assistance Centre			
No. of Posts	Posts	Classification	Remarks
1	Manager, Development Assistance Care	LEVEL 8	
2	Application Processing Officer	LEVEL 6	Two (2) posts [#s 140249 & 141086] transferred from Applications Processing Branch with effect from June 2, 2014.
1	Senior Secretary	LEVEL 4	Post [# 141105] of Environmental Technician transferred from Ecosystem Management Branch and retitled with effect from June 2, 2014.
4			
50	<b>Total- Application Management Division</b>		

##### Corporate Management Division

No. of Posts	Posts	Classification	Remarks
1	Director, Corporate Management	LEVEL 9	
1	Executive Secretary	LEVEL 5	
2			

Documentation Centre

No. of Posts	Posts	Classification	Remarks
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	Remarks
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	Remarks
1	Office Services Supervisor	LEVEL 5	
1	Inventory Clerk	LEVEL 4	
2	Telephone Operator	LEVEL 4	
5	Office Attendant	LEVEL 1	
9			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Environment and Planning Agency

##### Corporate Management Division

###### Facilities Management and Operations Branch - Procurement

No. of Posts	Posts	Classification	Remarks
1	Procurement Officer	LEVEL 6	
1	Procurement Clerk	LEVEL 4	
2			

###### Facilities Management and Operations Branch - Property, Transport and Security

No. of Posts	Posts	Classification	Remarks
1	Property, Transport & Security Supervisor	LEVEL 5	
1	Assistant Transport Officer	LEVEL 4	
1	Maintenance Assistant	LEVEL 3	Post [# 141020] of Messenger (Level 1) reclassified and retitled with effect from June 2, 2014.
4	Site Warden	LEVEL 3	Four (4) posts [#s 140261, 249022-3 & 249025] of Field Officer transferred from Protected Areas Branch and retitled with effect from June 2, 2014.
6	Driver/Biker	LEVEL 3	
1	Caretaker	LEVEL 1	
2	Watchman/Security Officer	LEVEL 1	
1	Handyman	LEVEL 1	
17			

###### Facilities Management and Operations Branch - Records Management

No. of Posts	Posts	Classification	Remarks
1	Registrar	LEVEL 5	
1	Senior Records Clerk	LEVEL 4	
6	Records Clerk	LEVEL 3	
8			

###### Finance and Accounts Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Finance & Accounts	LEVEL 8	
1	Accountant (Disbursements & Salaries)	LEVEL 7	
1	Accountant (Final Accounts)	LEVEL 7	
1	Senior Accounting Officer	LEVEL 6	
1	Budget Analyst	LEVEL 6	
1	Accounts Payable Clerk	LEVEL 5	
4	Accounting Clerk	LEVEL 5	
1	Cashier	LEVEL 4	
1	Senior Secretary	LEVEL 4	
12			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Environment and Planning Agency

##### Corporate Management Division

###### Information Technology Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Information Technology	LEVEL 8	
1	Enterprise System Specialist	LEVEL 7	
1	Applications Development Specialist	LEVEL 7	
1	DataBase SQL/Website Administrator	LEVEL 6	
1	System Administrator	LEVEL 6	Post [# 141026] of Watchman/Security Officer (Level 1) transferred & reclassified with effect from June 2, 2014.
1	Technical Support Specialist	LEVEL 6	
1	Web Administrator	LEVEL 6	Post [# 140167] transferred from Public Education and Corporation Communication Branch with effect from June 2, 2014.
3	End User Support Officer	LEVEL 5	
1	Senior Secretary	LEVEL 4	
<b>11</b>			

###### Public Education & Corporate Communication

No. of Posts	Posts	Classification	Remarks
1	Manager, Public Education & Corporate Communications	LEVEL 8	
1	Senior Public Education & Community Outreach Officer	LEVEL 7	
1	Public Relations Officer	LEVEL 7	
1	Information Officer	LEVEL 6	Post [# 255017] of NEEC Administrative Assistant (Level 5) reclassified & retitled with effect from June 2, 2014.
1	Community Animator	LEVEL 6	
1	Public Education & Community Outreach Officer	LEVEL 6	
1	Administrative Assistant	LEVEL 5	
1	Graphic Artist	LEVEL 5	
1	Records Clerk	LEVEL 3	Post [# 141029] transferred from Facilities Management & Operations Branch with effect from June 2, 2014.
<b>9</b>			

**75 Total- Corporate Management Division**

##### Environmental Management & Conservation Division

No. of Posts	Posts	Classification	Remarks
1	Director, Environmental Management & Conservation	LEVEL 9	Post [# 280254] of Director, Development Assistance Centre transferred from Development Assistance Centre and retitled with effect from June 2, 2014.
1	Executive Chairman	LEVEL 5	Post [# 140236] of Administrative Assistant retitled and transferred from the Enforcements and Compliance Branch to the Environmental Management and Conservation Division with effect from February 2, 2015.
<b>2</b>			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Environment and Planning Agency

##### Environmental Management & Conservation Division

###### Conservation & Protection Sub-Division

No. of Posts	Posts	Classification	Remarks
1	Senior Manager, Conservation & Protection Sub-Division	LEVEL 8	
1	Environmental Technician	LEVEL 4	
1	Senior Secretary	LEVEL 4	
<b>3</b>			

###### Conservation & Protection Sub-Division - Ecosystem Management Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Ecosystems Management	LEVEL 8	
1	Fauna Co-ordinator	LEVEL 7	
1	Coordinator, Ecosystem	LEVEL 7	
1	Coordinator, Watershed Information Systems	LEVEL 7	
1	Flora Coordinator	LEVEL 7	
1	Watershed Planner	LEVEL 6	
4	Environmental Officer	LEVEL 6	
1	Environmental Officer (Watershed)	LEVEL 6	Post [# 141104] of Conservation Technician (Level 4) reclassified and retitled with effect from June 2, 2014.
1	Environmental Officer (Coastal)	LEVEL 6	Post [# 141103] of Conservation Officer (Level 5) reclassified and retitled with effect from June 2, 2014.
1	Environmental Officer (Conservation)	LEVEL 6	Post [# 141106] of Environmental Technician (Level 4) reclassified and retitled with effect from June 2, 2014.
3	Conservation Officer	LEVEL 5	
1	Senior Secretary	LEVEL 4	
<b>17</b>			

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

No. of Posts	Posts	Classification	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	Conservation Officer	LEVEL 5	
1	Senior Secretary	LEVEL 4	
1	Conservation Technician	LEVEL 4	
<b>8</b>			

###### Environmental Management Sub-Division

No. of Posts	Posts	Classification	Remarks
1	Senior Manager, Environmental Management	LEVEL 8	
<b>1</b>			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Environment and Planning Agency

##### Environmental Management & Conservation Division

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

No. of Posts	Posts	Classification	Remarks
1	Manager, Air Quality Management	LEVEL 8	Post [# 280008] of Programme Manager, National Ozone Unit retitled with effect from June 2, 2014.
1	Coordinator, Air Quality Management	LEVEL 7	Post [# 255018] of NEEC Coordinator retitled with effect from October 1, 2011.
1	Air Quality Management Officer	LEVEL 6	Post [# 141044] of Application Processing Officer transferred from Applications Processing Branch and retitled with effect from June 2, 2014.
<b>3</b>			

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

No. of Posts	Posts	Classification	Remarks
1	Manager, Pollution Monitoring Assessment	LEVEL 8	
1	Coordinator, National Integrated Watershed Mgmt. Prog.	LEVEL 7	Post [# 140272] transferred from Ecosystems Management Branch with effect from June 2, 2014.
1	Coordinator, Technical Services	LEVEL 7	
1	Waste Water Coordinator	LEVEL 7	Post [# 140225] of Senior Physical Planner retitled with effect from October 1, 2013.
1	EMS Programmes Officer	LEVEL 6	
3	Environmental Officer	LEVEL 6	
1	Laboratory Technican	LEVEL 4	
1	Laboratory Technician	LEVEL 4	
1	Senior Secretary	LEVEL 4	
<b>11</b>			

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

No. of Posts	Posts	Classification	Remarks
1	Manager, Pollution Prevention	LEVEL 8	
1	Coordinator, Pollution Prevention	LEVEL 7	Post [# 141111] of Environmental Officer (Level 6) reclassified and retitled with effect from June 2, 2014.
1	EMS Programmes Officer	LEVEL 6	
2	Environmental Officer	LEVEL 6	
1	Senior Secretary	LEVEL 4	
<b>6</b>			
<b>51</b>	<b>Total- Environmental Management &amp; Conservation Division</b>		

##### Executive Office

No. of Posts	Posts	Classification	Remarks
1	Chief Executive Officer	LEVEL 10	
1	Executive Assistant	LEVEL 7	
2	Executive Secretary	LEVEL 5	

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change National Environment and Planning Agency

#### Executive Office

No. of Posts	Posts	Classification	Remarks
4			
Human Resource Management and Development Branch			
No. of Posts	Posts	Classification	Remarks
1	Director, Human Resource Management & Development	LEVEL 9	Post [# 140266] of Director transferred from Executive Office and retitled with effect from June 2, 2014.
1	Manager, Human Resources	LEVEL 8	
1	Senior Human Resource Officer	LEVEL 7	Post [# 140125] of Senior Personnel Officer retitled with effect from June 2, 2014.
1	Senior Training Officer	LEVEL 6	
2	Human Resource Officer (Performance Management)	LEVEL 6	Post [# 140126] of Personnel Officer retitled with effect from June 2, 2014.
1	Data Management Records Clerk	LEVEL 5	
1	Executive Secretary	LEVEL 5	Post [# 140118] of Secretary (Level 3) transferred from Application Management Division and 00reclassified with effect from June 2, 2014.
1	Senior Secretary	LEVEL 4	
1	Clerical Officer	LEVEL 3	Post [# 140127] of Records Clerk retitled with effect from June 2, 2014.
10			

#### Internal Auditor

No. of Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	LEVEL 8	
1	Senior Internal Auditor	LEVEL 7	
3	Internal Auditor	LEVEL 6	
1	Senior Secretary	LEVEL 4	Post [# 140129] transferred from Public Education & Corporate Communication Branch with effect from June 2, 2014.
6			
20	<b>Total- Executive Office</b>		

#### Legal & Enforcement Division

No. of Posts	Posts	Classification	Remarks
1	Director, Legal and Enforcement	LEVEL 9	
1	Executive Secretary	LEVEL 5	
2			

#### Boards Secretariat

No. of Posts	Posts	Classification	Remarks
1	Board Secretariat Administrator	LEVEL 7	
1	Administrative Assistant	LEVEL 5	
3	Senior Secretary	LEVEL 4	



## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change National Environment and Planning Agency

#### Legal & Enforcement Division

##### Boards Secretariat

No. of Posts	Posts	Classification	Remarks
5			
Enforcement and Compliance Branch			

No. of Posts	Posts	Classification	Remarks
1	Manager, Enforcement	LEVEL 8	
6	Enforcement Coordinator	LEVEL 7	
1	Enforcement Coordinator	LEVEL 7	Post [# 249021] of Compliance Coordinator retitled with effect from June 2, 2014.
3	Enforcement Investigator	LEVEL 6	Three (3) posts [#s 141076-8] of Enforcement Inspector retitled with effect from June 2, 2014.
1	Regional Monitoring Officer	LEVEL 6	
1	Environmental Officer (Enforcement)	LEVEL 6	One (1) post [# 141034] of Public Education & Community Outreach Officer retitled with effect from October 1, 2011.
2	Environmental Officer (Enforcement)	LEVEL 6	Two (2) posts [#s 141079-80] of Enforcement Inspector retitled with effect from February 10, 2014.
3	Environmental Officer (Enforcement)	LEVEL 6	
3	Enforcement Officer	LEVEL 5	
9	Enforcement Inspector	LEVEL 4	
1	Senior Secretary	LEVEL 4	
1	Secretary	LEVEL 3	
<b>32</b>			

##### Legal Services Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Legal Services	LEVEL 8	
2	Legal Officer	LEVEL 7	
1	Paralegal Clerk	LEVEL 5	
1	Senior Secretary	LEVEL 4	
5			

**44 Total- Legal & Enforcement Division**

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

No. of Posts	Posts	Classification	Remarks
1	Director, Planning, Projects, Evaluation & Research	LEVEL 9	
1	Executive Secretary	LEVEL 5	
2			

##### Planning, Evaluation & Research Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Planning, Evaluation & Research	LEVEL 8	

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Environment and Planning Agency

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

##### Planning, Evaluation & Research Branch

No. of Posts	Posts	Classification	Remarks
1	Corporate Planner	LEVEL 7	Post [# 140192] formerly Level 6 upgraded with effect from June 2, 2014.
1	Monitoring & Evaluation Officer	LEVEL 6	Post [# 140162] of Public Education & Community Outreach Office retitled with effect from June 2, 2014.
1	Research Officer	LEVEL 6	Post [# 140256] of Environmental Officer transferred and retitled with effect from June 2, 2014.
1	Research Officer	LEVEL 6	Post [# 140255] of Planning Officer retitled with effect from June 2, 2014.
1	Senior Secretary	LEVEL 4	Post [# 140267] of Executive Secretary (Level 5) reclassified and redcircled with effect from June 2, 2014.
1	Environmental Economist	LEVEL 3	
<b>7</b>			

##### Projects Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Projects	LEVEL 8	Post [# 140194] of Manager, Projects, Planning & Monitoring Branch retitled with effect from June 2, 2014.
1	Administrative Assistant	LEVEL 5	
2	Project Assistant	LEVEL 5	
<b>4</b>			
<b>13</b>	<b>Total- Planning, Projects, Evaluation &amp; Research Division</b>		

#### Spatial Planning Division

No. of Posts	Posts	Classification	Remarks
1	Director, Spatial Planning Division	LEVEL 9	Post [# 140206] of Director, Integrated Planning & Environment transferred & retitled with effect from June 2, 2014.
1	Architect Planner	LEVEL 8	Post [# 140198] of Infrastructure and End User Support Specialist (Level 7) transferred from IT, reclassified & retitled with effect from June 2, 2014.
1	Executive Secretary	LEVEL 5	
<b>3</b>			

##### Planning Sub-Division

No. of Posts	Posts	Classification	Remarks
1	Senior Manager, Planning Sub-Division	LEVEL 8	
<b>1</b>			

## LIST OF ESTABLISHED POSTS

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### Ministry of Water, Land, Env., And Climate Change National Environment and Planning Agency

#### Spatial Planning Division

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

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No. of Posts	Posts	Classification	Remarks
1	Manager, Local Area Planning	LEVEL 8	
3	Senior Physical Planner	LEVEL 7	
5	Physical Planner	LEVEL 6	
2	Senior Planning Technician	LEVEL 5	
1	Senior Secretary	LEVEL 4	
5	Planning Technician	LEVEL 4	
<b>17</b>			

##### Planning Sub-Division - National Spatial Strategy Branch

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No. of Posts	Posts	Classification	Remarks
1	Manager, National Spatial Strategy Branch	LEVEL 8	
1	GIS Coordinator	LEVEL 7	Post [# 140204] transferred from Map Registry with effect from June 2, 2014.
1	Senior Physical Planner	LEVEL 7	Post [# 140230] transferred from Local Area Planning Branch with effect from June 2, 2014.
3	Physical Planner	LEVEL 6	Three (3) posts [#s 140226, 140231 & 141045] transferred from Local Area Planning Branch with effect from June 2, 2014.
<b>6</b>			
<b>27</b>	<b>Total- Spatial Planning Division</b>		
<b>280</b>	<b>Total- National Environment and Planning Agency</b>		

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Business Services Division

No. of Posts	Posts	Classification	Remarks
1	Director, Business Services	LEVEL 9	New post [# 140618] with effect from September 1, 2012.
1	Executive Secretary	LEVEL 5	New post [# 140299] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140574] with effect from September 1, 2012.
3			

##### Business Services

No. of Posts	Posts	Classification	Remarks
1	Manager, Business Services	LEVEL 8	New post [# 140298] with effect from September 1, 2012
1	Senior Secretary	LEVEL 4	New post [# 140834] with effect from September 1, 2012.
2			

##### Business Services- Call Centre

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Call Centre Services	LEVEL 6	New post [# 140289] with effect from September 1, 2012
1	Senior Call Centre Service Officer	LEVEL 5	New post [# 140309] with effect from September 1, 2012
5	Call Center Service Officer	LEVEL 4	Five (5) new posts [#s 140326-7 , 140329, 140572-3] with effect from September 1, 2012.
7			

##### Business Services- Customer Service

No. of Posts	Posts	Classification	Remarks
1	Customer Service Supervisor	LEVEL 6	New post [# 140337] with effect from September 1, 2012.
3	Senior Customer Service Officer	LEVEL 5	Three (3) new posts [#s 29247-9] with effect from September 1, 2012.
5	Customer Service Officer	LEVEL 4	Five (5) new posts [#s 140338, 140340-3] with effect from September 1, 2012.
9			

