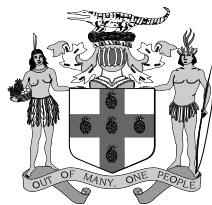


EXECUTIVE AGENCY



ESTABLISHMENT

MINISTRY OF FINANCE & PLANNING

MAY 2004

TABLE OF CONTENTS

Page

SUMMARY	ii
-----------------	----

PAY SCALES

Jamaica Information Service	71
Administrator General's Department	72
National Environment & Planning Agency	70
National Land Agency	68- 69
Management Institute for National Development.. .. .	73
Office of the Registrar of Companies	74
Registrar General's Department	77
National Works Agency	75- 76

AGENCIES

Jamaica Information Service	1 - 5
Administrator General's Department	6 - 7
National Environment & Planning Agency	8 - 17
National Land Agency	18 - 42
Management Institute for National Development.. .. .	43 - 46
Office of the Registrar of Companies	47 - 49
Registrar General's Department	50 - 57
National Works Agency	58 - 67

SUMMARY OF EXECUTIVE AGENCIES

Agencies	No. of posts
Jamaica Information Service	226
Administrator General's Department	59
National Environment & Planning Agency	284
National Land Agency	680
Management Institute for National Development	58
Office of the Registrar of Companies	76
Registrar General's Department	374
National Works Agency	467
Total	2224

LIST OF POSTS

Office Of The Prime Minister Jamaica Information Service Executive Management Team

No. of Posts	Title	Classification	Remarks
1	Chief Executive Officer	Grade 1	
1	Director of Production	Grade 2	
1	Director Finance	Grade 2	
1	Director Administration & Human Resource	Grade 2	
4			

Executive Office

No. of Posts	Title	Classification	Remarks
1	Information Officer	Grade 4	
1	Executive Assistant (CEO)	Grade 5	
1	Executive Assistant (Dir. Of Production)	Grade 5	
1	PR Officer	Grade 5	
1	Information Officer	Grade 6	
5			

Internal Audit

No. of Posts	Title	Classification	Remarks
1	Internal Auditor	Grade 5	
1			

Overseas

No. of Posts	Title	Classification	Remarks
1	Information Attaché - Washington	Grade 5	
1	Information Assistant - Washington	Grade 6	
1	Information Attaché - New York	Grade 5	
1	Information Assistant – New York	Grade 6	
1	Information Attaché - Miami	Grade 5	
1	Information Attaché – Toronto	Grade 5	
1	Information Assistant – Toronto	Grade 6	
1	Information Attaché – London	Grade 5	
1	Information Assistant – London	Grade 6	
9			

LIST OF POSTS

Office Of The Prime Minister Jamaica Information Service Executive Management Team Editorial

No. of Posts	Title	Classification	Remarks
1	Managing Editor	Grade 3	
1	Senior Editor	Grade 4	
1	Sub Editor	Grade 5	
4	Reporter	Grade 5	
1	Editorial Supervisor	Grade 5	
1	Assistant To Editorial Supervisor	Grade 5	
1	Photo Coordinator	Grade 6	
4	Photographer	Grade 6	
1	Assistant Lab Technician	Grade 7	
2	Lab Technician	Grade 7	
1	Photo Librarian	Grade 7	

18

Public Relations

No. of Posts	Title	Classification	Remarks
1	PR Manager	Grade 3	
2	Account Executive	Grade 4	
8	PR Officer	Grade 5	
1	Administrative Assistant	Grade 6	

12

Administration & Human Resources

No. of Posts	Title	Classification	Remarks
1	HR Officer	Grade 4	
1	Facilities Supervisor	Grade 4	
1	Administrative Assistant	Grade 6	
1	HRD Officer	Grade 5	
1	Registry Officer	Grade 6	
4	Receptionist/Telephonist	Grade 7	
1	Transport Officer	Grade 7	
7	Driver	Grade 7	
5	Attendant	Grade 8	
10	Security Guard	Grade 8	
5	Part-Time Cleaner	Grade 8	

37

LIST OF POSTS

Office Of The Prime Minister Jamaica Information Service Administration & Human Resources Finance

No. of Posts	Title	Classification	Remarks
1	Financial Controller	Grade 3	
1	Accounts supervisor	Grade 4	
1	Asset Management Officer	Grade 5	
1	Accounting Officer	Grade 5	
1	Payroll Officer	Grade 5	
1	Accounts Receivable Officer	Grade 6	
1	Accounts Payable Officer	Grade 6	
2	Administrative Assistant	Grade 6	
1	Cashier/Collections Officer	Grade 6	
1	Stores Officer	Grade 6	

11

Computer Services

No. of Posts	Title	Classification	Remarks
1	Computer Services Manager	Grade 3	
1	Systems Administrator	Grade 5	
1	Web Master	Grade 5	
1	IT Technician	Grade 5	
1	Systems Support Officer	Grade 6	
1	Trainee Systems Support Officer	Grade 7	

6

Research

No. of Posts	Title	Classification	Remarks
1	Research Supervisor	Grade 4	
3	Research Officer	Grade 6	
1	Research Officer/Archivist	Grade 6	

5

Regional Services

No. of Posts	Title	Classification	Remarks
1	Regional Services Manager	Grade 3	
5	Regional Manager	Grade 4	
6	Information Officer	Grade 5	
1	Administrative Assistant (Kgn)	Grade 6	
11	Technical Officer	Grade 6	
11	Technical Assistant	Grade 7	

LIST OF POSTS

Office Of The Prime Minister Jamaica Information Service Administration & Human Resources Regional Services

No. of Posts	Title	Classification	Remarks
5	Regional Administrative Assistant	Grade 7	
5	Attendant	Grade 8	
45			