##### Marketing & Public Relations

No. of Posts	Posts	Classification	Remarks
1	Manager, Marketing & Public Relations	LEVEL 8	New post [# 140300] with effect from September 1, 2012.
1	Market Development Officer	LEVEL 7	New post [# 140322] with effect from September 1, 2012.
2	Public Relations Officer	LEVEL 6	Two (2) new posts [#s 140325 & 140962] with effect from September 1, 2012.
4			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Business Services Division

###### Regional Services (South)

No. of Posts	Posts	Classification		Remarks
1	Regional Administrator	LEVEL	7	New post [# 140344] with effect from September 1, 2012.
3	Senior Customer Service Officer	LEVEL	5	Three (3) new posts [#s 140345-7] with effect from September 1, 2012.
1	Office Administrator	LEVEL	4	New post [# 140348] with effect from September 1, 2012
2	Records Officer	LEVEL	3	Two (2) new posts [#s 140350 & 140353] with effect from September 1, 2012.
1	Cashier	LEVEL	3	New post [# 140349] with effect from September 1, 2012.
1	Maintenance Assistant	LEVEL	2	New post [# 140358] with effect from September 1, 2012.
2	Driver	LEVEL	2	Two (2) new posts [#s 140355-6] with effect from September 1, 2012.
1	Office Attendant	LEVEL	1	New post [# 140357] with effect from September 1, 2012.
<b>12</b>				

###### Regional Services (West)

No. of Posts	Posts	Classification		Remarks
1	Regional Administrator	LEVEL	7	New post [# 140369] with effect from September 1, 2012.
3	Senior Customer Service Officer	LEVEL	5	Three (3) new posts [#s 140370-2] with effect from September 1, 2012.
1	Office Administrator	LEVEL	4	New post [# 140373] with effect from September 1, 2012.
1	Cashier	LEVEL	3	New post [# 140374] with effect from September 1, 2012.
2	Records Officer	LEVEL	3	Two (2) new posts [#s 140375-6] with effect from September 1, 2012.
2	Driver	LEVEL	2	Two (2) new posts [#s 140377-8] with effect from September 1, 2012.
1	Maintenance Assistant	LEVEL	2	New post [# 140380] with effect from September 1, 2012.
1	Office Attendant	LEVEL	1	New post [# 140379] with effect from September 1, 2012.
<b>12</b>				

###### Technical Information

No. of Posts	Posts	Classification		Remarks
1	Mapping Specialist	LEVEL	7	New post [# 140302] with effect from September 1, 2012.
1	Chief Technical Information Officer	LEVEL	6	New post [# 140303] with effect from September 1, 2012.
1	Senior Map Registrar	LEVEL	4	New post [# 140331] with effect from September 1, 2012.
1	Data Entry Officer	LEVEL	4	New post [# 140335] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Business Services Division

###### Technical Information

No. of Posts	Posts	Classification	Remarks
1	Library Assistant	LEVEL 3	New post [# 140334] with effect from September 1, 2012.
2	Map Registrar	LEVEL 3	Two (2) new posts [#s 140332-3] with effect from September 1, 2012.
7			
<b>56</b>	<b>Total- Business Services Division</b>		

##### Corporate Legal Services Division

No. of Posts	Posts	Classification	Remarks
1	Director, Corporate Legal Services	LEVEL 9A	Post [# 140614] of Director, Corporate Legal Services (Level 9) upgraded with effect from September 1, 2012.
1	Executive Secretary	LEVEL 5	New post [# 140768] with effect from September 1, 2012.
2			

###### General Legal Services

No. of Posts	Posts	Classification	Remarks
1	Manager, General Legal Services	LEVEL 8A	New post [# 140786] with effect from September 1, 2012.
1	Senior Legal Officer 3	LEVEL 8	New post [# 140787] with effect from September 1, 2012.
1	Legal Officer 2	LEVEL 7	New post [# 140788] with effect from September 1, 2012.
1	Paralegal Specialist	LEVEL 6	New post [# 140789] with effect from September 1, 2012.
1	Senior Paralegal Officer	LEVEL 5	New post [# 140790] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140792] with effect from September 1, 2012.
1	Paralegal Officer	LEVEL 4	New post [# 140791] with effect from September 1, 2012.
1	Assistant Paralegal Officer	LEVEL 3	New post [# 140781] with effect from September 1, 2012.
8			

###### Legal Services

No. of Posts	Posts	Classification	Remarks
1	Manager, Legal Services	LEVEL 8A	New post [# 294290] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140769] with effect from September 1, 2012.
2			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change National Land Agency

#### Corporate Legal Services Division

##### Legal Services - Land Settlement Unit

No. of Posts	Posts	Classification	Remarks
1	Senior Legal Officer 4	LEVEL 8A	New post [# 140770] with effect from September 1, 2012.
1	Legal Officer 2	LEVEL 7	New post [# 140771] with effect from September 1, 2012.
1	Paralegal Specialist	LEVEL 6	New post [# 140772] with effect from September 1, 2012.
2	Senior Paralegal Officer	LEVEL 5	Two (2) new posts [#s 140773-4] with effect from September 1, 2012.
2	Paralegal Officer	LEVEL 4	Two (2) new posts [#s 140775-6] with effect from September 1, 2012.
1	Secretary	LEVEL 3	New post [# 140777] with effect from September 1, 2012.
1	Assistant Paralegal Officer	LEVEL 3	New post [# 140778] with effect from September 1, 2012.
<b>9</b>			

##### Legal Services - Probate Unit

No. of Posts	Posts	Classification	Remarks
1	Legal Officer 3	LEVEL 8	New post [# 140782] with effect from September 1, 2012.
1	Legal Officer 2	LEVEL 7	New post [# 294250] with effect from September 1, 2012.
1	Paralegal Specialist	LEVEL 6	New post [# 140783] with effect from September 1, 2012.
1	Paralegal Officer	LEVEL 4	New post [# 140785] with effect from September 1, 2012.
1	Assistant Paralegal Officer	LEVEL 3	New post [# 140780] with effect from September 1, 2012.
<b>5</b>			
<b>26</b>	<b>Total- Corporate Legal Services Division</b>		

#### Corporate Services Division

No. of Posts	Posts	Classification	Remarks
1	Director, Corporate Services	LEVEL 9	New post [# 140617] with effect from September 1, 2012.
1	Executive Secretary	LEVEL 5	New post [# 140427] with effect from September 1, 2012.
<b>2</b>			

##### Corporate Planning

No. of Posts	Posts	Classification	Remarks
1	Corporate Planner	LEVEL 7	New post [# 140406] with effect from September 1, 2012.
1	Corporate Planning Analyst	LEVEL 6	New post [# 294251] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

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### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

#### Corporate Services Division

##### Corporate Planning

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No. of Posts	Posts	Classification	Remarks
2			

##### Finance & Accounts

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No. of Posts	Posts	Classification	Remarks
1	Manager, Finance & Accounts	LEVEL 8A	New post [# 140407] with effect from September 1, 2012.
1	Management Accountant	LEVEL 8	New post [# 140389] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140408] with effect from September 1, 2012.
3			

##### Finance & Accounts - Accounts Receivables & Utilities

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No. of Posts	Posts	Classification	Remarks
1	Supervisor, Accounts Receivables & Utilities	LEVEL 7	New post [# 140428] with effect from September 1, 2012.
1	Senior Accounts Receivable Officer	LEVEL 6	New post [# 140429] with effect from September 1, 2012.
2	Receivable Officer	LEVEL 4	Two (2) new posts [#s 140430-1] with effect from September 1, 2012.
4			

##### Finance & Accounts - Collections

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No. of Posts	Posts	Classification	Remarks
1	Cashier Supervisor	LEVEL 6	New post [# 140409] with effect from September 1, 2012.
6	Cashier	LEVEL 3	Six (6) new posts [#s 140410-12 & 140424-6] with effect from September 1, 2012.
7			

##### Finance & Accounts - Disbursements

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No. of Posts	Posts	Classification	Remarks
1	Supervisor, Disbursements	LEVEL 7	New post [# 301332] with effect from September 1, 2012.
2	Senior Disbursements Officer	LEVEL 5	Two (2) new posts [#s 140432-3] with effect from September 1, 2012.
2	Disbursements Officer	LEVEL 4	Two (2) new posts [#s 140469-70] with effect from September 1, 2012.
1	Cashier	LEVEL 3	New post [# 140434] with effect from September 1, 2012.
6			



## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Corporate Services Division

###### Finance & Accounts - Final Accounts & Reporting

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Final Accounts & Reporting	LEVEL 6	New post [# 140487] with effect from September 1, 2012.
1	Senior Final Accounts Officer	LEVEL 5	New post [# 140488] with effect from September 1, 2012.
3	Final Accounts Officer	LEVEL 4	Three (3) new posts [#s 140466-7 & 140489] with effect from September 1, 2012.
5			

###### Finance & Accounts - Property Accounts

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Property Accounts	LEVEL 7	New post [# 140492] with effect from September 1, 2012.
2	Senior Property Accounts Officer	LEVEL 5	Two (2) new posts [#s 140490-1] with effect from September 1, 2012.
2	Property Accounts Officer	LEVEL 4	Two (2) new posts [#s 140493-4] with effect from September 1, 2012.
1	Assistant Property Accounts Officer	LEVEL 3	New post [# 140436] with effect from September 1, 2012.
1	Cashier	LEVEL 3	New post [# 140437] with effect from September 1, 2012.
7			

###### Finance & Accounts - Salaries/Payroll

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Payroll	LEVEL 7	New post [# 140471] with effect from September 1, 2012.
1	Senior Salaries Officer	LEVEL 5	New post [# 140472] with effect from September 1, 2012.
3	Salaries Officer	LEVEL 4	Three (3) new posts [#s 140473-5] with effect from September 1, 2012.
5			

###### Operations Branch

No. of Posts	Posts	Classification	Remarks
1	Operations Manager	LEVEL 8	New post [# 140438] with effect from September 1, 2012.
1	Document Management Administrator	LEVEL 6	New post [# 140507] with effect from September 1, 2012.
1	Transport Supervisor	LEVEL 5	New post [# 140440] with effect from September 1, 2012.
1	Senior Records Officer	LEVEL 4	New post [# 294252] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140439] with effect from September 1, 2012.
1	Senior Driver	LEVEL 3	New post [# 294287] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

#### Corporate Services Division

##### Operations Branch

No. of Posts	Posts	Classification	Remarks
13	Driver	LEVEL 2	Thirteen (13) new posts [#s 140441-53] with effect from September 1, 2012.
<b>19</b>			

##### Operations Branch - Corporate Services /Land Valuation

No. of Posts	Posts	Classification	Remarks
1	Administrator	LEVEL 6	New post [# 140500] with effect from September 1, 2012.
1	Maintenance Supervisor	LEVEL 5	New post [# 140501] with effect from September 1, 2012.
1	Maintenance Technician	LEVEL 4	New post [# 140502] with effect from September 1, 2012.
3	Records Officer	LEVEL 3	Three (3) new posts [#s 140508-10] with effect from September 1, 2012.
1	Telephone Operator	LEVEL 3	New post [# 140511] with effect from September 1, 2012.
1	Maintenance Assistant	LEVEL 2	New post [# 294254] with effect from September 1, 2012.
4	Attendant	LEVEL 1	Four (4) new posts [#s 140503-5 & 294253] with effect from September 1, 2012.
2	Gardener	LEVEL 1	Two (2) new posts [#s 140516-7] with effect from September 1, 2012.
<b>14</b>			

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

No. of Posts	Posts	Classification	Remarks
1	Administrator	LEVEL 6	New post [# 140454] with effect from September 1, 2012.
1	Office Manager	LEVEL 5	New post [# 301326] with effect from September 1, 2012.
1	Records Supervisor	LEVEL 5	New post [# 140455] with effect from September 1, 2012.
1	Maintenance Technician	LEVEL 4	New post [# 140462] with effect from September 1, 2012.
2	Senior Records Officer	LEVEL 4	Two (2) new posts [#s 140456-7] with effect from September 1, 2012.
1	Accounting Clerk	LEVEL 3	New post [# 301327] with effect from September 1, 2012.
1	Telephone Operator	LEVEL 3	New post [# 294255] with effect from September 1, 2012.
3	Records Officer	LEVEL 3	Three (3) new posts [#s 140458-60] with effect from September 1, 2012.
1	Maintenance Assistant	LEVEL 2	New post [# 140499] with effect from September 1, 2012.
4	Attendant	LEVEL 1	Four (4) new posts [#s 140495-8] with effect from September 1, 2012.
1	Gardener	LEVEL 1	New post [# 140461] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

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### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Corporate Services Division

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

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No. of Posts	Posts	Classification	Remarks
17			

###### Operations Branch - Housing & Accommodation

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No. of Posts	Posts	Classification	Remarks
1	Senior Building Officer	LEVEL 7	New post [# 140518] with effect from September 1, 2012.
2	Building Officer	LEVEL 6	Two (2) new posts [#s 140519-20] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140521] with effect from September 1, 2012.
1	Senior Records Officer	LEVEL 4	New post [# 140522] with effect from September 1, 2012.
1	Maintenance Assistant	LEVEL 2	New post [#140523] with effect from September 1, 2012.
1	Gardener	LEVEL 1	New post [# 140524] with effect from September 1, 2012.
7			

###### Operations Branch - Surveys Mapping/Land Titles/Business Services

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No. of Posts	Posts	Classification	Remarks
1	Administrator	LEVEL 6	New post [# 140513] with effect from September 1, 2012.
1	Office Supervisor	LEVEL 5	New post [# 140514] with effect from September 1, 2012.
1	Records Supervisor	LEVEL 5	New post [# 140515] with effect from September 1, 2012.
1	Senior Records Officer	LEVEL 4	New post [# 140525] with effect from September 1, 2012.
1	Maintenance Technician	LEVEL 4	New post [# 140533] with effect from September 1, 2012.
2	Records Officer	LEVEL 3	Two (2) new posts [#s 140526-7] with effect from September 1, 2012.
1	Maintenance Assistant	LEVEL 2	New post [# 140534] with effect from September 1, 2012.
1	Gardener	LEVEL 1	New post [# 140535] with effect from September 1, 2012.
4	Attendant	LEVEL 1	Four (4) new posts [#s 140528-31] with effect from September 1, 2012.
1	Office Attendant	LEVEL 1	New post [# 140532] with effect from September 1, 2012.
14			

###### Procurement

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No. of Posts	Posts	Classification	Remarks
1	Senior Procurement Officer	LEVEL 7	New post [# 140403] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

#### Corporate Services Division

##### Procurement

No. of Posts	Posts	Classification	Remarks
1	Procurement Officer	LEVEL 6	New post [# 140405] with effect from September 1, 2012.
2			
<b>114</b>	<b>Total- Corporate Services Division</b>		

#### Estate Management Division

No. of Posts	Posts	Classification	Remarks
1	Director, Estate Management	LEVEL 9A	Post [# 140615] of Director, Estate Management (Level 9) upgraded with effect from September 1, 2012.
1	Executive Secretary	LEVEL 5	New post [# 140668] with effect from September 1, 2012.
1	Records Officer	LEVEL 3	New post [# 140669] with effect from September 1, 2012.
3			

##### Property Administration Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Property Administration	LEVEL 8A	New post [# 140622] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140623] with effect from September 1, 2012.
2			

##### Property Administration Branch - Enforcement Squatter Management

No. of Posts	Posts	Classification	Remarks
1	Property Administrator	LEVEL 6	New post [# 140714] with effect from September 1, 2012.
2	Enforcement Officer	LEVEL 4	Two (2) new posts [#s 140738 & 140743] with effect from September 1, 2012.
3			

##### Property Administration Branch - Crown Land Management

No. of Posts	Posts	Classification	Remarks
1	Senior Property Administrator	LEVEL 7	New post [# 140624] with effect from September 1, 2012.
2	Property Administrator	LEVEL 6	Two (2) new posts [#s 140652 & 140908] with effect from September 1, 2012.
4	Assistant Property Administrator	LEVEL 4	Four (4) new posts [#s 294258-61] with effect from September 1, 2012.
7			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Estate Management Division

###### Property Administration Branch - North East Region

No. of Posts	Posts	Classification	Remarks
1	Regional Lands Officer	LEVEL 6	New post [# 140731] with effect from September 1, 2012.
3	Senior Lands Officer	LEVEL 5	Three (3) new posts [#s 140732-4] with effect from September 1, 2012.
4	Lands Officer	LEVEL 4	Four (4) new posts [#s 140739-41 & 140748] with effect from September 1, 2012.
1	Accounting Clerk	LEVEL 3	New post [# 140752] with effect from September 1, 2012.
1	Secretary	LEVEL 3	New post [# 140742] with effect from September 1, 2012.
2	Ranger	LEVEL 2	Two (2) new posts [#s 140753-4] with effect from September 1, 2012.
<b>12</b>			

###### Property Administration Branch - South East Region

No. of Posts	Posts	Classification	Remarks
1	Regional Lands Officer	LEVEL 6	New post [# 140755] with effect from September 1, 2012.
3	Senior Lands Officer	LEVEL 5	Three (3) new posts [#s 140756-8] with effect from September 1, 2012.
5	Lands Officer	LEVEL 4	Five (5) new posts [#s 140759-61 & 140763-4] with effect from September 1, 2012.
1	Secretary	LEVEL 3	New post [# 140762] with effect from September 1, 2012.
1	Accounting Clerk	LEVEL 3	New post [# 140765] with effect from September 1, 2012.
3	Ranger	LEVEL 2	Three (3) new posts [#s 140766-7 & 294257] with effect from September 1, 2012.
<b>14</b>			

###### Property Administration Branch - South Region

No. of Posts	Posts	Classification	Remarks
1	Regional Lands Officer	LEVEL 6	New post [# 140715] with effect from September 1, 2012.
3	Senior Lands Officer	LEVEL 5	Three (3) new posts [#s 140716-8] with effect from September 1, 2012.
6	Lands Officer	LEVEL 4	Six (6) new posts [#s 140711-3 & 140719-21] with effect from September 1, 2012.
1	Accounting Clerk	LEVEL 3	New post [# 140729] with effect from September 1, 2012.
1	Secretary	LEVEL 3	New post [# 140728] with effect from September 1, 2012.
2	Ranger	LEVEL 2	Two (2) new posts [#s 140730 & 294256] with effect from September 1, 2012.
<b>14</b>			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Estate Management Division

###### Property Administration Branch - West Region

No. of Posts	Posts	Classification	Remarks
1	Regional Lands Officer	LEVEL 6	New post [# 140307] with effect from September 1, 2012.
4	Senior Lands Officer	LEVEL 5	Four (4) new posts [#s 140313-5 & 140750] with effect from September 1, 2012.
4	Lands Officer	LEVEL 4	Four (4) new posts [#s 140317-20] with effect from September 1, 2012.
1	Accounting Clerk	LEVEL 3	New post [# 140749] with effect from September 1, 2012.
1	Secretary	LEVEL 3	New post [# 140321] with effect from September 1, 2012.
3	Ranger	LEVEL 2	Three (3) new posts [#s 140325-7] with effect from September 1, 2012.