Publications And Advertising

No. of Posts	Title	Classification	Remarks
1	Manager, Publication & Advertising	Grade 3	
1			

Advertising And Pre-Press

No. of Posts	Title	Classification	Remarks
1	Manager, Advertising & Pre-Press	Grade 3	
1	Graphic Supervisor	Grade 4	
1	Account Executive	Grade 5	
3	Graphic Artist	Grade 5	
1	Administrative Assistant	Grade 6	
1	Media Buyer	Grade 6	
2	Copy Writer	Grade 6	
2	Typesetter	Grade 6	
1	Camera Operator	Grade 6	
13			

Print Shop

No. of Posts	Title	Classification	Remarks
1	Master Printer	Grade 4	
3	Printer	Grade 6	
1	Stripper/Plate Burner	Grade 6	
2	Binder	Grade 7	
7			

Radio

No. of Posts	Title	Classification	Remarks
1	Radio Manager	Grade 3	

LIST OF POSTS

Office Of The Prime Minister Jamaica Information Service Publications And Advertising Radio

No. of Posts	Title	Classification	Remarks
1	Senior Editor	Grade 4	
5	Writer/Producer/Reporter	Grade 5	
3	Studio Technician	Grade 6	
1	Radio Archivist	Grade 6	
1	Administrative Assistant	Grade 6	
12			

T.V.

No. of Posts	Title	Classification	Remarks
1	Manager, Television	Grade 3	
1	Senior ENG Editor	Grade 4	
1	Technical Supervisor	Grade 4	
1	Senior Editor	Grade 4	
1	Head Documentar Unit	Grade 4	
4	ENG Editor	Grade 5	
6	Writer/Producer/Presenter	Grade 5	
1	Production Assistant	Grade 6	
6	Videographer	Grade 5	
1	Technician	Grade 5	
3	Sound Technician	Grade 6	
3	Sound Technician/Videographer	Grade 6	
1	Graphic Artist	Grade 5	
1	Administrative Assistant	Grade 6	
1	Documentary Production Assistant/Archivist	Grade 6	
1	Audio/Visual Librarian	Grade 6	
1	Telephone Operator/Receptionist	Grade 7	
1	Driver	Grade 7	
1	Part-Time	Grade 8	
1	Grip	Grade 8	
1	Attendant/Messenger	Grade 8	
1	Groundsman	Grade 8	
1	Attendant	Grade 8	
40			

Total number of Posts in Jamaica Information Service: 226

Filled
Vacant

LIST OF POSTS

Ministry Of Justice Administrator General's Department Executive Administration

No. of Posts	Title	Classification	Remarks
1	CEO/Administrator General	Grade 1	On Contract
1	Deputy CEO/Administrator General	Grade 2	On Contract
1	Senior Legal Executive	Grade 2	On Contract
1	Finance & Asset Management Executive	Grade 2	On Contract
1	Human Resource & Administrative Executive	Grade 2	Filled
1	Information Systems Manager	Grade 3	Filled
1	Internal Auditor	Grade 3	Filled
1	Executive Secretary	Grade 4b	Filled
8			

Operations Management

No. of Posts	Title	Classification	Remarks
1	Secretary	Grade 4b	Filled
4	Case Attorney	Grade 3	Filled
5	Case Officer	Grade 4a	Filled
15	Case Officer	Grade 4b	Filled
2	Customer Service Officer	Grade 4b	Filled
4	Secretary	Grade 5a	Filled
1	Registry Co-ordinator	Grade 4b	Filled
2	Registry Clerk	Grade 4b	Filled
2	Registry Assistant	Grade 6	Filled
36			

Finance & Asset Management

No. of Posts	Title	Classification	Remarks
1	Secretary	Grade 4b	Filled
1	Accounting Officer (Payroll)	Grade 5a	Filled
1	Financial Accounting Officer	Grade 5a	Filled
1	Financial Accountant	Grade 3	Vacant
1	Trust Accounting Manager	Grade 3	Filled
1	Financial Accounting Supervisor	Grade 4a	Filled
1	Investment Accounting Officer	Grade 4a	Filled
1	Chief Trust Accountant	Grade 4a	Filled
3	Trust Accountant	Grade 4b	Filled
1	Accounting Officer (Cashier)	Grade 5a	Filled
6	Trust Accounting Officer	Grade 5a	Filled
1	Property Manager	Grade 3	Filled
3	Property Administrator	Grade 4b	Filled
1	Secretary	Grade 5a	Filled
23			

LIST OF POSTS

Ministry Of Justice Administrator General's Department Legal Services

No. of Posts	Title	Classification	Remarks
2	Attorney	Grade 3	Filled
1	Legal Secretary	Grade 4b	Filled
1	Process Server	Grade 5b	Vacant
4			

Human Resource & Administration

No. of Posts	Title	Classification	Remarks
1	Personnel & Administrative Officer	Grade 4b	Filled
1	Secretary	Grade 5a	Filled
1	Telephone Operator	Grade 5b	Filled
2	Driver	Grade 6	Filled
2	Cleaner/Attendant	Grade 6	Filled
7			

Information Systems

No. of Posts	Title	Classification	Remarks
1	Information Systems Assistant	Grade 4a	Filled
1			

Total number of Posts in Administrator General's Department: 59

Filled
Vacant

LIST OF POSTS

Ministry Of Land And Environment National Environment & Planning Agency General Administration

No. of Posts	Title	Classification	Remarks
1	Chief Executive Officer	Level 10	On Contract
1	Executive Assistant	Level 5	On Contract
1	Executive Secretary	Level 5	Filled
1	Secretary	Level 3	Vacant
4			

Internal Audit

No. of Posts	Title	Classification	Remarks
1	Chief Internal Auditor	Level 7	On Contract
3	Internal Auditor	Level 6	1 Filled, 2 Vacant
4			

Corporate Services

No. of Posts	Title	Classification	Remarks
1	Director	Level 9	On Contract
1	Executive Secretary	Level 5	Filled
2			

Human Resources Development Branch

No. of Posts	Title	Classification	Remarks
1	Human Resource Manager	Level 8	On Contract
1	Senior Training Officer	Level 6	Filled
1	Senior Personnel Officer	Level 7	Filled
1	Personnel Officer	Level 6	Filled
1	Records Clerk	Level 3	Filled
1	Senior Secretary	Level 4	Filled
1	Secretary	Level 3	Vacant
1	HRMIS Clerk	Level 5	
1	Industrial Relations Officer	Level 6	
9			

Finance And Accounts Branch

No. of Posts	Title	Classification	Remarks
1	Financial Manager	Level 8	On Contract
1	Senior Secretary	Level 4	Filled
2	Accountant	Level 7	Filled

LIST OF POSTS

Ministry Of Land And Environment National Environment & Planning Agency Corporate Services Finance And Accounts Branch

No. of Posts	Title	Classification	Remarks
1	Budget Analyst	Level 6	Filled
5	Accounting Clerk	Level 5	Filled
1	Accounts Payable Clerk	Level 5	Filled
1	Payroll Clerk	Level 5	Filled
1	Cashier	Level 4	Filled

13

Operations Management Branch

No. of Posts	Title	Classification	Remarks
1	Operations Manager	Level 8	On Contract
1	Senior Secretary	Level 4	Vacant

2

Office Services

No. of Posts	Title	Classification	Remarks
1	Office Services Supervisor	Level 5	Filled
1	Procurement Clerk	Level 4	Filled
1	Inventory Clerk	Level 4	Filled
2	Telephone Operator	Level 4	Filled
7	Office Attendant/Messenger	Level 1	Filled

12

Property, Transport & Security

No. of Posts	Title	Classification	Remarks
1	Property, Transport & Security Officer	Level 5	Filled
1	Assistant Transport Officer	Level 4	Filled
1	Driver Technician	Level 3	Filled
4	Driver	Level 3	3 Filled, 1 Vacant
4	Watchman	Level 1	3 Filled, 1 Vacant
1	Handyman	Level 1	Filled
2	Caretaker	Level 1	1 Filled, 1 Vacant

14

LIST OF POSTS

Ministry Of Land And Environment National Environment & Planning Agency Corporate Services Operations Management Branch Records Management

No. of Posts	Title	Classification	Remarks
1	Registrar	Level 5	Filled
1	Senior Records Clerk	Level 4	Filled
5	Records Clerk	Level 3	Filled
7			
35	Operations Management Branch		

Public Education & Community Outreach Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On Contract
1	Administrative Assistant	Level 5	Vacant
1	Secretary	Level 3	Filled
1	Senior Public Relations Officer	Level 7	Filled
1	Senior Public Education Officer	Level 7	Filled
4	Public Education & Community Outreach Officer	Level 6	1 Filled, 3 Vacant
1	Community Animator	Level 5	Filled
1	Web Administrator	Level 6	
1	Graphic Artist	Level 5	
1	Senior Public Education Officer	Level 7	1 Filled
13			

Documentation Centre

No. of Posts	Title	Classification	Remarks
1	Senior Librarian	Level 7	Filled
1	Librarian	Level 6	Filled
1	Library Assistant	Level 3	Filled
3			
16	Public Education & Community Outreach Branch		
75	Corporate Services		

Regulatory Services Division

No. of Posts	Title	Classification	Remarks
1	Director, Regulatory & Legal Services	Level 9	On Contract
1	Executive Secretary	Level 5	Filled
2			

LIST OF POSTS

Ministry Of Land And Environment National Environment & Planning Agency Regulatory Services Division Boards Secretariat

No. of Posts	Title	Classification	Remarks
1	Administrator, Board Secretariat	Level 7	Filled
1	Administrative Assistant	Level 5	Filled
2	Board Assistants	Level 4	
1	Secretary	Level 3	Filled
5			

Application Secretariat Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On Contract
1	Senior Customer Service Officer	Level 7	Vacant
2	Customer Service Officer	Level 6	Filled
1	Planning Technologist	Level 5	
1	Senior Secretary	Level 4	
3	Customer Service Assistant	Level 4	
9			

Legal Services Branch

No. of Posts	Title	Classification	Remarks
1	Senior Legal Officer	Level 8	Filled
2	Legal Officer	Level 7	1 Filled, 1 Vacant
1	Paralegal Clerk	Level 5	Vacant
1	Senior Secretary	Level 4	Vacant
5			
21	Regulatory Services Division		

Policy, Programmes & Projects Coordination Division

No. of Posts	Title	Classification	Remarks
1	Director	Level 9	On Contract
1	Executive Secretary	Level 5	Filled
2			

LIST OF POSTS

Ministry Of Land And Environment

National Environment & Planning Agency

Policy, Programmes & Projects Coordination Division

Strategic Planning & Policy Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On Contract
1	Corporate Planner	Level 6	Filled
1	Policy Analyst	Level 6	
3			

Projects Branch

No. of Posts	Title	Classification	Remarks
1	Projects Manager	Level 8	On Contract
1			

SDCJ Secretariat

No. of Posts	Title	Classification	Remarks
1	Coordinator	Level 7	
1			
7	Policy, Programmes & Projects Coordination Division		