14

###### Property Services Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Property Services	LEVEL 8A	New post [# 140670] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140671] with effect from September 1, 2012.

2

###### Property Services Branch - Divestment Services

No. of Posts	Posts	Classification	Remarks
1	Senior Divestment Administrator	LEVEL 7	New post [# 140673] with effect from September 1, 2012.
2	Property Administrator	LEVEL 6	Two (2) new posts [#s 140674 & 140676] with effect from September 1, 2012.
4	Assistant Property Administrator	LEVEL 4	Four (4) new posts [#s 140305-6, 140310 & 280002] with effect from September 1, 2012.

7

###### Property Services Branch - Mapping Unit

No. of Posts	Posts	Classification	Remarks
2	Assistant Surveyor	LEVEL 5	Two (2) new posts [#s 140707-8] with effect from September 1, 2012.
1	Draughtsman	LEVEL 4	New post [# 140709] with effect from September 1, 2012.
1	Map Clerk	LEVEL 3	New post [# 140710] with effect from September 1, 2012.

4

###### Property Services Branch - Property Management Services Unit

No. of Posts	Posts	Classification	Remarks
1	Senior Property Administrator	LEVEL 7	New post [# 140703] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Estate Management Division

###### Property Services Branch - Property Management Services Unit

No. of Posts	Posts	Classification	Remarks
2	Property Administrator	LEVEL 6	Two (2) new posts [#s 140704-5] with effect from September 1, 2012.
1	Records Officer	LEVEL 3	New post [# 140706] with effect from September 1, 2012.
4			

###### Property Services Branch - Strategic Portfolio Management

No. of Posts	Posts	Classification	Remarks
1	Senior Property Administrator	LEVEL 7	New post [# 140311] with effect from September 1, 2012.
1	Property Administrator	LEVEL 6	New post [# 140312] with effect from September 1, 2012.
1	Assistant Property Administrator	LEVEL 4	New post [# 140316] with effect from September 1, 2012.
3			
89	<b>Total- Estate Management Division</b>		

##### Executive Management

No. of Posts	Posts	Classification	Remarks
1	Chief Executive Officer	LEVEL 10	
1			

##### Executive Support

No. of Posts	Posts	Classification	Remarks
1	Project Specialist	LEVEL 8	New post [# 140630] with effect from September 1, 2012.
1	Administrative Assistant	LEVEL 6	New post [# 140633] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140634] with effect from September 1, 2012.
3			
4	<b>Total- Executive Management</b>		

##### Human Resource Management & Development

No. of Posts	Posts	Classification	Remarks
1	Manager, Human Resource Management & Development	LEVEL 8A	Post [# 140620] of Human Resource Manager (Level 8) retitled and upgraded with effect from September 1, 2012.
1	Executive Secretary	LEVEL 5	New post [# 140395] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140396] with effect from September 1, 2012.
1	Secretary	LEVEL 3	New post [# 140397] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Human Resource Management & Development

No. of Posts	Posts	Classification	Remarks
4			
Employee Relations & Benefits			
No. of Posts	Posts	Classification	Remarks
1	Director, Employee Relations & Benefits	LEVEL 8	New post [# 140398] with effect from September 1, 2012.
1	Assistant Human Resource Officer	LEVEL 6	New post [# 140404] with effect from September 1, 2012.
2			
Human Resource Development			
No. of Posts	Posts	Classification	Remarks
1	Senior, Human Resource Development Officer	LEVEL 7	New post [# 140413] with effect from September 1, 2012.
1	Human Resource Development Officer	LEVEL 6	New post [# 140414] with effect from September 1, 2012.
2			
Human Resource Management			
No. of Posts	Posts	Classification	Remarks
1	Senior, Human Resource Management Officer	LEVEL 7	New post [# 140415] with effect from September 1, 2012.
1	Human Resource Management Officer	LEVEL 6	New post [# 140416] with effect from September 1, 2012.
1	Data Management Officer	LEVEL 5	New post [# 140420] with effect from September 1, 2012.
3	Senior Records Officer	LEVEL 4	Three (3) new posts [#s 140400-1 & 140423] with effect from September 1, 2012.
5	Records Officer	LEVEL 3	Five (5) new posts [#s 140417-9 & 140421-2] with effect from September 1, 2012.
11			
19	<b>Total- Human Resource Management &amp; Development</b>		

##### Information & Communication Technology

No. of Posts	Posts	Classification	Remarks
1	Director, Information & Communication Technology	LEVEL 9	New post [# 140619] with effect from September 1, 2012.
1	Executive Secretary	LEVEL 5	New post [# 140779] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 254261] with effect from September 1, 2012.
3			



## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

#### Information & Communication Technology

##### Information Services

No. of Posts	Posts	Classification	Remarks
1	Manager, Information Services	LEVEL 8	New post [# 140588] with effect from September 1, 2012.
1			

##### Information Services- Application Development Unit

No. of Posts	Posts	Classification	Remarks
2	Senior Applications Developer	LEVEL 7	Two (2) new posts [#s 140855-6] with effect from September 1, 2012.
1	Spatial Developer	LEVEL 7	New post [# 140930] with effect from September 1, 2012.
2	Systems Architect	LEVEL 6	Two (2) new posts [#s 140932 & 294264] with effect from September 1, 2012.
5			

##### Information Services- Database & Spatial Administration

No. of Posts	Posts	Classification	Remarks
1	Senior Database Administrator	LEVEL 7	New post [# 140647] with effect from September 1, 2012.
1	Relational Database Administrator	LEVEL 6	New post [# 140672] with effect from September 1, 2012.
1	Spatial Database Administrator	LEVEL 6	New post [# 294263] with effect from September 1, 2012.
3			

##### Information Services- Quality Assurance & Support

No. of Posts	Posts	Classification	Remarks
1	Sytems Analyst	LEVEL 7	New post [# 294265] with effect from September 1, 2012.
3	Application Support Specialist	LEVEL 6	Three (3) new posts [#s 294266-8] with effect from September 1, 2012.
1	Quality Assurance Analyst	LEVEL 6	New post [# 140934] with effect from September 1, 2012.
5			

##### System Support- Network Administration

No. of Posts	Posts	Classification	Remarks
1	Network Security Specialist	LEVEL 7	New post [# 140642] with effect from September 1, 2012.
1	Network Administrator	LEVEL 6	New post [# 140643] with effect from September 1, 2012.
2			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

#### Information & Communication Technology

##### System Support- Server Support

No. of Posts	Posts	Classification	Remarks
1	Senior Server Support Specialist	LEVEL 7	New post [# 140640] with effect from September 1, 2012.
1	Server Support Specialist	LEVEL 6	New post [# 140641] with effect from September 1, 2012.
2			

##### System Support-Technology Support

No. of Posts	Posts	Classification	Remarks
1	Senior Technology Support Specialist	LEVEL 7	New post [# 140301] with effect from September 1, 2012.
5	Client Support Technologist	LEVEL 6	Five (5) new posts [# 140645-6 , 140648-9 & 294262] with effect from September 1, 2012.
6			

##### Systems Support

No. of Posts	Posts	Classification	Remarks
1	Manager, Systems Support	LEVEL 8	New post [# 140639] with effect from September 1, 2012.
1	Operations Support Specialist	LEVEL 6	New post [# 140644] with effect from September 1, 2012.
2			
29	<b>Total- Information &amp; Communication Technology</b>		

#### Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	LEVEL 8A	Post [# 140629] of Chief Internal Auditor (Level 8) upgraded with effect from September 1, 2012.
2	Senior Auditor	LEVEL 7	Two (2) new posts [#s 140386-7] with effect from September 1, 2012.
1	Systems Auditor	LEVEL 7	New post [# 140385] with effect from September 1, 2012.
5	Auditor	LEVEL 6	Five (5) new posts [#s 140388 & 140390-3] with effect from September 1, 2012.
1	Assistant Auditor	LEVEL 5	New post [# 140394] with effect from September 1, 2012.
10			
10	<b>Total- Internal Audit</b>		

#### Land Titles Division

No. of Posts	Posts	Classification	Remarks
1	Director/Registrar of Titles	LEVEL 9A	New post [# 140288] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

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### Ministry of Water, Land, Env., And Climate Change National Land Agency

#### Land Titles Division

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No. of Posts	Posts	Classification	Remarks
1	Executive Secretary	LEVEL 5	New post [# 294269] with effect from September 1, 2012.
2			

#### Legal Applications Branch

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No. of Posts	Posts	Classification	Remarks
1	Manager, Legal Application/Senior Deputy Registrar of Titles	LEVEL 8A	New post [# 294183] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 294184] with effect from September 1, 2012.
2			

#### Legal Applications Branch - First Registration

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No. of Posts	Posts	Classification	Remarks
1	Paralegal Specialist	LEVEL 6	New post [# 294185] with effect from September 1, 2012.
4	Application Officer	LEVEL 4	Four (4) new posts [#s 294186-9] with effect from September 1, 2012.
5			

#### Legal Applications Branch - Legal Unit

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No. of Posts	Posts	Classification	Remarks
1	Manager, Legal Services	LEVEL 8A	New post [# 140939] with effect from September 1, 2012.
2	Senior Legal Officer	LEVEL 8	Two (2) new posts [#s 294205-6] with effect from September 1, 2012.
3	Legal Officer	LEVEL 7	Three (3) new posts [#s 294207-9] with effect from September 1, 2012.
1	Paralegal Specialist	LEVEL 6	New post [# 294210] with effect from September 1, 2012.
7			

#### Legal Applications Branch - New Title/Production

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No. of Posts	Posts	Classification	Remarks
1	Supervisor, Legal Applications	LEVEL 6	New post [# 294190] with effect from September 1, 2012.
6	Senior Application Officer	LEVEL 5	Six (6) new posts [#s 294191-6] with effect from September 1, 2012.
7			

#### Legal Applications Branch - Processing Unit

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No. of Posts	Posts	Classification	Remarks
1	Paralegal Specialist	LEVEL 6	New post [# 294197] with effect from September 1, 2012.
4	Senior Application Officer	LEVEL 5	Four (4) new posts [#s 294198-201] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Land Titles Division

###### Legal Applications Branch - Processing Unit

No. of Posts	Posts	Classification	Remarks
2	Coding Officer	LEVEL 3	Two (2) new posts [#s 294203-4] with effect from September 1, 2012.
1	Control Officer	LEVEL 3	New post [# 294202] with effect from September 1, 2012.
<b>8</b>			

###### Legal Applications Branch - South Region

No. of Posts	Posts	Classification	Remarks
1	Legal Officer	LEVEL 7	New post [# 294238] with effect from September 1, 2012.
1	Senior Title Investigator	LEVEL 6	New post [# 294239] with effect from September 1, 2012.
1	Title Investigator	LEVEL 5	New post [# 294240] with effect from September 1, 2012.
<b>3</b>			

###### Legal Applications Branch - West Region

No. of Posts	Posts	Classification	Remarks
1	Legal Officer	LEVEL 7	New post [# 294235] with effect from September 1, 2012.
1	Senior Title Investigator	LEVEL 6	New post [# 294236] with effect from September 1, 2012.
1	Title Investigator	LEVEL 5	New post [# 294237] with effect from September 1, 2012.
<b>3</b>			

###### Memorandum

No. of Posts	Posts	Classification	Remarks
1	Manager, Memorandum/Deputy Registrar of Titles	LEVEL 8A	New post [# 140938] with effect from September 1, 2012.
1	Supervisor, Memorandum	LEVEL 6	New post [# 294211] with effect from September 1, 2012.
1	Senior Title Investigator	LEVEL 6	New post [# 294219] with effect from September 1, 2012.
12	Title Investigator	LEVEL 5	Twelve (12) new posts [#s 294221-32] with effect from September 1, 2012.
1	Caveat Officer	LEVEL 5	New post[# 294233] with effect from September 1, 2012.
7	Memorandum/Coder	LEVEL 4	Seven (7) new posts [#s 294212-8] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post[# 294220] with effect from September 1, 2012.
1	Process Server	LEVEL 3	New post[# 294234] with effect from September 1, 2012.
<b>25</b>			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change National Land Agency

#### Land Titles Division

##### Titles Operation

No. of Posts	Posts	Classification	Remarks
1	Manager, Titles Operations	LEVEL 8	New post [# 294240] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 294241] with effect from September 1, 2012.
2			

##### Titles Operation- Customer Service Unit

No. of Posts	Posts	Classification	Remarks
1	Customer Service Supervisor	LEVEL 6	New post [# 140942] with effect from September 1, 2012.
5	Senior Customer Service Officer	LEVEL 5	Five (5) new posts [#s 140943-6 & 294271] with effect from September 1, 2012.
4	Customer Service Officer	LEVEL 4	Four (4) new posts [#s 140947-9 & 294270] with effect from September 1, 2012.
1	Customer Service Clerk	LEVEL 2	New post [# 140950] with effect from September 1, 2012.
11			

##### Titles Operation- Document Management

No. of Posts	Posts	Classification	Remarks
1	Document Management Administrator	LEVEL 6	New post [# 140381] with effect from September 1, 2012.
2	Records Information Supervisor	LEVEL 5	Two (2) new posts [#s 140382-3] with effect from September 1, 2012.
1	Senior Records Officer	LEVEL 4	New post [# 294272] with effect from September 1, 2012.
14	Records Officer	LEVEL 3	Fourteen (14) new posts [#s 140978-9, 294172-82 & 294482] with effect from September 1, 2012.
18			

##### Titles Operation- Scanning /Dispatch

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Titles Dispatch	LEVEL 5	New post [# 140951] with effect from September 1, 2012.
1	Senior Dispatch Officer	LEVEL 4	New post [# 140952] with effect from September 1, 2012.
1	Senior Scanning Officer	LEVEL 4	New post [# 140957] with effect from September 1, 2012.
5	Dispatch Officer	LEVEL 3	Five (5) new posts [#s 140953-6 & 294483] with effect from September 1, 2012.
7	Scanning Officer	LEVEL 3	Seven (7) new posts [#s 140958-61 & 140975-7] with effect from September 1, 2012.
1	Office Assistant	LEVEL 2	New post [# 140402] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Land Titles Division

Titles Operation- Scanning /Dispatch

No. of Posts	Posts	Classification	Remarks
16			
109	Total- Land Titles Division		

##### Land Valuation Division

No. of Posts	Posts	Classification	Remarks
1	Director/Commissioner of Land Valuations	LEVEL 9A	Post [# 140616] of Director, Land Valuation/Commissioner of Land (Level 9) retitled and upgraded with effect from September 1, 2012.
1	Executive Secretary	LEVEL 5	New post [# 140554] with effect from September 1, 2012.
1	Senior Records Officer	LEVEL 4	New post [# 140857] with effect from September 1, 2012.
3			

##### North East Region

No. of Posts	Posts	Classification	Remarks
1	Manager/Deputy Commissioner of Land Valuations	LEVEL 8A	New post [# 140297] with effect from September 1, 2012.
2	Senior Valuation Surveyor	LEVEL 7	Two (2) new posts [#s 140361-2] with effect from September 1, 2012.
4	Valuation Surveyor	LEVEL 6	Four (4) new posts [#s 140363-6] with effect from September 1, 2012.
4	Valuer	LEVEL 5	Four (4) new posts [#s 140330, 140368, 140571 & 140651] with effect from September 1, 2012.
2	Valuation Assistant	LEVEL 4	Two (2) new posts [#s 140654-5] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140304] with effect from September 1, 2012.
1	Records Officer	LEVEL 3	New post [# 294273] with effect from September 1, 2012.
15			

##### South East Region

No. of Posts	Posts	Classification	Remarks
1	Manager/Deputy Commissioner of Land Valuations	LEVEL 8A	New post [# 140308] with effect from September 1, 2012.
2	Senior Valuation Surveyor	LEVEL 7	Two (2) new posts [#s 140660-1] with effect from September 1, 2012.
5	Valuation Surveyor	LEVEL 6	Five (5) new posts [#s 140662-6] with effect from September 1, 2012.
5	Valuer	LEVEL 5	Five (5) new posts [#s 140562-5 & 140650] with effect from September 1, 2012.
4	Valuation Assistant	LEVEL 4	Four (4) new posts [#s 140566-9] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Land Valuation Division

###### South East Region

No. of Posts	Posts	Classification	Remarks
1	Senior Secretary	LEVEL 4	New post [# 140653] with effect from September 1, 2012.
1	Records Officer	LEVEL 3	New post [# 140667] with effect from September 1, 2012.

19

###### South Region

No. of Posts	Posts	Classification	Remarks
1	Manager/Deputy Commissioner of Land Valuations	LEVEL 8A	New post [# 140549] with effect from September 1, 2012.
2	Senior Valuation Surveyor	LEVEL 7	New posts [#s 140551 & 140555] with effect from September 1, 2012.
7	Valuation Surveyor	LEVEL 6	Seven (7) new posts [#s 140367 & 140556-61] with effect from September 1, 2012.
5	Valuer	LEVEL 5	Five (5) new posts [#s 140695 & 140697-700] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140550] with effect from September 1, 2012.
2	Valuation Assistant	LEVEL 4	Two (2) new posts [#s 140701-2] with effect from September 1, 2012.
1	Records Officer	LEVEL 3	New post [# 140570] with effect from September 1, 2012.

19

###### Valuation Services Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Valuation Services	LEVEL 8A	New post [# 140877] with effect from September 1, 2012.
1	Secretary	LEVEL 3	New post [# 140878] with effect from September 1, 2012.

2

###### Valuation Services Branch - Customer Services

No. of Posts	Posts	Classification	Remarks
1	Customer Service Supervisor	LEVEL 6	New post [# 140537] with effect from September 1, 2012.
2	Senior Customer Service Officer	LEVEL 5	Two (2) new posts [#s 140538-9] with effect from September 1, 2012.
2	Customer Service Officer	LEVEL 4	Two (2) new posts [#s 294275-6] with effect from September 1, 2012.
1	Senior Records Officer	LEVEL 4	New post [# 140540] with effect from September 1, 2012.

6

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Land Valuation Division

###### Valuation Services Branch - Data Automation

No. of Posts	Posts	Classification	Remarks
1	Data Entry Supervisor	LEVEL 6	New post [# 140541] with effect from September 1, 2012.
2	Data Entry Officer	LEVEL 4	Two (2) new posts [#s 140542-3] with effect from September 1, 2012.
2	Records Officer	LEVEL 3	Two (2) new posts [#s 140544-5] with effect from September 1, 2012.
2	Office Assistant	LEVEL 2	Two (2) new posts [#s 294925-6] with effect from September 1, 2012.
<b>7</b>			

###### Valuation Services Branch - Valuation Roll

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Valution Roll	LEVEL 6	New post [# 140548] with effect from September 1, 2012.
1	Senior Valuation Roll Officer	LEVEL 4	New post [# 140547] with effect from September 1, 2012.
4	Valuation Roll Officer	LEVEL 3	Four (4) new posts [# 140546 & 294277-9] with effect from September 1, 2012.
1	Office Assistant	LEVEL 2	New post [# 294280] with effect from September 1, 2012.
<b>7</b>			

###### West Region

No. of Posts	Posts	Classification	Remarks
1	Manager/Deputy Commissioner of Land Valuations	LEVEL 8A	New post [# 140656] with effect from September 1, 2012.
2	Senior Valuation Surveyor	LEVEL 7	Two (2) new posts [#s 140678-9] with effect from September 1, 2012.
5	Valuation Surveyor	LEVEL 6	Five (5) new posts [#s 140680 & 140683-6] with effect from September 1, 2012.
5	Valuer	LEVEL 5	Five (5) new posts [#s 140687-90 & 140692] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140677] with effect from September 1, 2012.
1	Valuation Assistant	LEVEL 4	New post [# 140693] with effect from September 1, 2012.
1	Records Officer	LEVEL 3	New post [# 140694] with effect from September 1, 2012.
<b>16</b>			
<b>94</b>	<b>Total- Land Valuation Division</b>		

##### Surveys & Mapping Division

No. of Posts	Posts	Classification	Remarks
1	Director, Surveys & Mapping	LEVEL 9A	Post [# 140328] of Director, Surveys and Mapping (Level 9) upgraded with effect from September 1, 2012.



## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Surveys & Mapping Division

No. of Posts	Posts	Classification	Remarks
1	Executive Secretary	LEVEL 5	New post [# 140820] with effect from September 1, 2012.

2

##### Cadastral Mapping Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Cadastral Mapping	LEVEL 8A	New post [# 140638] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 294281] with effect from September 1, 2012.

2

##### Cadastral Surveys Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Cadastral Surveys	LEVEL 8A	New post [# 140833] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140840] with effect from September 1, 2012.

2

##### Cadastral Surveys Branch - Field Mapping

No. of Posts	Posts	Classification	Remarks
1	Chief Surveyor	LEVEL 8	New post [# 140886] with effect from September 1, 2012.
1	Senior Surveyor	LEVEL 7	New post [# 140859] with effect from September 1, 2012.
7	Surveyor	LEVEL 6	Seven (7) new posts [#s 140867, 140874 & 140881-5] with effect from September 1, 2012.
4	Assistant Surveyor	LEVEL 5	Four (4) new posts [#s 140887-90] with effect from September 1, 2012.
2	Senior Surveyor Draughtsman	LEVEL 3	Two (2) new posts [#s 301329-30] with effect from September 1, 2012.
2	Chief Field Assistant	LEVEL 3	Two (2) new posts [#s 140891-2] with effect from September 1, 2012.
2	Field Assistant	LEVEL 2	Two (2) new posts [#s 140893 & 294241] with effect from September 1, 2012.

19

##### Cadastral Surveys Branch - Field Survey

No. of Posts	Posts	Classification	Remarks
1	Chief Surveyor	LEVEL 8	New post [# 140860] with effect from September 1, 2012.
1	Senior Surveyor	LEVEL 7	New post [# 140861] with effect from September 1, 2012.
5	Surveyor	LEVEL 6	Five (5) new posts [#s 140862-6] with effect from September 1, 2012.

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

##### Surveys & Mapping Division

###### Cadastral Surveys Branch - Field Survey

No. of Posts	Posts	Classification	Remarks
2	Senior Survey Draughtsman	LEVEL 5	Two (2) new posts [#s 294291-2] with effect from September 1, 2012.
4	Assistant Surveyor	LEVEL 5	Four (4) new posts [#s 140868-71] with effect from September 1, 2012.
2	Chief Field Assistant	LEVEL 3	Two (2) new posts [#s 140872-3] with effect from September 1, 2012.
2	Field Assistant	LEVEL 2	Two (2) new posts [#s 140879-80] with effect from September 1, 2012.
17			

###### Mapping Services Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Mapping Services	LEVEL 8A	New post [# 140963] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140964] with effect from September 1, 2012.
1	Secretary	LEVEL 3	New post [# 294274] with effect from September 1, 2012.
3			

###### Mapping Services Branch - Cadastral Data Management

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Cadastral Data Management	LEVEL 7	New post [# 140966] with effect from September 1, 2012.
1			

###### Mapping Services Branch - Cadastral Map Compilation Unit

No. of Posts	Posts	Classification	Remarks
1	Senior Map Data Compiler	LEVEL 6	New post [# 140967] with effect from September 1, 2012.
4	Map Data Compiler	LEVEL 5	Four (4) new posts [#s 140968-71] with effect from September 1, 2012.
5			

###### Mapping Services Branch - Cartographic Unit

No. of Posts	Posts	Classification	Remarks
1	Senior Cartographer	LEVEL 6	New post [#140916] with effect from September 1, 2012.
6	Cartographer	LEVEL 5	Six (6) new posts [#s 140917-22] with effect from September 1, 2012.
7			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

#### Surveys & Mapping Division

##### Mapping Services Branch - GIS Analysis Unit

No. of Posts	Posts	Classification	Remarks
1	Senior GIS Analyst	LEVEL 7	New post [#140858] with effect from September 1, 2012.
1	Senior GIS Specialist	LEVEL 7	New post [#140931] with effect from September 1, 2012.
3	GIS Analyst	LEVEL 6	Three (3) new posts [#s 140935-7] with effect from September 1, 2012.
5			

##### Mapping Services Branch - Map Automation Unit

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Map Automation	LEVEL 7	New post [#140911] with effect from September 1, 2012.
3	Digitizing Technician	LEVEL 6	Three (3) new posts [#s 140912-4] with effect from September 1, 2012.
4			

##### Mapping Services Branch - Photogrammetric Unit

No. of Posts	Posts	Classification	Remarks
1	Senior Photogrammetrist	LEVEL 6	New post [#140923] with effect from September 1, 2012.
4	Photogrammetrist	LEVEL 5	Four (4) new posts [#s 140924-5 & 140928-9] with effect from September 1, 2012.
5			

##### Mapping Services Branch - Regional Map Maintenance Unit

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Map Maintenance	LEVEL 6	New post [# 140901] with effect from September 1, 2012.
6	Senior Map Maintenance Technician	LEVEL 5	Six (6) new posts [#s 140902-5 & 294283-4] with effect from September 1, 2012.
8	Map Maintenance Technician	LEVEL 4	Eight (8) new posts [#s 140906-7, 140909-10, 140972-4 & 294282] with effect from September 1, 2012.
15			

##### Mapping Services Branch - Topo Data Management Section

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Topo Data Management	LEVEL 7	New post [# 140915] with effect from September 1, 2012.
1			

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

#### Surveys & Mapping Division

##### Plan Examination & Certification Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Plan Examination & Certification	LEVEL 8A	New post [# 140794] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140795] with effect from September 1, 2012.
1	Secretary	LEVEL 3	New post [# 140796] with effect from September 1, 2012.

3

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

No. of Posts	Posts	Classification	Remarks
1	Senior Surveyor	LEVEL 7	New post [# 140628] with effect from September 1, 2012.
1	Senior Survey Draughtsman	LEVEL 5	New post [# 140825] with effect from September 1, 2012.
3	Survey Draughtsman	LEVEL 4	Three (3) new posts [#s 140826-8] with effect from September 1, 2012.
1	Machine Operator	LEVEL 2	New post [# 140838] with effect from September 1, 2012.
1	Office Assistant	LEVEL 2	New post [# 140839] with effect from September 1, 2012.

7

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

No. of Posts	Posts	Classification	Remarks
1	Chief Plan Examiner	LEVEL 8	New post [#140832] with effect from September 1, 2012
2	Assistant Chief Plan Examiner	LEVEL 6	Two (2) new posts [#s 140797-8] with effect from September 1, 2012.
7	Senior Plan Examiner	LEVEL 5	Seven (7) new posts [#s 140799-800 & 140802-6] with effect from September 1, 2012.
9	Plan Examiner	LEVEL 4	Nine (9) new posts [#s 140807-15] with effect from September 1, 2012.
1	Records Officer	LEVEL 3	New post [# 140821] with effect from September 1, 2012

20

##### Plan Examination & Certification Branch - Plan Registry

No. of Posts	Posts	Classification	Remarks
1	Senior Customer Service Officer	LEVEL 5	New post [# 140822] with effect from September 1, 2012
2	Customer Service Officer	LEVEL 4	Two (2) new posts [#s 140823-4] with effect from September 1, 2012.

3

## LIST OF ESTABLISHED POSTS

### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

#### Surveys & Mapping Division

##### Topographic & Hydrographic Surveys Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Topographic & Hydrographic Surveys	LEVEL 8A	New post [# 140894] with effect from September 1, 2012.
1	Senior Secretary	LEVEL 4	New post [# 140895] with effect from September 1, 2012.
2			

##### Topographic & Hydrographic Surveys Branch - Geodetic Survey Section

No. of Posts	Posts	Classification	Remarks
1	Chief Geodetist	LEVEL 8	New post [# 140841] with effect from September 1, 2012.
1	Senior Surveyor	LEVEL 7	New post [# 140842] with effect from September 1, 2012.
1	Control Database Administrator	LEVEL 6	New post [# 140896] with effect from September 1, 2012.
3	Surveyor	LEVEL 6	Three (3) new posts [#s 140843-5] with effect from September 1, 2012.
6	Assistant Surveyor	LEVEL 5	Six (6) new posts [#s 140846-8 & 140897-9] with effect from September 1, 2012.
2	Surveyor Technician	LEVEL 4	Two (2) new posts [#s 294285-6] with effect from September 1, 2012.
3	Chief Field Assistant	LEVEL 3	Three (3) new posts [#s 294293-5] with effect from September 1, 2012.
2	Field Assistant	LEVEL 2	Two (2) new posts [#s 140900 & 140849] with effect from September 1, 2012.
19			

##### Topographic & Hydrographic Surveys Branch - Hydrographic Survey Section

No. of Posts	Posts	Classification	Remarks
1	Chief Hydrographer	LEVEL 8	New post [# 140631] with effect from September 1, 2012.
1	Senior Hydrographic Surveyor	LEVEL 7	New post [# 140632] with effect from September 1, 2012.
1	Hydrographic Surveyor	LEVEL 6	New post [# 140850] with effect from September 1, 2012.
2	Assistant Hydrographic Surveyor	LEVEL 5	Two (2) new posts [#s 140851-2] with effect from September 1, 2012.
1	Coxswain Driver	LEVEL 4	New post [# 140853] with effect from September 1, 2012.
1	Boatman	LEVEL 3	New post [# 140854] with effect from September 1, 2012.
1	Field Assistant	LEVEL 2	New post [# 140875] with effect from September 1, 2012.
8			

## LIST OF ESTABLISHED POSTS

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### Ministry of Water, Land, Env., And Climate Change

#### National Land Agency

#### Surveys & Mapping Division

Topographic & Hydrographic Surveys Branch - Reprographic & Reproduction Section

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No. of Posts	Posts	Classification	Remarks
1	Chief Photolithographer	LEVEL 6	New post [# 140635] with effect from September 1, 2012.
3	Photolithographer	LEVEL 5	Three (3) new posts [#s 140636-7 & 140876] with effect from September 1, 2012.
4			
154	Total- Surveys & Mapping Division		
704	Total- National Land Agency		

## LIST OF ESTABLISHED POSTS

### Ministry of Youth & Culture

#### Child Development Agency

##### Child & Family Programmes

No. of Posts	Posts	Classification	Remarks
1	Director, Child & Family Programmes	LEVEL 7	
1	Adoption Coordinator	LEVEL 6	Post [# 148335] formerly Level 5 upgraded with effect from April 1, 2008.
1	Placement Coordinator	LEVEL 5	
4	Clinical Psychologist	LEVEL 5	
1	Administrative Assistant	LEVEL 4	
1	Secretary	LEVEL 2	
<b>9</b>			

##### Residential Child Care Facilities

No. of Posts	Posts	Classification	Remarks
1	Manager	LEVEL 5	
1	Assistant Manager	LEVEL 4	
1	Children's Officer	LEVEL 4	
1	Teacher	LEVEL 3	
1	Inventory/Procurement Officer	LEVEL 2	
70	Social Work Aide	LEVEL 2	
<b>75</b>			
<b>84</b>	<b>Total- Child &amp; Family Programmes</b>		