Information Technology Division

No. of Posts	Title	Classification	Remarks
1	Director	Level 9	On contract
1	Executive secretary	Level 5	Filled
1	Network Operations Manager	Level 8	On Contract
1	Network Administrator	Level 7	Vacant
1	Technical Support Specialist	Level 7	Filled
2	End User Technician – Network	Level 5	Filled
1	End User Technician	Level 5	Vacant
1	Data Management & Applications Manager	Level 8	On Contract
1	GIS Administrator	Level 7	Filled
1	WEB/SQL Administrator	Level 7	Filled
11			

LIST OF POSTS

Ministry Of Land And Environment National Environment & Planning Agency Planning And Development

No. of Posts	Title	Classification	Remarks
1	Director	Level 9	On Contract
1	Executive Secretary	Level 5	Filled
2			

Development Control

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On Contract
1	Senior Secretary	Level 4	Filled
2	Senior Physical Planner	Level 7	Filled
4	Physical Planner	Level 6	2 Filled, 2 Vacant
1	Senior Planning Technician	Level 5	
1	Planning Technician	Level 4	
2	Panning Technologist	Level 4	Filled
12			

Land Use Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On Contract
1	Senior secretary	Level 4	Filled
2	Senior Land Use Officer	Level 7	1 Filled, 1 Vacant
6	Land Use Officer	Level 6	5 Filled, 1 Vacant
1	Statistical Officer	Level 5	Filled
1	Survey Technician	Level 4	1 Filled, 1 Vacant
1	Records Clerk	Level 3	Filled
1	Administrative Clerk	Level 3	New 1/12/02
14			

Local Area Planning Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On Contract
1	Senior Secretary	Level 4	Filled
2	Senior Physical Planner	Level 7	1 Filled, 1 Vacant
2	Physical Planner	Level 6	1 Filled, 1 Vacant
1	Senior Planning Technician	Level 5	Filled
5	Planning Technician	Level 4	Filled
12			

LIST OF POSTS

Ministry Of Land And Environment National Environment & Planning Agency Planning And Development National Spatial Planning & Research Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On Contract
1	Senior Physical Planner	Level 7	Filled
3	Physical Planner	Level 6	Vacant
1	Senior Secretary	Level 4	Filled
6			
46	Planning And Development		

Compliance And Regional Services

No. of Posts	Title	Classification	Remarks
1	Director	Level 9	On contract
1	Executive Secretary	Level 5	Filled
2			

Enforcement Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On Contract
1	Senior Secretary	Level 4	Filled
5	Investigator	Level 6	2 Filled, 3 Vacant
5	Enforcement Officer	Level 5	4 Filled, 1 Vacant
14	Enforcement Inspector	Level 4	11 Filled, 3 Vacant
26			

Western Region Office

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Level 8	Vacant
1			

Southern Region Office

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Level 8	Vacant
1	Senior Secretary	Level 4	Vacant
2			

LIST OF POSTS

Ministry Of Land And Environment National Environment & Planning Agency Compliance And Regional Services North East Region Office

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Level 8	Vacant
1			
32	Compliance And Regional Services		

Environmental Management Division

No. of Posts	Title	Classification	Remarks
1	Director	Level 9	On Contract
1	Executive Secretary	Level 5	Filled
2			

Pollution Prevention And Control

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On contract
1	Senior Secretary	Level 4	Filled
1	EMS Programmes officer	Level 6	Vacant
1	Environmental Officer (Hot Spot)	Level 6	Vacant
1	Environmental Officer (Basel & POPS Prog.)	Level 6	Vacant
1	Administrative assistant	Level 5	Filled
6			

Environmental Standards And Regulations Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On Contract
1	Senior Secretary	Level 4	Filled
1	Coordinator, New Planning & Licensing Application	Level 7	Vacant
6	Environmental Officer	Level 6	Filled
1	Coordinator, Applications Review	Level 7	Filled
1	Coordinator, Air Quality	Level 7	
2	Environmental Engineer	Level 6	
13			

LIST OF POSTS

Ministry Of Land And Environment National Environment & Planning Agency Environmental Management Division Environmental Monitoring And Assessment Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On Contract
1	Senior Secretary	Level 4	Vacant
1	Secretary	Level 3	Vacant
1	Coordinator, Technical Services	Level 7	Filled
6	Environmental Officer	Level 6	Filled
1	Environmental Assessment Technician	Level 4	Filled
1	Coordinator, Pollution Investigation & Monitoring	Level 7	Filled
12			
33	Environmental Management Division		

Conservation And Protection Division

No. of Posts	Title	Classification	Remarks
1	Director	Level 9	On Contract
1	Executive Secretary	Level 5	Filled
2			

Sustainable Watershed Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	Filled
1	Senior Secretary	Level 4	Filled
1	Coordinator, Watershed Information Systems	Level 7	Filled
1	Coordinator, Management Operations	Level 7	Filled
1	Coordinator, National Integrated Watershed Mgmt.	Level 7	Filled
1	Watershed Planner	Level 6	Filled
3	Environmental Officer	Level 6	Filled
6	Environmental Officer	Level 5	Filled
6	Conservation Officer	Level 5	2 Filled, 4 Vacant
21			

Biodiversity Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On contract
1	Senior Secretary	Level 4	Filled
1	Environmental Technician	Level 4	Filled
1	Fauna Coordinator	Level 7	Filled
2	Environmental Officer	Level 6	Filled
1	Environmental Technician	Level 4	Filled

LIST OF POSTS

Ministry Of Land And Environment National Environment & Planning Agency Conservation And Protection Division Biodiversity Branch

No. of Posts	Title	Classification	Remarks
1	Flora Coordinator	Level 7	Filled
2	Environmental Officer	Level 6	1 Filled, 1 Vacant
1	Environmental Technician	Level 4	Vacant
11			