##### Child & Family Programmes- North East Region

No. of Posts	Posts	Classification	Remarks
1	Regional Director	LEVEL 6	
1	Monitoring Officer	LEVEL 5	
1	Administrative Assistant	LEVEL 4	
<b>3</b>			

##### Portland Office

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

##### Residential Child Care Facility- Muirton

No. of Posts	Posts	Classification	Remarks
1	Manager	LEVEL 5	
1	Assistant Manager	LEVEL 4	
1	Children's Officer	LEVEL 4	
1	Teacher	LEVEL 3	
1	Inventory/Procurement Officer	LEVEL 2	
<b>5</b>			

## LIST OF ESTABLISHED POSTS

### Ministry of Youth & Culture

#### Child Development Agency

##### Child & Family Programmes- North East Region

###### St. Ann Office

No. of Posts	Posts	Classification	Remarks
1	Team Leader	LEVEL 5	
4	Children's Officer	LEVEL 4	
1	Administrative/Customer Service Representative	LEVEL 3	
<b>6</b>			

###### St. Mary Office

No. of Posts	Posts	Classification	Remarks
1	Team Leader	LEVEL 5	
3	Children's Officer	LEVEL 4	
1	Administrative/Customer Service Representative	LEVEL 3	
<b>5</b>			

**22 Total- Child & Family Programmes- North East Region**

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

No. of Posts	Posts	Classification	Remarks
1	Regional Director	LEVEL 6	
2	Monitoring Officer	LEVEL 5	
1	Administrative Assistant	LEVEL 4	
<b>4</b>			

###### Kingston & St. Andrew Office

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

###### Residential Child Care Facility- Glenhope Nursery

No. of Posts	Posts	Classification	Remarks
1	Manager	LEVEL 5	
1	Assistant Manager	LEVEL 4	
1	Children's Officer	LEVEL 4	
1	Teacher	LEVEL 3	
1	Inventory/Procurement Officer	LEVEL 2	
<b>5</b>			

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

No. of Posts	Posts	Classification	Remarks
1	Manager	LEVEL 5	



## LIST OF ESTABLISHED POSTS

### Ministry of Youth & Culture

#### Child Development Agency

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

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

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

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

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

###### Residential Child Care Facility- Marigold

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

###### Residential 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	Inventory/Procurement Officer	LEVEL 2	
5			

###### St. Catherine Office

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

## LIST OF ESTABLISHED POSTS

### Ministry of Youth & Culture

#### Child Development Agency

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

St. Thomas Office

No. of Posts	Posts	Classification	Remarks
2	Children's Officer	LEVEL 4	
1	Secretary	LEVEL 2	
3			
61	Total- Child & Family Programmes- South East Region		

##### Child & Family Programmes- Southern Region

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

Clarendon Office

No. of Posts	Posts	Classification	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	Classification	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

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

Residential Child Care Facility- St. Augustine

No. of Posts	Posts	Classification	Remarks
1	Manager	LEVEL 5	
1	Assistant Manager	LEVEL 4	
1	Children's Officer	LEVEL 4	

## LIST OF ESTABLISHED POSTS

### Ministry of Youth & Culture

#### Child Development Agency

##### Child & Family Programmes- Southern Region

###### Residential Child Care Facility- St. Augustine

No. of Posts	Posts	Classification	Remarks
1	Teacher	LEVEL 3	
1	Inventory/Procurement Officer	LEVEL 2	
5			

###### Residential Child Care Facility- Summerfield

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	Inventory/Procurement Officer	LEVEL 2	
5			

###### St. Elizabeth Office

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

34 Total- Child & Family Programmes- Southern Region

##### Child & Family Programmes- Western Region

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

###### Hanover Office

No. of Posts	Posts	Classification	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	Classification	Remarks
1	Manager	LEVEL 5	New post [# 282876] with effect from July 1, 2012.
1	Assistant Manager	LEVEL 4	New post [# 282931] with effect from July 1, 2012.

## LIST OF ESTABLISHED POSTS

### Ministry of Youth & Culture

#### Child Development Agency

##### Child & Family Programmes- Western Region

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

No. of Posts	Posts	Classification	Remarks
1	Counsellor	LEVEL 4	New post [# 282933] with effect from July 1, 2012.
1	Social Worker	LEVEL 4	New post [# 282932] with effect from July 1, 2012.
1	Administrator	LEVEL 2	New post [# 282934] with effect from July 1, 2012.
2	Cook	LEVEL 1	Two (2) new posts [#s 282935-6] with effect from July 1, 2012.
7			

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

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

###### Residential Child Care Facility- COPSE

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

###### Residential Child Care Facility- Granville

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

###### St. James Office

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

## LIST OF ESTABLISHED POSTS

### Ministry of Youth & Culture

#### Child Development Agency

##### Child & Family Programmes- Western Region

St. James Office

No. of Posts	Posts	Classification	Remarks
9			

Trelawny Office

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

Westmoreland Office

No. of Posts	Posts	Classification	Remarks
4	Children's Officer	LEVEL 4	
1	Administrative/Customer Service Representative	LEVEL 3	
5			
47	<b>Total- Child &amp; Family Programmes- Western Region</b>		

#### Executive Secretariat

No. of Posts	Posts	Classification	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			
9	<b>Total- Executive Secretariat</b>		

#### Financial Management and Accounting Services

No. of Posts	Posts	Classification	Remarks
1	Director, Financial Management and Accounting Services	LEVEL 7	
1	Accountant	LEVEL 5	
1	Budget Officer	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	

## LIST OF ESTABLISHED POSTS

### Ministry of Youth & Culture

#### Child Development Agency

##### Financial Management and Accounting Services

No. of Posts	Posts	Classification	Remarks
12			
12	Total- Financial Management and Accounting Services		

##### Human Resource Management & Administration

No. of Posts	Posts	Classification	Remarks
1	Director, Human Resource Management & Administration	LEVEL 7	
1	Training Officer	LEVEL 4	
1	Administrative Assistant	LEVEL 4	
9	Records Officer	LEVEL 2	
1	Secretary	LEVEL 2	
13			

##### Human Resources

No. of Posts	Posts	Classification	Remarks
1	Human Resource Manager	LEVEL 6	
1	Personnel Officer	LEVEL 3	
2	Records Officer	LEVEL 2	
4			

##### Information 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	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	Post [# 148307] formerly Level 1 regraded with effect from April 1, 2012
6	Attendant	LEVEL 1A	Six (6) posts [#s 148308 & 294678-82] formerly Level 1 regraded with effect from April 1, 2012.
2	Driver	LEVEL 1B	Two (2) posts [#s 148309 & 294677] formerly Level 1 regraded with effect from April 1, 2012.
14			
34	Total- Human Resource Management & Administration		

## LIST OF ESTABLISHED POSTS

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### Ministry of Youth & Culture

#### Child Development Agency

##### Investigations Unit

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No. of Posts	Posts	Classification	Remarks
1	Investigations Manager	LEVEL 5	New post [# 282920] with effect from July 1, 2012.
10	Investigation Officer	LEVEL 4	Ten (10) new posts [# 282921-30] with effect from July 1, 2012.
11			
11	<b>Total- Investigations Unit</b>		

##### Policy Planning & Evaluation

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No. of Posts	Posts	Classification	Remarks
1	Director, Policy Planning and Evaluation	LEVEL 7	
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	
2	Data Entry Clerk	LEVEL 2	
1	Secretary	LEVEL 2	
9			
9	<b>Total- Policy Planning &amp; Evaluation</b>		
323	<b>Total- Child Development Agency</b>		

## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister Jamaica Information Service

#### Corporate Services

No. of Posts	Posts	Classification	Remarks
1	Director, Corporate Services	GRADE 2	
1	Corporate Planner	GRADE 3	Post [# 263080] of Computer Service Manager retitled with effect from October 1, 2011.
1	Administrative Assistant	GRADE 5	
1	Corporate Services Officer	GRADE 5	Post [# 263084] of Research Assistant (Grade 6) regraded and retitled with effect from October 1, 2011.
<b>4</b>			

#### Finance

No. of Posts	Posts	Classification	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	Payroll Officer	GRADE 5	
1	Asset Management Officer	GRADE 5	
1	Accounts Receivables Officer	GRADE 5	
1	Accounts Payable Officer	GRADE 5	
1	Accounting Officer (Costing)	GRADE 5	
1	Administrative/Accounting Assistant	GRADE 5	Post [# 140052] of Administrative Assistant (Grade 6), retitled and reclassified with effect from September 2, 2013
1	Stores Officer	GRADE 6	
1	Cashier/Collections Officer	GRADE 6	
<b>11</b>			

#### Office Management

No. of Posts	Posts	Classification	Remarks
1	Office Manager	GRADE 3	
1	Administrative/Office Services Officer	GRADE 5	Post [# 263081] of Clerical Officer (Grade 6), retitled and reclassified with effect from September 2, 2013.
1	Driver	GRADE 6	Post [# 140041] formerly Grade 7 upgraded with effect from October 1, 2011.
1	Telephone Operator/Receptionist	GRADE 6	
6	Driver	GRADE 7	
2	Attendant	GRADE 8	
5	Part-time Cleaner	GRADE 8	
1	Property Attendant	GRADE 8	
1	Messenger	GRADE 8	Post [# 263079] transferred from the Editorial Department with effect from October 1, 2011.
<b>19</b>			
<b>34</b>	<b>Total- Corporate Services</b>		



## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister

### Jamaica Information Service

#### Customer Relations Management

No. of Posts	Posts	Classification	Remarks
1	Director, Customer Relations Management	GRADE 2	New post [# 294941] with effect from October 1, 2011.
1			

#### Marketing/Sales & Advertising

No. of Posts	Posts	Classification	Remarks
1	Marketing Executive	GRADE 3	Post [# 263094] of Business Development Executive (Grade 5) retitled & reclassified with effect from October 1, 2011.
1	Marketing & Sales Executive	GRADE 3	New post [# 294957] with effect from October 1, 2011.
1	Media Buyer	GRADE 5	Post [# 140078] formerly (Grade 6) upgraded and transferred from Research & Publication Department with effect from October 1, 2011.
1	Business Development Officer	GRADE 5	
1	Media Buyer Assistant	GRADE 6	Post [# 140040] of Assistant Media Buyer retitled and transferred from Research & Publication Department with effect from October 1, 2011.
5			

#### Public Relations

No. of Posts	Posts	Classification	Remarks
1	Manager, Public Relations	GRADE 3	
2	Public Relations Executive	GRADE 4A	
2	Public Relations Executive	GRADE 4A	Two (2) new posts [#s 294942-3] with effect from October 1, 2011.
8	Public Relations Officer	GRADE 4	
1	Administrative Assistant	GRADE 5	
14			
20	<b>Total- Customer Relations Management</b>		

#### Executive Office

No. of Posts	Posts	Classification	Remarks
1	Chief Executive Officer	GRADE 1	
1	Executive Assistant (CEO)	GRADE 4	Post [# 140004] of Information Officer retitled with effect from October 1, 2011.
1	Administrative Assistant (Deputy CEO)	GRADE 5	
1	Administrative Assistant (Director, Production)	GRADE 5	
4			

#### Special Projects

No. of Posts	Posts	Classification	Remarks
1	Special Projects Manager	GRADE 3	

## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister

#### Jamaica Information Service

##### Executive Office

###### Special Projects

No. of Posts	Posts	Classification	Remarks
1	Special Projects Officer	GRADE 4	
2			
6	<b>Total- Executive Office</b>		

##### Human Resources

No. of Posts	Posts	Classification	Remarks
1	Director, Human Resources	GRADE 2	
1	Records Manager	GRADE 3	New post [# 294940] with effect from October 1, 2011.
1	Recruitment & Employee Benefits Administrator	GRADE 4	Post [# 140037] of HR Officer (Grade 5) regraded and retitled with effect from October 1, 2011.
1	Employee Relations & Training Coordinator	GRADE 4	
1	Compensation Administrator	GRADE 4	Post [# 141960] of HR Officer retitled with effect from October 1, 2011.
1	Records Officer/Relief Telephone Operator	GRADE 6	
1	Human Resource Clerk	GRADE 6	
7			
7	<b>Total- Human Resources</b>		

##### Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Internal Auditor	GRADE 3	
1	Assistant Auditor	GRADE 4	New post [# 294939] with effect from October 1, 2011.
2			
2	<b>Total- Internal Audit</b>		

##### Office of the Chief State Liaison

No. of Posts	Posts	Classification	Remarks
1	Deputy CEO/Chief State Liaison	GRADE 2A	
1			

##### Editorial & Photography

No. of Posts	Posts	Classification	Remarks
1	Consulting Editor	GRADE 3	
1	Managing Editor	GRADE 3	
2	Senior Reporter	GRADE 4	
2	Senior Photographer	GRADE 4	Two (2) new posts [#s 294958-9] with effect from October 1, 2011.
1	Photo Editor/Supervisor	GRADE 4	

## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister

### Jamaica Information Service

#### Office of the Chief State Liaison

##### Editorial & Photography

No. of Posts	Posts	Classification	Remarks
1	Senior Editor	GRADE 4	
5	Photographer	GRADE 5	
1	Reporter/Sub Editor	GRADE 5	
1	Administrative Assistant	GRADE 5	Post [# 140024] of Editorial Assistant retitled with effect from October 1, 2011.
7	Reporter	GRADE 5	
1	Clerical Officer	GRADE 6	Post [# 140027] of Laboratory Technician (Grade 7) reclassified and retitled with effect from October 1, 2011.
1	Photo Librarian	GRADE 7	
<b>24</b>			

##### Editorial & Photography- Regional Services (Montego Bay)

No. of Posts	Posts	Classification	Remarks
1	Manager, Montego Bay Branch	GRADE 3	Post [# 140064] of Regional Services Manager retitled with effect from October 1, 2011.
3	Technical Officer	GRADE 5	
4	Information Officer	GRADE 5	
1	Administrative Assistant	GRADE 6	
3	Assistant Technical Officer	GRADE 6	
1	Office Attendant	GRADE 8	
<b>13</b>			

##### Research & Publications

No. of Posts	Posts	Classification	Remarks
1	Manager, Research & Publications	GRADE 3	Post [# 140073] of Manager, Publication & Advertising retitled with effect from October 1, 2011.
2	Research Officer/Writer	GRADE 4	
1	Librarian	GRADE 4	
<b>4</b>			

##### Research & Publications- Pre-Press

No. of Posts	Posts	Classification	Remarks
1	Graphic Artist/Supervisor	GRADE 4	
1	Copy Editor	GRADE 4	
1	Print Production Supervisor	GRADE 4	Post [# 140082] of Master Printer retitled with effect from October 1, 2011.
1	Copy Writer	GRADE 4	Post [# 141194] formerly Grade 6 upgraded with effect from October 1, 2011.
4	Graphic Artist	GRADE 5	
3	Printer	GRADE 6	
1	Library Assistant/Archivist	GRADE 6	Post [# 140080] of Clerical Officer retitled with effect from October 1, 2011.

## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister

### Jamaica Information Service

#### Office of the Chief State Liaison

Research & Publications- Pre-Press

No. of Posts	Posts	Classification	Remarks
1	Administrative Assistant	GRADE 6	
1	Stripper/Plate Burner/Binder	GRADE 7	
1	Binder	GRADE 7	
<b>15</b>			
<b>57</b>	<b>Total- Office of the Chief State Liaison</b>		

#### Production

No. of Posts	Posts	Classification	Remarks
1	Director, Production	GRADE 2	
<b>1</b>			

#### Computer Services

No. of Posts	Posts	Classification	Remarks
1	Computer Services Manager	GRADE 3	
1	IT Technician/System Support	GRADE 4	
1	Web Developer	GRADE 4	
1	Web Master	GRADE 4	
2	Web Designer/Developer	GRADE 4	
1	Software Developer	GRADE 4	New post [# 294960] with effect from October 1, 2011.
1	Systems Administrator	GRADE 4	
1	Web Content Writer/Editor	GRADE 4	
1	E-Marketing Officer/Computer Services Administrative Assistant	GRADE 5	New post [# 294961] with effect from October 1, 2011.
<b>10</b>			

#### Radio

No. of Posts	Posts	Classification	Remarks
1	Manager, Radio	GRADE 3	Post [# 140086] of Manager, retitled with effect from October 1, 2011.
1	Editor	GRADE 4	
1	Senior Producer/Editor	GRADE 4	
1	Senior Writer/Producer/Presenter	GRADE 4	
4	Writer/Producer/Presenter	GRADE 5	
2	Studio Technician	GRADE 6	
1	Administrative Assistant	GRADE 6	
<b>11</b>			

#### Television

No. of Posts	Posts	Classification	Remarks
1	Manager, Television	GRADE 3	
1	Technical Supervisor	GRADE 4	

## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister Jamaica Information Service

#### Production

##### Television

No. of Posts	Posts	Classification	Remarks
1	Engineer	GRADE 4	Post [# 263091] formerly Grade 5 upgraded with effect from October 1, 2011.
1	Head, Documentary Unit	GRADE 4	New post [# 294955] with effect from October 1, 2011.
2	Senior Writer/Producer/Presenter	GRADE 4	
1	Senior Production Coordinator	GRADE 4	
1	Senior Editor	GRADE 4	
1	Senior E.N.G Editor	GRADE 4	
1	Product Assistant	GRADE 5	
1	Production Assistant/Graphic Artist	GRADE 5	New post [# 294944] with effect from October 1, 2011.
1	Senior Sound Technician	GRADE 5	Post [# 140102] of Sound Technician (GRADE 6) upgraded with effect from October 1, 2011.
4	Sound Technician/Videographer/Projectionist	GRADE 5	
7	Writer/Producer/Presenter	GRADE 5	
11	Videographer	GRADE 5	
1	Assistant Engineer	GRADE 5	New post [# 294952] with effect from October 1, 2011.
1	Senior Audio/Visual Librarian	GRADE 5	Post [# 263083] of Librarian (Grade 6) upgraded and retitled with effect from October 1, 2011.
2	Graphic Artist	GRADE 5	
5	E.N.G Editor	GRADE 5	
1	Clerical Officer	GRADE 6	
1	Administrative Assistant	GRADE 6	
1	Assistant Engineer	GRADE 6	
1	Audio Visual/Librarian	GRADE 6	
1	Documentary Unit Production Assistant	GRADE 6	
1	Grip	GRADE 7	
1	Telephone Operator/Receptionist	GRADE 7	
1	Assistant Audio/Visual Librarian	GRADE 7	Post [# 263096] of Assistant Librarian retitled with effect from October 1, 2011.
1	Messenger	GRADE 8	Post [# 140112] of Attendant/Messenger retitled with effect from October 1, 2011.
1	Part-Time Attendant	GRADE 8	
1	Attendant	GRADE 8	
<b>54</b>			
<b>76</b>	<b>Total- Production</b>		
<b>202</b>	<b>Total- Jamaica Information Service</b>		

## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister Management Institute for National Development

#### Business Development and Communication

No. of Posts	Posts	Classification	Remarks
1	Director	GRADE 10	
1	Business Development and Communication Specialist	GRADE 8	Post [# 141673] of Business Development Manager retitled with effect from December 1, 2011.
1	Administrator	GRADE 5	Post [# 141675] of Marketing Assistant, Human Resource and Communication (Grade 4), retitled and reclassified with effect from December 1, 2011.
3			

#### Creative Development and Production

No. of Posts	Posts	Classification	Remarks
1	Manager	GRADE 8	Post [# 141674] of Promotions Development Specialist (Grade 7), retitled and reclassified with effect from December 1, 2011.
1	Creative Development & Production Officer	GRADE 6	New post [# 280407] with effect from December 1, 2011.
1	Document Production & Packaging Assistant	GRADE 3	New post [# 280408] with effect from December 1, 2011. Post of Document Production & Packaging Assistant (GRADE 2) upgraded with effect from August 2, 2013.
1	Document Production and Packaging Technician	GRADE 2	Post [# 141718] of Reprographic Assistant retitled with effect from December 1, 2011.
4			

#### ICT Management

No. of Posts	Posts	Classification	Remarks
1	Manager	GRADE 8	Post [# 141670] of Information Technology Manager, Information Technology (Grade 7), retitled and reclassified with effect from December 1, 2011.
1	ICT Management Officer	GRADE 6	Post [# 141717] of Information Technology Administrator, Information Technology (Grade 5), retitled and reclassified with effect from December 1, 2011.
1	Network Administrator	GRADE 6	New post [# 280418] with effect from April 1, 2012.
3			

#### Marketing and Communications

No. of Posts	Posts	Classification	Remarks
1	Marketing and Communications Manager	GRADE 7	Post [# 141813] of Marketing and Logistics Officer, Business Development (Grade 6), retitled & reclassified with effect from December 1, 2011.
2	Client Relations & Marketing Officer	GRADE 6	Two (2) new posts [#s 280409 & 280417] with effect from April 1, 2012.

## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister Management Institute for National Development

#### Business Development and Communication

##### Marketing and Communications

No. of Posts	Posts	Classification	Remarks
1	Client Relations & Marketing Officer	GRADE 6	Post [# 141712] of Senior Customer Service Representative, Business Development (Grade 5), retitled, reclassified with effect from December 1, 2011.

4

##### Registry & Records Management

No. of Posts	Posts	Classification	Remarks
1	Senior Manager	GRADE 9	New post [# 280406] with effect from December 1, 2011.
1	Manager	GRADE 7	Post [# 141711] of Customer Service Manager, Business Management, retitled with effect from December 1, 2011.
3	Registry and Records Management Officer	GRADE 4	Three (3) posts [#s 141713 & 248404-5] of Customer Service Representative, Business Management retitled with effect from December 1, 2011.
1	Registry and Records Management Officer	GRADE 4	Post [# 248407] of Customer Service Representative/Reception Assistant, Business Management, retitled with effect from December 1, 2011.

6

##### Research and Information Management

No. of Posts	Posts	Classification	Remarks
1	Manager	GRADE 8	New post [# 280410] with effect from December 1, 2011.
1	Research & Information Management Officer	GRADE 6	New post [# 280413] with effect from April 1, 2012.

2

##### Research and Information Management - Library

No. of Posts	Posts	Classification	Remarks
1	Librarian	GRADE 7	Post [# 141702] of Research Library and Records Manager retitled with effect from December 1, 2011.
1	Library and Information Management Assistant	GRADE 4	Post [# 141703] of Research Assistant retitled with effect from December 1, 2011.
1	Library and Information Management Assistant	GRADE 3	Post [# 141697] of Library Assistant retitled with effect from April 1, 2012.

3

25 **Total- Business Development and Communication**

## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister Management Institute for National Development

#### Executive Office

No. of Posts	Posts	Classification	Remarks
1	Chief Executive Officer	GRADE 11	
1	Monitoring & Evaluating Specialist	GRADE 8	Post [# 141809] of Partnership Manager (Grade 7) reclassified and retitled with effect from December 1, 2011.
1	Manager, Strategy & Accountability	GRADE 8	New post [# 280403] with effect from December 1, 2011.
1	Executive Assistant	GRADE 5	
<b>4</b>			

#### Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	GRADE 8	New post [# 280405] with effect from December 1, 2011.
1	Internal Auditor	GRADE 6	
<b>2</b>			

#### Mandeville Learning Centre

No. of Posts	Posts	Classification	Remarks
1	Senior Manager, Distance Learning	GRADE 9	Post [# 141693] of Regional Manager (Grade 8) retitled Campus Manager with effect from December 1, 2011; and further retitled and upgraded with effect from April 1, 2015.
1	Capability Development Specialist	GRADE 7	Post [# 141694] of Learning Facilitator/Consultant retitled with effect from December 1, 2011.
1	Client Relations & Marketing Officer	GRADE 6	Post [# 141686] of Learning Administrative Assistant retitled with effect from April 1, 2012.
1	Senior Administrator	GRADE 6	Post [# 141695] of Learning Coordinator/Administrative Assistant (Grade 5) retitled and reclassified with effect from December 1, 2011.
1	Registry and Records Management Officer	GRADE 4	Post [# 141696] of Customer Service Representative retitled with effect from December 1, 2011.
1	Accounting Assistant	GRADE 4	Post [# 141698] formerly Grade 3 reclassified with effect from December 1, 2011.
1	Library Assistant	GRADE 4	
1	Grounds/Maintenance Attendant	GRADE 2	Post [# 141812] formerly Grade 1 upgraded with effect from December 1, 2011.
1	Office and Library Attendant	GRADE 2	Post [# 248402] of Office Attendant (Grade 1) retitled and reclassified with effect from December 1, 2011.
<b>9</b>			
<b>15</b>	<b>Total- Executive Office</b>		



## LIST OF ESTABLISHED POSTS

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### Office Of The Prime Minister Management Institute for National Development Finance HRM & Institutional Strengthening

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No. of Posts	Posts	Classification	Remarks
1	Director, Finance and HRM & Institutional Strengthening	GRADE 10	Post [# 141705] of Director, Finance and Resource retitled with effect from December 1, 2011.

1

#### Corporate Services

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No. of Posts	Posts	Classification	Remarks
1	Senior Manager	GRADE 9	Post [# 141715] of Operations Manager (Grade 8) retitled and reclassified with effect from December 1, 2011.
1	Environmental Service Management Officer	GRADE 6	Post [# 141806] of Operations Administrator retitled with effect from December 1, 2011.
1	Procurement Officer	GRADE 6	Post [# 141714] of Procurement and Asset Management Officer retitled with effect from December 1, 2011.
1	Delivery Attendant	GRADE 3	Post [# 141719] of Delivery & Facilities Attendant (Grade 2) retitled with effect from December 1, 2011 and upgraded with effect from August 2, 2013.
1	Inventory Assistant	GRADE 3	Post [# 141706] of Administrative Assistant, Business Development retitled with effect from December 1, 2011.

5

#### Corporate Services - Facilities and Services Management

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No. of Posts	Posts	Classification	Remarks
1	Facilities and Services Management Officer	GRADE 6	Post [# 248406] of Customer Service Representative (Grade 4) retitled and reclassified with effect from December 1, 2011.
1	Facilities and Maintenance Technician	GRADE 4	Post [# 141716] of Facilities & Maintenance Coordinator retitled with effect from December 1, 2011.
1	Facilities Maintenance Assistant	GRADE 4	Post [# 248408] of Attendant (Grade 2) retitled and reclassified with effect from December 1, 2011.
2	Grounds/Maintenance Attendant	GRADE 2	Two (2) posts [#s 141721-2] formerly Grade 1 upgraded with effect from December 1, 2011.
4	Office Attendant	GRADE 2	Four (4) posts [#s 141720 & 141723-5 ] formerly Grade 1 upgraded with effect from December 1, 2011.

9

#### Finance and Accounts

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No. of Posts	Posts	Classification	Remarks
1	Accountant	GRADE 8	Post [# 141707] formerly Grade 7 reclassified with effect from December 1, 2011.

## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister Management Institute for National Development

#### Finance HRM & Institutional Strengthening

##### Finance and Accounts

No. of Posts	Posts	Classification	Remarks
1	Finance and Accounts Officer	GRADE 6	Post [# 141708] of Accounts Receivable Officer (Grade 5) retitled and reclassified with effect from December 1, 2011.
4	Accounting Assistant	GRADE 4	Three (3) posts [#s141709-10 & 141807] formerly Grade 3 reclassified with effect from December 1, 2011.
<b>6</b>			

##### Human Resource Management

No. of Posts	Posts	Classification	Remarks
1	Senior Manager	GRADE 9	New post [# 280411] with effect from April 1, 2012.
1	Senior Human Resource Management Officer	GRADE 7	New post [# 280404] with effect from December 1, 2011.
1	Performance Management Officer	GRADE 6	New post [# 280412] with effect from April 1, 2012.
1	Employee Relations and Benefits Officer	GRADE 6	Post [# 141676] of HR Administrator retitled with effect from December 1, 2011.
1	Human Resource Administrator	GRADE 5	Post [# 141677] of HR Assistant (Grade 4) retitled and reclassified with effect from December 1, 2011.
<b>5</b>			
<b>26</b>	<b>Total- Finance HRM &amp; Institutional Strengthening</b>		

#### Public Service Capability Development

No. of Posts	Posts	Classification	Remarks
1	Director	GRADE 10	Post [# 141678] of Director of Learning retitled with effect from December 1, 2011.
1	Senior Manager, Public Service Capability Development	GRADE 9	Post [# 280425] of Deputy Director, Learning (Grade 8) retitled and reclassified with effect from December 1, 2011.
1	Instructional Design Specialist	GRADE 8	Post [# 141679] of Curriculum Development Specialist retitled with effect from April 1, 2012.
2	Product Planning and Development Officer	GRADE 7	Two (2) new posts [#s 280430-1] with effect from December 1, 2011.
1	Administrator	GRADE 5	Post [# 141692] of Learning Administrative Assistant (Grade 3) retitled and reclassified with effect from December 1, 2011.
<b>6</b>			

##### Customised Programme Delivery & Administration

No. of Posts	Posts	Classification	Remarks
1	Manager	GRADE 8	Post [# 141680] of Manager, Finance and Organizational Administration retitled with effect from December 1, 2011.

## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister Management Institute for National Development

#### Public Service Capability Development

##### Customised Programme Delivery & Administration

No. of Posts	Posts	Classification	Remarks
1	Capability Development Specialist	GRADE 7	Post [# 141685] of Learning Facilitator/Consultant, Learning and Professional Development (Grade 6) retitled and reclassified with effect from December 1, 2011.
1	Administrator	GRADE 5	Post [# 141701] of Learning Administrative Assistant (Grade 3) retitled and reclassified with effect from December 1, 2011.
1	Capability Development Specialist	GRADE 5	New post [# 280416] with effect from April 1, 2012.
4			

##### Distance Learning

No. of Posts	Posts	Classification	Remarks
1	Distant Learning Specialist	GRADE 7	New post [# 280415] of Distant Learning Capability Specialist retitled with effect from April 1, 2012; and further retitled with effect from April 1, 2015.
1			

##### Product Quality Assurance

No. of Posts	Posts	Classification	Remarks
1	Manager	GRADE 8	New post [# 280428] with effect from December 1, 2011.
1	Product Quality Assurance Officer, Accreditation	GRADE 6	Post [# 141810] of Product Quality Assurance Coordinator (Grade 5) retitled and reclassified with effect from December 1, 2011.
1	Product Quality Assurance Officer, Assessment	GRADE 6	New post [# 280429] with effect from December 1, 2011.
3			

##### Scheduled Programme Delivery & Administration

No. of Posts	Posts	Classification	Remarks
1	Manager	GRADE 8	Post [# 141681] of Manager, Leadership and Professional Development (DLPD) retitled with effect from December 1, 2011.
1	Capability Development Specialist	GRADE 7	New post [# 280427] with effect from December 1, 2011.
3	Capability Development Specialist	GRADE 7	Three (3) posts [#s 141682-4] of Senior Learning Facilitator, Leadership and Professional Development, retitled with effect from December 1, 2011.
3	Capability Development Specialist	GRADE 7	Three (3) posts [#s 141688-9 & 141691] of Senior Learning Facilitator, Finance and Organization Administration, Finance and Accounts retitled, with effect from December 1, 2011.