Protected Areas Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	On Contract
1	Senior secretary	Level 4	Filled
1	Coordinator, Management & Operations	Level 7	Filled
3	Environmental Officer	Level 6	2 Filled, 1 Vacant
1	Conservation Technician	Level 4	Vacant
1	Coordinator, Protected Areas System	Level 7	Filled
8			

Coastal Zone Management Branch

No. of Posts	Title	Classification	Remarks
1	Manager	Level 8	Filled
1	Senior Secretary	Level 4	Filled
1	Beach Coordinator	Level 7	Filled
3	Environmental Officer	Level 6	Filled
1	Ecosystem Coordinator	Level 7	Filled
2	Environmental Officer	Level 6	Filled
9			

51 Conservation And Protection Division

Total Number Of Posts in National Environment & Planning Agency: 284

**Filled
Vacant**

LIST OF POSTS

Ministry Of Land And Environment National Land Agency General Administration

No. of Posts	Title	Classification	Remarks
1	Chief Executive Officer	Level 10	
1	Administrative Assistant	Level 5	
1	Corporate planner	Level 6	
1	Director, Corporate Legal Services	Level 9A	
4			

Internal Audit

No. of Posts	Title	Classification	Remarks
1	Chief Internal Auditor	Level 7	
1	Senior Auditor	Level 6	
4	Auditor	Level 5	
1	Records Officer	Level 2	
7			
11	General Administration		

Business Development

No. of Posts	Title	Classification	Remarks
1	Director, Business Development	Level 9	
1	Executive Secretary	Level 5	
2			

Communication And Public Relations

No. of Posts	Title	Classification	Remarks
1	Manager, Communications & Public Relations	Level 8	
1	Communications Officer	Level 6	
2	Public Relations Officer	Level 6	
1	Training Co-ordinator	Level 6	
5			

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Business Development Customer Service

No. of Posts	Title	Classification	Remarks
1	Manager, Customer Service	Level 8	
2	Customer Relations Officer	Level 6	
2	Total Quality Management Officer	Level 6	
6	Customer Service Officer 2	Level 5	
8	Customer Service Officer 1	Level 4	

19

Market And Product Development

No. of Posts	Title	Classification	Remarks
1	Manager, Market & Product Development	Level 8	
2	Marketing Officer	Level 6	
1	Strategic Alliance Officer	Level 6	
1	Product Development Officer	Level 6	

5

31 Business Development

Corporate Services

No. of Posts	Title	Classification	Remarks
1	Director, Corporate Services	Level 9	
1	Executive Secretary	Level 5	

2

Finance And Accounts

No. of Posts	Title	Classification	Remarks
1	Finance Manager	Level 8	
1	Head of Budget	Level 6	
1	Senior Secretary	Level 4	

3

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Corporate Services Finance And Accounts Disbursements And Collections

No. of Posts	Title	Classification	Remarks
2	Supervisor, Disbursements	Level 5	
2	Accounting Technician	Level 4	
1	Accounting Technician 1	Level 3	
5			

Disbursements And Collections Collections

No. of Posts	Title	Classification	Remarks
1	Cashier – Survey & Mapping	Level 3	
3	Cashier – Land Titles	Level 3	
1	Cashier – Estate Management	Level 3	
5			
10	Disbursement And Collections		

Salaries

No. of Posts	Title	Classification	Remarks
1	Accounting Technician	Level 4	
2	Accounting Technician 1	Level 3	
3			

Final Accounts

No. of Posts	Title	Classification	Remarks
1	Supervisor, Final Accounts	Level 5	
4	Accounting Technician 2	Level 4	
2	Accounting Technician 1	Level 3	
7			

Property Accounts

No. of Posts	Title	Classification	Remarks
1	Supervisor, Property Accounts	Level 5	
1	Accounting Technician 2	Level 4	

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Corporate Services Finance And Accounts Property Accounts

No. of Posts	Title	Classification	Remarks
2	Accounting Technician 1	Level 4	
2	Accounting Technician 1	Level 3	
6			
29	Finance And Accounts		

Human Resource

No. of Posts	Title	Classification	Remarks
1	Human Resource Manager	Level 8	
1	Senior Personnel Officer	Level 6	
1	Personnel Administrator	Level 7	
1	Senior Secretary	Level 4	
1	Personnel Officer	Level 4	
1	Secretary	Level 3	
1	Records Officer 2	Level 3	
1	Record Officer 1	Level 2	
8			

Operations Management

No. of Posts	Title	Classification	Remarks
1	Operations Manager	Level 8	
1	Secretary	Level 3	
2			

Divisional Administration (Central Region)

No. of Posts	Title	Classification	Remarks
1	Administrator	Level 6	
1			

Divisional Administration (Central Region)

Facilities Management

No. of Posts	Title	Classification	Remarks
1	Office Manager	Level 4	

LIST OF POSTS

Ministry Of Land And Environment

National Land Agency

Corporate Services

Operations Management

Divisional Administration (Central Region)

Facilities Management

No. of Posts	Title	Classification	Remarks
1	Records Officer 1	Level 2	
1	Attendant	Level 1	
1	Watchman	Level 1	
4			

Divisional Administration (Central Region)

Registry

No. of Posts	Title	Classification	Remarks
1	Records Clerk	Level 2	
1			
6	Divisional Administration (Central Region)		

Divisional Administration (Estate Management)

No. of Posts	Title	Classification	Remarks
1	Administrator	Level 6	
1	Telephone Operator	Level 2	
2			

Divisional Administration (Central Region)

Facilities Management

No. of Posts	Title	Classification	Remarks
1	Records Officer 1	Level 2	
1	Maintenance Assistant	Level 1	
2	Attendant	Level 1	
1	Gardener	Level 1	
5			

LIST OF POSTS

Ministry Of Land And Environment

National Land Agency

Corporate Services

Operations Management

Divisional Administration (Estate Management)

Registry

No. of Posts	Title	Classification	Remarks
1	Registrar	Level 3	
2	Records Officer 1	Level 2	
2	Records Clerk	Level 2	
5			
12	Divisional Administration (Estate Management)		

Divisional Administration (Northern Region)

No. of Posts	Title	Classification	Remarks
1	Administrator	Level 6	
1			

Divisional Administration (Northern Region)

Facilities Management

No. of Posts	Title	Classification	Remarks
1	Office Manager	Level 4	
1	Records Officer	Level 2	
1	Caretaker	Level 1	
1	Attendant 2	Level 1	
1	Watchman	Level 1	
5			

Divisional Administration (Northern Region)

Registry

No. of Posts	Title	Classification	Remarks
1	Records Clerk	Level 2	
1			
7	Divisional Administration (Northern Region)		

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Corporate Services Operations Management Divisional Administration (Surveys & Titles)

No. of Posts	Title	Classification	Remarks
1	Administrator	Level 6	
2	Telephone Operator	Level 2	
1	Records Clerk/Telephone Operator	Level 2	
4			

Divisional Administration (Surveys & Titles) Facilities

No. of Posts	Title	Classification	Remarks
1	Office Manager	Level 4	
1	Records Officer 2	Level 3	
3	Records Clerk	Level 2	
1	Maintenance Assistant	Level 1	
6	Attendant	Level 1	
1	Gardener	Level 1	
1	Registrar	Level 3	
14			
18	Divisional Administration (Survey & Titles)		

Divisional Administration (Western Region)

No. of Posts	Title	Classification	Remarks
1	Administrator	Level 6	
1			

Divisional Administration (Western Region) Facilities

No. of Posts	Title	Classification	Remarks
1	Office Manager	Level 4	
1	Records Officer 1	Level 2	
1	Attendant 2	Level 1	
4	Watchman	Level 1	
1	Gardener	Level 1	
8			

LIST OF POSTS

Ministry Of Land And Environment

National Land Agency

Corporate Services

Operations Management

Divisional Administration (Western Region)

Registry

No. of Posts	Title	Classification	Remarks
1	Records Clerk	Level 2	
1			
10	Divisional Administration (Western Region)		

Facilities Management (Ardenne Road)

No. of Posts	Title	Classification	Remarks
1	Facilities Manager	Level 5	
1	Telephone Operator	Level 2	
2			

Maintenance

No. of Posts	Title	Classification	Remarks
1	Records Officer 1	Level 1	
1	Maintenance Assistant	Level 1	
1	Watchman	Level 1	
2	Attendant	Level 1	
1	Caretaker	Level 1	
2	Gardener	Level 1	
1	Office Attendant	Level 1	
9			

Procurement

No. of Posts	Title	Classification	Remarks
1	Records Officer 2	Level 3	
1			

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Corporate Services Operations Management Transport Management

No. of Posts	Title	Classification	Remarks
1	Transport Manager	Level 4	
23	Driver	Level 2	
24			
91	Operations Management		
130	Corporate Services		

Estate Management

No. of Posts	Title	Classification	Remarks
1	Director, Estate Management	Level 9	
1	Executive Secretary	Level 5	
2	Records Clerk	Level 2	
1	Senior Property Manager	Level 5	
1	Records Officer	Level 2	
6			

Legal Services

No. of Posts	Title	Classification	Remarks
1	Manager, Legal	Level 8A	
1	Senior Secretary	Level 4	
1	Legal Officer 2	Level 7	
3			

Land Settlement Schemes And Project Land Lease Unit

No. of Posts	Title	Classification	Remarks
2	Legal Officer 3	Level 8A	
1	Paralegal Officer 6	Level 4	
2	Paralegal Officer 5	Level 4	
2	Paralegal Officer 3	Level 2	
7			

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Estate Management Legal Unit

No. of Posts	Title	Classification	Remarks
1	Legal Officer 3	Level 8A	
2	Legal Officer 4	Level 8A	
1	Legal Officer 3	Level 8A	
1	Legal Officer 2	Level 7	
1	Paralegal Officer 6	Level 4	
1	Paralegal Officer 5	Level 4	
1	Secretary	Level 3	
8			

Property Services

No. of Posts	Title	Classification	Remarks
1	Manager, Property Services	Level 8	
1	Senior Secretary	Level 4	
2			

Central Region

No. of Posts	Title	Classification	Remarks
1	Regional Lands Officer	Level 5	
3	Lands Officer	Level 5	
3	Lands Officer 2	Level 4	
3	Lands Officer 1	Level 3	
1	Secretary	Level 3	
2	Accounting Clerk	Level 2	
3	Ranger	Level 1	
16			

Divestment Services

No. of Posts	Title	Classification	Remarks
1	Senior Property Administrator	Level 5	
1	Property Administration Officer 2	Level 5	
1	Property Administration Officer 1	Level 4	
3			

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Estate Management Property Services Northern Region

No. of Posts	Title	Classification	Remarks
1	Regional Lands Officer	Level 5	
3	Lands Officer 3	Level 5	
3	Lands Officer 2	Level 4	
1	Lands Officer 1	Level 3	
1	Secretary	Level 3	
2	Accounting Clerk	Level 2	
3	Ranger	Level 1	

14

Property Management Services

No. of Posts	Title	Classification	Remarks
1	Senior Property Administrator	Level 5	
1	Property Administration Officer 2	Level 5	
1	Property Administration Officer 1	Level 4	
2	Enforcement Officer	Level 3	
2	Senior Property Administrator	Level 5	