## LIST OF ESTABLISHED POSTS

### Office Of The Prime Minister

### Management Institute for National Development

#### Public Service Capability Development

Scheduled Programme Delivery & Administration

No. of Posts	Posts	Classification	Remarks
1	Capability Development Specialist	GRADE 7	Post [# 141690] of Learning Facilitator/Consultant, Finance and Organization Administration, Finance and Accounts, Professional Training Centre (Grade 6) retitled with effect from December 1, 2011.
2	Capability Development Specialist	GRADE 7	Two (2) posts [#s 141699-700] of Senior Learning Facilitator, Finance and Organization Administration, Professional Training Centre retitled with effect from December 1, 2011.
1	Administrator, Schedule Programme Delivery Administration	GRADE 5	Post [# 141811] of Senior Learning Administrative Assistant (Grade 4), Learning and Professional Development, retitled and reclassified with effect from April 1, 2012.
12			
26	<b>Total- Public Service Capability Development</b>		
92	<b>Total- Management Institute for National Development</b>		
5013	<b>Total Established Posts</b>		

# Salary Scale Schedule

**Ministry Of Finance & Planning  
Jamaica Customs Agency**

LEVEL											
<b>11</b>	<i>With effect from Apr 01, 2014</i>	\$6,666,667	\$6,857,143	\$7,047,619	\$7,238,095	\$7,428,571	\$7,619,048	\$7,809,524	\$8,000,000		
<b>10</b>	<i>With effect from Apr 01, 2014</i>	\$5,291,005	\$5,442,177	\$5,593,348	\$5,744,520	\$5,895,692	\$6,046,863	\$6,198,035	\$6,349,206		
<b>9</b>	<i>With effect from Apr 01, 2014</i>	\$4,199,211	\$4,319,188	\$4,439,165	\$4,559,143	\$4,679,120	\$4,799,098	\$4,919,075	\$5,039,053		
<b>8</b>	<i>With effect from Apr 01, 2014</i>	\$3,332,707	\$3,427,927	\$3,523,147	\$3,618,367	\$3,713,588	\$3,808,808	\$3,904,028	\$3,999,248		
<b>7</b>	<i>With effect from Apr 01, 2014</i>	\$2,645,005	\$2,720,577	\$2,796,149	\$2,871,720	\$2,947,292	\$3,022,863	\$3,098,435	\$3,174,006		
<b>6</b>	<i>With effect from Apr 01, 2014</i>	\$2,099,211	\$2,159,188	\$2,219,166	\$2,279,143	\$2,339,120	\$2,399,098	\$2,459,075	\$2,519,053		
<b>5</b>	<i>With effect from Apr 01, 2014</i>	\$1,666,040	\$1,713,641	\$1,761,242	\$1,808,844	\$1,856,445	\$1,904,046	\$1,951,647	\$1,999,248		
<b>4A</b>	<i>With effect from Apr 01, 2014</i>	\$1,322,254	\$1,360,033	\$1,397,811	\$1,435,590	\$1,473,369	\$1,511,148	\$1,548,926	\$1,586,705		
<b>4</b>	<i>With effect from Apr 01, 2014</i>	\$1,322,254	\$1,360,033	\$1,397,811 <b>QB</b>	\$1,435,590	\$1,473,369	\$1,511,148	\$1,548,926	\$1,586,705		
<b>3</b>	<i>With effect from Apr 01, 2014</i>	\$1,049,408	\$1,079,391	\$1,109,374	\$1,139,357	\$1,169,340	\$1,199,323	\$1,229,307	\$1,259,290		
<b>2</b>	<i>With effect from Apr 01, 2014</i>	\$832,864	\$856,660	\$880,456	\$904,252	\$928,048	\$951,844	\$975,640	\$999,436		
<b>1</b>	<i>With effect from Apr 01, 2014</i>	\$661,003	\$679,889	\$698,774	\$717,660	\$736,546	\$755,432	\$774,318	\$793,203		

# Salary Scale Schedule

## Ministry Of Health Registrar General's Department

LEVEL			
<b>1</b>			
	<i>With effect from Apr 01, 2008</i>	\$3,982,577	\$4,827,208
	<i>With effect from Apr 01, 2009</i>	\$4,261,357	\$5,165,112
<b>2A</b>			
	<i>With effect from Apr 01, 2008</i>	\$2,574,511	\$3,604,315
	<i>With effect from Apr 01, 2009</i>	\$2,754,727	\$3,856,617
<b>2B</b>			
	<i>With effect from Apr 01, 2008</i>	\$2,359,968	\$3,303,956
	<i>With effect from Apr 01, 2009</i>	\$2,525,166	\$3,535,233
<b>3</b>			
	<i>With effect from Apr 01, 2008</i>	\$1,853,648	\$2,317,060
	<i>With effect from Apr 01, 2009</i>	\$1,983,404	\$2,479,254
<b>4</b>			
	<i>With effect from Apr 01, 2008</i>	\$1,115,622	\$1,673,432
	<i>With effect from Apr 01, 2009</i>	\$1,193,715	\$1,790,572
<b>5</b>			
	<i>With effect from Apr 01, 2008</i>	\$686,536	\$1,029,804
	<i>With effect from Apr 01, 2009</i>	\$734,594	\$1,101,891
<b>6</b>			
	<i>With effect from Apr 01, 2008</i>	\$430,082	\$622,173
	<i>With effect from Apr 01, 2009</i>	\$460,187	\$665,725
<b>7</b>			
	<i>With effect from Apr 01, 2008</i>	\$326,478	\$424,421
	<i>With effect from Apr 01, 2009</i>	\$349,332	\$454,131

# Salary Scale Schedule

## Ministry of Industry, Investment And Commerce Companies Office of Jamaica

LEVEL																				
<b>1</b>																				
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$3,799,088	\$3,957,392	\$4,115,697	\$4,274,001	\$4,432,305	\$4,590,609	\$4,748,913	\$4,907,217	\$5,065,521	\$5,223,826								
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$4,065,024	\$4,234,410	\$4,403,795	\$4,573,181	\$4,742,566	\$4,911,952	\$5,081,337	\$5,250,722	\$5,420,108	\$5,589,493								
<b>2a</b>																				
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$3,370,500	\$3,488,468	\$3,610,564	\$3,736,933	\$3,867,726	\$4,003,097	\$4,143,205	\$4,288,218										
<b>2b</b>																				
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$2,698,753	\$2,812,281	\$2,925,808	\$3,039,335	\$3,152,863	\$3,266,390	\$3,379,917	\$3,493,445										
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$2,887,666	\$3,009,141	\$3,130,692	\$3,252,088	\$3,373,563	\$3,459,037	\$3,616,511	\$3,737,986										
<b>3</b>																				
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$2,087,457	\$2,160,231	\$2,233,005	\$2,305,779	\$2,378,554	\$2,451,328	\$2,524,102	\$2,596,876										
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$2,233,579	\$2,311,447	\$2,389,316	\$2,467,184	\$2,545,052	\$2,622,921	\$2,700,789	\$2,778,657										
<b>4</b>																				
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$1,819,004	\$1,882,669	\$1,948,563	\$2,016,763	\$2,087,350	\$2,160,406	\$2,236,021	\$2,314,282										
<b>4a</b>																				
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$1,223,491	\$1,275,655	\$1,327,819	\$1,379,983	\$1,432,147	\$1,484,311	\$1,536,475	\$1,588,639	\$1,640,803	\$1,692,967								
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$1,309,135	\$1,364,951	\$1,420,766	\$1,476,582	\$1,532,397	\$1,588,213	\$1,644,028	\$1,699,843	\$1,755,659	\$1,811,474								
<b>4b</b>																				
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$915,576	\$947,751	\$979,926	\$1,012,101	\$1,044,276	\$1,076,451	\$1,108,626	\$1,140,802	\$1,172,977	\$1,205,152								
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$979,666	\$1,014,094	\$1,048,521	\$1,082,948	\$1,117,376	\$1,151,803	\$1,186,230	\$1,220,658	\$1,255,085	\$1,289,512								
<b>5</b>																				
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$744,413	\$768,865	\$793,317	\$817,769	\$842,221	\$866,672	\$891,124	\$915,576										
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$796,522	\$822,686	\$848,849	\$875,013	\$901,176	\$927,339	\$953,503	\$979,666										
<b>6</b>																				
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$590,893	\$612,085	\$633,276	\$654,468	\$675,660	\$696,852												
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$632,256	\$654,931	\$677,606	\$700,281	\$722,956	\$745,631												

# Salary Scale Schedule

## Companies Office of Jamaica

<b>LEVEL</b>								
<b>7a</b>								
<i>With effect from Apr 01, 2008</i>	\$493,086	\$514,685	\$536,284	\$557,883	\$579,483	\$601,082		
<i>With effect from Apr 01, 2009</i>	\$527,601	\$550,713	\$573,824	\$596,935	\$620,046	\$643,158		
<b>7b</b>								
<i>With effect from Apr 01, 2008</i>	\$350,482	\$369,850	\$389,217	\$408,585	\$427,952	\$447,320		
<i>With effect from Apr 01, 2009</i>	\$375,016	\$395,739	\$416,462	\$437,186	\$457,909	\$478,633		



# Salary Scale Schedule

## Ministry of Justice Administrator General's Department

GRADE			
<b>9</b>	<i>With effect from Dec 01, 2014</i>	\$5,504,718	\$6,880,897
<b>8</b>	<i>With effect from Dec 01, 2014</i>	\$4,194,071	\$5,242,588
<b>7</b>	<i>With effect from Apr 01, 2008</i>	\$2,445,786	\$3,733,040
	<i>With effect from Apr 01, 2009</i>	\$2,616,990	\$3,994,353
<b>6</b>	<i>With effect from Apr 01, 2008</i>	\$1,759,249	\$2,777,250
	<i>With effect from Apr 01, 2009</i>	\$1,882,397	\$2,971,658
<b>5</b>	<i>With effect from Apr 01, 2008</i>	\$901,079	\$1,811,250
	<i>With effect from Apr 01, 2009</i>	\$964,155	\$1,938,038
<b>4</b>	<i>With effect from Apr 01, 2008</i>	\$790,312	\$1,465,397
	<i>With effect from Apr 01, 2009</i>	\$845,634	\$1,567,974
<b>3</b>	<i>With effect from Apr 01, 2008</i>	\$624,077	\$1,086,750
	<i>With effect from Apr 01, 2009</i>	\$667,763	\$1,162,823
<b>2</b>	<i>With effect from Apr 01, 2008</i>	\$582,996	\$784,875
	<i>With effect from Apr 01, 2009</i>	\$623,806	\$839,816
<b>1</b>	<i>With effect from Apr 01, 2008</i>	\$326,478	\$596,505
	<i>With effect from Apr 01, 2009</i>	\$349,332	\$638,260

# Salary Scale Schedule

## Ministry of National Security Passport, Immigration and Citizenship Agency

LEVEL			
<b>10</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$4,140,000	\$5,382,000
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$4,428,800	\$5,758,740
<b>9</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$3,335,000	\$4,002,000
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$3,568,450	\$4,282,140
<b>8</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$2,645,000	\$3,174,000
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$2,830,150	\$3,396,180
<b>8a</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$2,875,000	\$3,450,000
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$3,076,250	\$3,691,500
<b>7</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$2,162,000	\$2,594,400
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$2,313,340	\$2,776,008
<b>6</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$1,725,000	\$2,070,000
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$1,845,750	\$2,214,900
<b>5</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$1,380,000	\$1,656,000
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$1,476,600	\$1,771,920
<b>4a</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$1,092,500	\$1,311,000
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$1,168,975	\$1,402,770

# Salary Scale Schedule

## Passport, Immigration and Citizenship Agency

LEVEL			
<b>4</b>	<i>With effect from Apr 01, 2008</i>	\$1,012,000	\$1,214,400
	<i>With effect from Apr 01, 2009</i>	\$1,082,840	\$1,299,408
<b>3</b>	<i>With effect from Apr 01, 2008</i>	\$782,208	\$938,660
	<i>With effect from Apr 01, 2009</i>	\$836,963	\$1,004,355
<b>2</b>	<i>With effect from Apr 01, 2008</i>	\$592,581	\$711,098
	<i>With effect from Apr 01, 2009</i>	\$634,062	\$760,875
<b>1</b>	<i>With effect from Apr 01, 2008</i>	\$481,512	\$553,815
	<i>With effect from Apr 01, 2009</i>	\$493,818	\$592,582

# Salary Scale Schedule

## Ministry of Transport, Works & Housing National Works Agency

LEVEL			
<b>10</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$4,111,719	\$5,139,648
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$4,399,540	\$5,499,423
<b>9</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$3,201,892	\$4,002,365
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$3,426,025	\$4,282,530
<b>8</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$2,362,052	\$2,952,564
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$2,527,395	\$3,159,244
<b>7</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$1,749,668	\$2,187,085
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$1,872,144	\$2,340,181
<b>6</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$1,312,251	\$1,640,313
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$1,404,109	\$1,755,135
<b>5</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$1,032,304	\$1,290,379
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$1,104,566	\$1,380,706
<b>4</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$787,351	\$984,188
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$842,466	\$1,053,082
<b>3</b>			
<i>With effect from</i>	<i>Apr 01, 2008</i>	\$594,887	\$743,608
<i>With effect from</i>	<i>Apr 01, 2009</i>	\$636,529	\$795,661

# Salary Scale Schedule

## National Works Agency

LEVEL			
<b>2</b>	<i>With effect from Apr 01, 2008</i>	\$484,582	\$605,727
	<i>With effect from Apr 01, 2009</i>	\$518,503	\$648,128
<b>1</b>	<i>With effect from Apr 01, 2008</i>	\$341,693	\$525,565
	<i>With effect from Apr 01, 2009</i>	\$365,611	\$562,354

# Salary Scale Schedule

## Ministry of Water, Land, Env., And Climate Change Forestry Department

LEVEL														
<b>10</b>														
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$3,795,000	\$3,984,750	\$4,174,500	\$4,364,250	\$4,554,000	\$4,743,750						
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$4,060,650	\$4,345,920	\$4,631,190	\$4,916,460	\$5,201,730	\$5,487,000						
<b>9</b>														
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$2,850,000	\$2,992,500	\$3,135,000	\$3,277,500	\$3,420,000	\$3,562,500						
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$3,049,500	\$3,201,975	\$3,354,450	\$3,506,925	\$3,659,400	\$3,811,875						
<b>8</b>														
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$2,160,000	\$2,268,000	\$2,376,000	\$2,484,000	\$2,592,000	\$2,700,000						
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$2,311,200	\$2,426,760	\$2,542,320	\$2,657,880	\$2,773,440	\$2,889,000						
<b>7</b>														
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$1,677,720	\$1,761,600	\$1,845,480	\$1,929,360	\$2,013,240	\$2,097,120						
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$1,795,200	\$1,884,960	\$1,974,720	\$2,064,480	\$2,154,240	\$2,244,000						
<b>6</b>														
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$1,267,200	\$1,330,560	\$1,393,920	\$1,457,280	\$1,520,640	\$1,584,000						
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$1,355,904	\$1,423,699	\$1,491,494	\$1,559,290	\$1,627,085	\$1,694,880						
<b>5</b>														
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$922,713	\$968,849	\$1,014,984	\$1,061,120	\$1,107,256	\$1,153,391						
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$987,303	\$1,036,668	\$1,086,033	\$1,135,398	\$1,184,763	\$1,234,129						
<b>4</b>														
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$843,529	\$885,705	\$927,882	\$970,058	\$1,012,235	\$1,054,411						
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$902,576	\$947,705	\$992,834	\$1,037,962	\$1,083,091	\$1,128,220						
<b>3</b>														
	<i>With effect from</i>	<i>Apr 01, 2008</i>	\$642,691	\$674,826	\$706,960	\$739,095	\$771,229	\$803,364						
	<i>With effect from</i>	<i>Apr 01, 2009</i>	\$687,679	\$722,063	\$756,447	\$790,831	\$825,215	\$859,599						

# Salary Scale Schedule

## Forestry Department

LEVEL								
<b>2</b>	<i>With effect from Apr 01, 2008</i>	\$450,000	\$472,500	\$495,000	\$517,500	\$540,000	\$562,500	
	<i>With effect from Apr 01, 2009</i>	\$481,500	\$505,575	\$529,650	\$553,725	\$577,800	\$601,875	
<b>1</b>	<i>With effect from Apr 01, 2008</i>	\$350,000	\$367,500	\$385,000	\$402,500	\$420,000	\$437,500	
	<i>With effect from Apr 01, 2009</i>	\$374,500	\$393,225	\$411,950	\$430,675	\$449,400	\$468,125	

# Salary Scale Schedule

## National Environment and Planning Agency

<b>LEVEL</b>			
<b>10</b>			
	<i>With effect from Apr 01, 2008</i>	\$4,290,851	\$5,363,564
	<i>With effect from Apr 01, 2009</i>	\$4,591,211	\$5,739,014
<b>9</b>			
	<i>With effect from Apr 01, 2008</i>	\$2,860,568	\$3,575,710
	<i>With effect from Apr 01, 2009</i>	\$3,060,807	\$3,826,010
<b>8</b>			
	<i>With effect from Apr 01, 2008</i>	\$2,145,426	\$2,681,782
	<i>With effect from Apr 01, 2009</i>	\$2,295,606	\$2,869,506
<b>7</b>			
	<i>With effect from Apr 01, 2008</i>	\$1,716,341	\$2,145,426
	<i>With effect from Apr 01, 2009</i>	\$1,836,484	\$2,295,606
<b>6</b>			
	<i>With effect from Apr 01, 2008</i>	\$1,201,438	\$1,501,798
	<i>With effect from Apr 01, 2009</i>	\$1,285,539	\$1,606,923
<b>5</b>			
	<i>With effect from Apr 01, 2008</i>	\$922,533	\$1,153,167
	<i>With effect from Apr 01, 2009</i>	\$987,111	\$1,233,889
<b>4</b>			
	<i>With effect from Apr 01, 2008</i>	\$619,002	\$773,752
	<i>With effect from Apr 01, 2009</i>	\$662,333	\$827,915
<b>3</b>			
	<i>With effect from Apr 01, 2008</i>	\$466,397	\$582,996
	<i>With effect from Apr 01, 2009</i>	\$499,045	\$623,806



# Salary Scale Schedule

## National Environment and Planning Agency

LEVEL			
1			
	<i>With effect from Apr 01, 2008</i>	\$326,478	\$408,097
	<i>With effect from Apr 01, 2009</i>	\$349,332	\$436,664