7

Southern Region

No. of Posts	Title	Classification	Remarks
1	Regional Lands Officer	Level 5	
3	Lands Officer 3	Level 5	
5	Lands Officer 2	Level 4	
1	Secretary	Level 3	
2	Accounting Clerk	Level 2	
3	Ranger	Level 1	

15

Strategic Portfolio Management

No. of Posts	Title	Classification	Remarks
1	Senior Property Manager	Level 5	
2	Property Administration Officer 1	Level 4	

3

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Estate Management Property Services Western Region

No. of Posts	Title	Classification	Remarks
1	Regional Lands Officer	Level 5	
4	Lands Officer 3	Level 5	
4	Lands Officer 2	Level 4	
1	Secretary	Level 3	
3	Accounting Clerk	Level 2	
4	Ranger	Level 1	
17			
77	Property Services		
101	Estate Management		

Information Technology

No. of Posts	Title	Classification	Remarks
1	Director, Information Technology	Level 9	
1	Executive Secretary	Level 5	
1	Secretary	Level 3	
1	Senior Secretary	Level 4	
13	Digitizing Technician	Level 4	
21	Data Entry officer	Level 4	
3	Data Entry Clerk	Level 4	
41			

Application Support

No. of Posts	Title	Classification	Remarks
1	Manager, Application Support	Level 8	
1			

Financial And Administration System

No. of Posts	Title	Classification	Remarks
1	Senior Application Support Specialist	Level 7	
1	Application Support Specialist	Level 6	
1	Application Support Technologist	Level 5	
3			

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Information Technology Application Support Groupware Systems

No. of Posts	Title	Classification	Remarks
1	Senior Application Support Specialist	Level 7	
1	Webmaster	Level 6	
1	Application Support Technologist	Level 5	
3			

Land Titles Data Automation

No. of Posts	Title	Classification	Remarks
1	Supervisor, Data Entry	Level 5	
3	Data Entry Officer	Level 4	
4			

Land Valuation Data Automation

No. of Posts	Title	Classification	Remarks
1	Supervisor, Data Entry	Level 5	
2	Data Entry Officer	Level 4	
3			
14	Application Support		

Geographic Information

No. of Posts	Title	Classification	Remarks
1	Manager, Geographic Information Systems	Level 8	
1			

Geographic Information Application Development

No. of Posts	Title	Classification	Remarks
1	Senior GIS Specialist	Level 7	
1	GIS Specialist	Level 6	
2	GIS Technologist	Level 5	
4			

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Information Technology Geographic Information Database Administration

No. of Posts	Title	Classification	Remarks
1	Database Administrator	Level 7	
1	Assistant Database Administrator	Level 5	
2			

Map Automation

No. of Posts	Title	Classification	Remarks
1	Supervisor, Map Automation	Level 6	
3	Senior Digitizing Technician	Level 5	
4			
11	Geographic Information		

Technology Support

No. of Posts	Title	Classification	Remarks
1	Manager, Technology Support	Level 8	
1	Operation Support Officer	Level 5	
2			

Network And PC Support

No. of Posts	Title	Classification	Remarks
1	Network Support Specialist	Level 7	
1	Network Administrator	Level 6	
5	Client Support Technologist	Level 5	
7			

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Information Technology Technology Support Server Support

No. of Posts	Title	Classification	Remarks
1	Server Support Specialist	Level 7	
1	Technology Support Specialist	Level 6	
2			
11	Technology Support		
77	Information Technology		

Land Titles

No. of Posts	Title	Classification	Remarks
1	Director, Land Titles	Level 9	
1	Executive Secretary	Level 5	
2			

Assessment

No. of Posts	Title	Classification	Remarks
1	Assessor	Level 5	
1			

Memorandum

No. of Posts	Title	Classification	Remarks
1	Manager, Memorandum/Deputy Registrar of Titles	Level 8	
6	Legal Officer 2	Level 7	
1	Paralegal Specialist	Level 6	
5	Quality Control Officer	Level 4	
7	Drafter	Level 3	
1	Caveat Officer	Level 3	
1	Secretary	Level 3	
1	Drafter	Level 2	
1	Senior Secretary	Level 4	
24			

LIST OF POSTS

Ministry Of Land And Environment

National Land Agency

Land Titles

New Titles

No. of Posts	Title	Classification	Remarks
1	Manager, New Titles/Senior Deputy Registrar Of Titles	Level 8	
1	Legal Officer 4	Level 8	
2	Legal Officer 3	Level 8	
2	Paralegal Specialist	Level 6	
5	Senior Investigator	Level 4	
4	Application Officer	Level 4	
1	Senior Secretary	Level 4	
1	Coding Officer	Level 3	
2	Coding Officer	Level 2	
1	Baggage Check Clerk	Level 1	
20			

Production

No. of Posts	Title	Classification	Remarks
1	Supervisor, Production	Level 6	
5	New Title Coder	Level 4	
8	Memorandum Coder	Level 4	
14			

Records Registry

No. of Posts	Title	Classification	Remarks
1	Records information Manager	Level 5	
1			

Records

No. of Posts	Title	Classification	Remarks
2	Assistant Records Manager	Level 5	
14	Records Officer 1	Level 2	
10	Records Clerk	Level 2	
26			

LIST OF POSTS

Ministry Of Land And Environment

National Land Agency

Land Titles

Record Registry

Registry

No. of Posts	Title	Classification	Remarks
1	Supervisor, Registration and Dispatch	Level 3	
7	Records Officer 1	Level 2	
1	Records Clerk	Level 2	
9			
36	Records Registry		
97	Land Titles		