# Salary Scale Schedule

## National Land Agency

<b>LEVEL</b>			
<b>10</b>			
	<i>With effect from Apr 01, 2008</i>	\$4,177,539	\$5,536,198
	<i>With effect from Apr 01, 2009</i>	\$4,469,967	\$5,923,732
<b>9</b>			
	<i>With effect from Apr 01, 2008</i>	\$2,937,983	\$3,819,274
	<i>With effect from Apr 01, 2009</i>	\$3,143,642	\$4,086,623
<b>9A</b>			
	<i>With effect from Apr 01, 2008</i>	\$3,565,989	\$4,332,510
	<i>With effect from Apr 01, 2009</i>	\$3,815,608	\$4,635,786
<b>8</b>			
	<i>With effect from Apr 01, 2008</i>	\$2,159,590	\$2,807,466
	<i>With effect from Apr 01, 2009</i>	\$2,310,761	\$3,003,989
<b>8A</b>			
	<i>With effect from Apr 01, 2008</i>	\$2,589,508	\$3,613,314
	<i>With effect from Apr 01, 2009</i>	\$2,770,773	\$3,866,246
<b>7</b>			
	<i>With effect from Apr 01, 2008</i>	\$1,649,687	\$2,037,363
	<i>With effect from Apr 01, 2009</i>	\$1,765,165	\$2,179,978
<b>6</b>			
	<i>With effect from Apr 01, 2008</i>	\$1,206,771	\$1,531,976
	<i>With effect from Apr 01, 2009</i>	\$1,291,245	\$1,639,214
<b>5</b>			
	<i>With effect from Apr 01, 2008</i>	\$916,651	\$1,184,217
	<i>With effect from Apr 01, 2009</i>	\$980,817	\$1,267,112

# Salary Scale Schedule

## National Land Agency

<b>LEVEL</b>			
<b>4</b>			
	<i>With effect from Apr 01, 2008</i>	\$716,486	\$903,982
	<i>With effect from Apr 01, 2009</i>	\$766,640	\$967,260
<b>3</b>			
	<i>With effect from Apr 01, 2008</i>	\$579,736	\$743,237
	<i>With effect from Apr 01, 2009</i>	\$620,317	\$795,264
<b>2</b>			
	<i>With effect from Apr 01, 2008</i>	\$442,987	\$564,757
	<i>With effect from Apr 01, 2009</i>	\$473,996	\$604,290
<b>1</b>			
	<i>With effect from Apr 01, 2008</i>	\$348,666	\$447,107
	<i>With effect from Apr 01, 2009</i>	\$373,073	\$478,405

# Salary Scale Schedule

## Ministry of Youth & Culture Child Development Agency

LEVEL			
<b>8</b>	<i>With effect from Apr 01, 2008</i>	\$3,832,605	\$4,790,756
	<i>With effect from Apr 01, 2009</i>	\$4,100,887	\$5,126,109
<b>7</b>	<i>With effect from Apr 01, 2008</i>	\$2,499,525	\$3,124,406
	<i>With effect from Apr 01, 2009</i>	\$2,674,492	\$3,343,115
<b>6</b>	<i>With effect from Apr 01, 2008</i>	\$1,902,405	\$2,378,006
	<i>With effect from Apr 01, 2009</i>	\$2,035,573	\$2,544,466
<b>5</b>	<i>With effect from Apr 01, 2008</i>	\$1,416,398	\$1,770,497
	<i>With effect from Apr 01, 2009</i>	\$1,515,545	\$1,894,432
<b>4</b>	<i>With effect from Apr 01, 2008</i>	\$999,810	\$1,249,763
	<i>With effect from Apr 01, 2009</i>	\$1,069,797	\$1,337,246
<b>3</b>	<i>With effect from Apr 01, 2008</i>	\$783,185	\$978,981
	<i>With effect from Apr 01, 2009</i>	\$838,007	\$1,047,510
<b>2</b>	<i>With effect from Apr 01, 2008</i>	\$498,094	\$624,881
	<i>With effect from Apr 01, 2009</i>	\$532,960	\$668,623
<b>1</b>	<i>With effect from Apr 01, 2008</i>	\$362,250	\$452,813
	<i>With effect from Apr 01, 2009</i>	\$387,608	\$484,509

# Salary Scale Schedule

## Office Of The Prime Minister Jamaica Information Service

GRADE			
<b>1</b>			
	<i>With effect from Apr 01, 2008</i>	\$3,861,767	\$5,156,382
	<i>With effect from Apr 01, 2009</i>	\$4,132,090	\$5,517,328
<b>2</b>			
	<i>With effect from Apr 01, 2008</i>	\$2,574,511	\$3,683,050
	<i>With effect from Apr 01, 2009</i>	\$2,754,727	\$3,940,863
<b>3</b>			
	<i>With effect from Apr 01, 2008</i>	\$1,767,858	\$2,298,313
	<i>With effect from Apr 01, 2009</i>	\$1,891,608	\$2,459,195
<b>4</b>			
	<i>With effect from Apr 01, 2008</i>	\$1,090,209	\$1,635,245
	<i>With effect from Apr 01, 2009</i>	\$1,166,524	\$1,749,712
<b>5</b>			
	<i>With effect from Apr 01, 2008</i>	\$736,666	\$1,031,332
	<i>With effect from Apr 01, 2009</i>	\$788,232	\$1,103,525
<b>6</b>			
	<i>With effect from Apr 01, 2008</i>	\$515,736	\$721,946
	<i>With effect from Apr 01, 2009</i>	\$551,837	\$772,482
<b>7</b>			
	<i>With effect from Apr 01, 2008</i>	\$416,455	\$478,924
	<i>With effect from Apr 01, 2009</i>	\$445,607	\$512,448
<b>8</b>			
	<i>With effect from Apr 01, 2008</i>	\$362,250	\$416,588
	<i>With effect from Apr 01, 2009</i>	\$387,608	\$445,749

# Salary Scale Schedule

## Management Institute for National Development

<b>LEVEL</b>			
<b>11</b>			
	<i>With effect from Apr 01, 2008</i>	\$3,332,700	\$4,790,756
	<i>With effect from Apr 01, 2009</i>	\$3,565,989	\$5,126,109
<b>10</b>			
	<i>With effect from Apr 01, 2008</i>	\$2,499,525	\$3,499,335
	<i>With effect from Apr 01, 2009</i>	\$2,674,492	\$3,744,288
<b>9</b>			
	<i>With effect from Apr 01, 2008</i>	\$2,291,231	\$3,207,724
	<i>With effect from Apr 01, 2009</i>	\$2,451,617	\$3,432,264
<b>8</b>			
	<i>With effect from Apr 01, 2008</i>	\$1,925,551	\$2,695,771
	<i>With effect from Apr 01, 2009</i>	\$2,060,340	\$2,884,475
<b>7</b>			
	<i>With effect from Apr 01, 2008</i>	\$1,571,451	\$2,200,031
	<i>With effect from Apr 01, 2009</i>	\$1,681,453	\$2,354,034
<b>6</b>			
	<i>With effect from Apr 01, 2008</i>	\$1,217,352	\$1,704,293
	<i>With effect from Apr 01, 2009</i>	\$1,302,567	\$1,823,593
<b>5</b>			
	<i>With effect from Apr 01, 2008</i>	\$996,560	\$1,395,184
	<i>With effect from Apr 01, 2009</i>	\$1,066,319	\$1,492,847
<b>4</b>			
	<i>With effect from Apr 01, 2008</i>	\$804,930	\$1,126,902
	<i>With effect from Apr 01, 2009</i>	\$861,275	\$1,205,785

# Salary Scale Schedule

## Management Institute for National Development

<b>LEVEL</b>			
<b>3</b>			
	<i>With effect from Apr 01, 2008</i>	\$654,958	\$916,941
	<i>With effect from Apr 01, 2009</i>	\$700,805	\$981,127
<b>2</b>			
	<i>With effect from Apr 01, 2008</i>	\$374,935	\$524,909
	<i>With effect from Apr 01, 2009</i>	\$401,180	\$561,653
<b>1</b>			
	<i>With effect from Apr 01, 2008</i>	\$341,608	\$478,251
	<i>With effect from Apr 01, 2009</i>	\$365,521	\$511,729

## LIST OF ABOLISHED POSTS

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### Ministry Of Health

#### Registrar General's Department

##### Contracts & Office Services(old)

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No. of Posts	Posts	Classification	Remarks
1	Driver (Mobile Unit- East)	GRADE 6	Post [# 249564] abolished with effect from October 1, 2012.
1			
1	<b>Total- Contracts &amp; Office Services(old)</b>		

##### Production & Customer Care

###### Duplicate Record Storage

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No. of Posts	Posts	Classification	Remarks
1	Records Assistant	GRADE 7	Post [# 249794] abolished with effect from October 1, 2013.
1			
1	<b>Total- Production &amp; Customer Care</b>		

##### Production & Customer Care(old)

###### Duplicate Records Storage

---

No. of Posts	Posts	Classification	Remarks
2	Duplicate Storage Desk Officer	GRADE 6	Two (2) posts [#s 249817-8] abolished with effect from October 1, 2012.
3	Records Officer - Duplicate Storage Unit	GRADE 6	Three (3) posts [#s 249786-8] abolished with effect from October 1, 2012.
5			

###### Production

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No. of Posts	Posts	Classification	Remarks
2	Production Officer	GRADE 6	Two (2) posts [#s 258054-5] abolished with effect from October 1, 2012.
2			
7	<b>Total- Production &amp; Customer Care(old)</b>		

##### Records & Information Management

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No. of Posts	Posts	Classification	Remarks
1	Mail Room Assistant	GRADE 6	Post [# 249713] abolished with effect from October 1, 2013
1			
1	<b>Total- Records &amp; Information Management</b>		



## LIST OF ABOLISHED POSTS

### Ministry Of Health

#### Registrar General's Department

##### Regional Offices

###### Portmore Region

No. of Posts	Posts	Classification	Remarks
1	Office Assistant	GRADE 7	Post [# 262022] abolished with effect from October 1, 2013.
1	Records Assistant	GRADE 6	Post [# 262011] abolished with effect from October 1, 2013.
2			
2	<b>Total- Regional Offices</b>		

##### Special Services Unit(old)

No. of Posts	Posts	Classification	Remarks
2	Customer Service Assistant	GRADE 6	Two (2) posts [#s 250012 & 249995] abolished with effect from October 1, 2012.
1	Customer Service Representative	GRADE 6	Post [# 250037] abolished with effect from October 1, 2012.
3			
3	<b>Total- Special Services Unit(old)</b>		
15	<b>Total- Registrar General's Department</b>		

### Ministry of National Security

#### Passport, Immigration and Citizenship Agency

##### Operations Division

###### Customer Services

No. of Posts	Posts	Classification	Remarks
1	System Administrator	LEVEL 4	Post [# 295267] abolished with effect from October 1, 2013.
1			

###### Passport Services - Document Management

No. of Posts	Posts	Classification	Remarks
1	Document Management Clerk, Distribution	LEVEL 3	Post [# 295111] abolished with effect from October 1, 2013.
1			

###### Passport Services - Passport Production

No. of Posts	Posts	Classification	Remarks
1	Quality Control Technician	LEVEL 4	Post [# 296522] abolished with effect from October 1, 2013.
1	Production Technician (Print Operator)	LEVEL 2	Post [# 296523] abolished with effect from October 1, 2013.
2			

## LIST OF ABOLISHED POSTS

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### Ministry of National Security

#### Passport, Immigration and Citizenship Agency

##### Operations Division

4 Total- Operations Division

4 Total- Passport, Immigration and Citizenship Agency

### Ministry of Transport, Works & Housing

#### National Works Agency

##### Corporate Services Directorate

###### Equipment Services Department

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No. of Posts	Posts	Classification	Remarks
1	Driver/Operator	LEVEL 3	Post [# 141593] abolished with effect from October 1, 2012.
1			
1	Total- Corporate Services Directorate		

##### Finance and Accounts

###### Data Processing

---

No. of Posts	Posts	Classification	Remarks
1	Data Entry Clerk	LEVEL 4	Post [# 277465] abolished with effect from October 1, 2012.
1			

###### Externally Funded Project Unit

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No. of Posts	Posts	Classification	Remarks
1	Assistant Manager	LEVEL 6	Post [# 277467] abolished with effect from October 1, 2012.
1	Accounting Clerk	LEVEL 3	Post [# 277506] abolished with effect from October 1, 2012.
2			

###### Management Accounts

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No. of Posts	Posts	Classification	Remarks
1	Accounting Officer	LEVEL 4	Post [# 277504] abolished with effect from October 1, 2012.
1			
4	Total- Finance and Accounts		

##### Human Resource Management and Administration

###### Office Management

---

No. of Posts	Posts	Classification	Remarks
1	Driver	LEVEL 3	Post [# 248434] abolished with effect from October 1, 2012.

## LIST OF ABOLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

#### Human Resource Management and Administration

##### Office Management

No. of Posts	Posts	Classification	Remarks
1			
1	Total- Human Resource Management and Administration		

#### Planning and Research Directorate

No. of Posts	Posts	Classification	Remarks
1	Transport Planning Engineer	LEVEL 6	Post [# 141489] abolished with effect from October 1, 2012.
1			

##### Network Planning and Research

No. of Posts	Posts	Classification	Remarks
1	Clerical Officer	LEVEL 2	Post [# 141509] abolished with effect from October 1, 2012.
1			
2	Total- Planning and Research Directorate		

#### Project Implementation Division

##### Major Projects Directorate

No. of Posts	Posts	Classification	Remarks
1	Bridge Launch Engineer	LEVEL 5	Post [# 141284] abolished with effect from October 1, 2012.
1			

##### Northern Jamaica Development Project

No. of Posts	Posts	Classification	Remarks
1	Senior Equipment Inspector	LEVEL 5	Post [# 141297] abolished with effect from October 1, 2012.
1	Office Attendant	LEVEL 1	Post [# 141306] abolished with effect from October 1, 2012.
2			

##### Procurement Directorate

No. of Posts	Posts	Classification	Remarks
1	Assistant Quantity Surveyor	LEVEL 4	Post [# 141312] abolished with effect from October 1, 2012.
1			

## LIST OF ABOLISHED POSTS

### Ministry of Transport, Works & Housing

#### National Works Agency

#### Project Implementation Division

##### Technical Services Directorate

No. of Posts	Posts	Classification	Remarks
2	Junior Environmental Officer	LEVEL 5	Two (2) posts [#s 141484-5] abolished with effect from October 1, 2012.
2			

##### Technical Services Directorate- Building Unit

No. of Posts	Posts	Classification	Remarks
1	Architect	LEVEL 5	Post [# 141468] abolished with effect from October 1, 2012.
1			
7	<b>Total- Project Implementation Division</b>		

#### Quality Assurance Directorate

No. of Posts	Posts	Classification	Remarks
1	Junior Quality Assurance Officer	LEVEL 4	Post [# 141648] abolished with effect from October 1, 2012.
1			

##### Material Testing and Evaluation Unit

No. of Posts	Posts	Classification	Remarks
1	Field Investigation Technician	LEVEL 3	Post [# 141653] abolished with effect from October 1, 2013.
1			
2	<b>Total- Quality Assurance Directorate</b>		

#### Regional Implementation & Special Projects

##### South East Region

No. of Posts	Posts	Classification	Remarks
1	Clerk of Works	LEVEL 4	Post [# 141336] abolished with effect from October 1, 2012.
2	Driver/Operator	LEVEL 3	Two (2) posts [#s 141353 & 141355] abolished with effect from October 1, 2012.
1	Labourer	LEVEL 1	Post [# 248436] abolished with effect from October 1, 2012.
4			

##### South Region

No. of Posts	Posts	Classification	Remarks
2	Driver/Operator	LEVEL 3	Two (2) posts [#s 141413-4] abolished with effect from October 1, 2012.
2			

## LIST OF ABOLISHED POSTS

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### Ministry of Transport, Works & Housing

#### National Works Agency

##### Regional Implementation & Special Projects

West Region

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No. of Posts	Posts	Classification	Remarks
1	Driver	LEVEL 3	Post [# 141455] abolished with effect from October 1, 2012.
1	Office Attendant	LEVEL 1	Post [# 141433] abolished with effect from October 1, 2012.
2			
8	<b>Total- Regional Implementation &amp; Special Projects</b>		
25	<b>Total- National Works Agency</b>		

### Ministry of Water, Land, Env., And Climate Change

#### National Environment and Planning Agency

##### Corporate Management Division

Facilities Management and Operations Branch - Office Services

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No. of Posts	Posts	Classification	Remarks
2	Office Attendant	LEVEL 1	Two (2) posts [#s 141021 & 141028] abolished with effect from October 1, 2013.
2			
2	<b>Total- Corporate Management Division</b>		
2	<b>Total- National Environment and Planning Agency</b>		

### Office Of The Prime Minister

#### Management Institute for National Development

##### Public Service Capability Development

Distance Learning

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No. of Posts	Posts	Classification	Remarks
1	Manager	GRADE 8	Post [# 141808] abolished with effect from April 1, 2015.
1			
1	<b>Total- Public Service Capability Development</b>		
1	<b>Total- Management Institute for National Development</b>		
47	<b>Total Abolished Posts</b>		