Land Valuation

No. of Posts	Title	Classification	Remarks
1	Director, Land Valuation/Commissioner Of Land Valuations	Level 9	
1	Executive Secretary	Level 5	
1	Senior Search Officer	Level 3	
2	Search Officer	Level 2	
5			

Central Region

No. of Posts	Title	Classification	Remarks
1	Regional Manager/Deputy Commissioner of Valuations	Level 8	
1	Regional Manager	Level 8	
1	Senior Valuation Surveyor	Level 6	
2	Valuation Surveyor 2	Level 6	
1	Valuation Surveyor 1	Level 5	
2	Valuer 3	Level 5	
3	Valuer 2	Level 4	
1	Valuer 1	Level 3	
2	Valuation Assistant	Level 3	
1	Senior Secretary	Level 4	
1	Secretary	Level 3	
1	Assistant Valuation Roll Officer	Level 2	
17			

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Land Valuation Northern Region

No. of Posts	Title	Classification	Remarks
1	Regional Manager/Deputy Commissioner of Valuations	Level 8	
1	Regional Manager	Level 8	
1	Senior Valuation Surveyor	Level 6	
1	Valuation Surveyor 2	Level 6	
1	Valuation Surveyor 1	Level 5	
2	Valuer 3	Level 5	
2	Valuer 2	Level 4	
1	Valuer 1	Level 3	
1	Secretary	Level 3	
1	Valuation Assistant	Level 3	
1	Senior Secretary	Level 4	
1	Assistant Valuation Roll Officer	Level 2	
14			

Southern Region

No. of Posts	Title	Classification	Remarks
1	Regional Manager/Deputy Commissioner of Valuations	Level 8	
1	Regional Manager	Level 8	
1	Senior Valuation Surveyor	Level 6	
3	Valuation Surveyor 2	Level 6	
1	Valuation Surveyor 1	Level 5	
3	Valuer 3	Level 5	
3	Valuer 2	Level 4	
1	Valuer 1	Level 3	
1	Secretary	Level 3	
1	Valuation Assistant	Level 3	
1	Senior Secretary	Level 4	
2	Assistant Valuation Roll Officer	Level 2	
19			

Valuation Roll

No. of Posts	Title	Classification	Remarks
1	Regional Manager/Deputy Commissioner of Valuations	Level 8	
1	Valuation Roll Manager	Level 5	
1	Assistant Valuation Roll Manager	Level 4	

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Land Valuation Valuation Roll

No. of Posts	Title	Classification	Remarks
1	Secretary	Level 3	
1	Attendant	Level 1	
5			

Roll Amendments

No. of Posts	Title	Classification	Remarks
3	Valuation Roll Officer 1	Level 2	
3			

Technical Registry

No. of Posts	Title	Classification	Remarks
1	Valuation Roll Officer 2	Level 3	
3	Assistant Valuation Roll Officer	Level 2	
4			

Western Region

No. of Posts	Title	Classification	Remarks
1	Regional Manager/Deputy Commissioner of Valuations	Level 8	
1	Regional Manager	Level 8	
1	Senior Valuation Surveyor	Level 6	
2	Valuation Surveyor 2	Level 6	
1	Valuation Surveyor 1	Level 5	
2	Valuer 3	Level 5	
3	Valuer 2	Level 4	
1	Valuer 1	Level 3	
1	Secretary	Level 3	
1	Valuation Assistant	Level 3	
1	Senior Secretary	Level 4	
1	Assistant Valuation Roll Officer	Level 2	
16			
28	Valuation Roll		
83	Land Valuation		

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Surveys And Mapping

No. of Posts	Title	Classification	Remarks
1	Director, Surveys & Mapping/Director of Surveys	Level 9	
1	Executive Secretary	Level 5	
2			

Cadastral Mapping

No. of Posts	Title	Classification	Remarks
1	Manager, Cadastral Mapping	Level 8	
1	Senior Checking Officer	Level 5	
1	Senior Secretary	Level 4	
3			

Cadastral Map Development And Maintenance

No. of Posts	Title	Classification	Remarks
1	Supervisor, Cadmap Development & Maintenance	Level 7	
1			

Cadastral Map Compilation

No. of Posts	Title	Classification	Remarks
1	Senior Map Compiler	Level 6	
4	Map Compiler	Level 5	
5			

Regional Map Maintenance

No. of Posts	Title	Classification	Remarks
1	Chief Survey Draughtsman	Level 5	
1	Secretary	Level 3	
4	Draughtsman 6	Level 3	
8	Draughtsman 4	Level 3	
2	Assistant Map Registrar	Level 2	
2	Map Clerk	Level 2	
18			
24	Cadastral Map Development and Maintenance		

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Surveys And Mapping Cadastral Mapping Field Operations

No. of Posts	Title	Classification	Remarks
1	Field Operations Supervisor	Level 7	
1			

Field Team 1

No. of Posts	Title	Classification	Remarks
1	Surveyor 3	Level 6	
3	Surveyor 2	Level 6	
2	Assistant Surveyor 2	Level 5	
1	Chief Survey Headman	Level 3	
7			

Field Team 2

No. of Posts	Title	Classification	Remarks
1	Surveyor 3	Level 6	
3	Surveyor 2	Level 6	
2	Assistant Surveyor 2	Level 5	
1	Chief Survey Headman	Level 3	
1	Survey Headman	Level 2	
8			

Index Map Referencing

No. of Posts	Title	Classification	Remarks
4	Draughtsman 6	Level 4	
4			
19	Field Operations		
47	Cadastral Mapping		

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Surveys And Mapping Cadastral Survey

No. of Posts	Title	Classification	Remarks
1	Manager, Cadastral Surveys	Level 8	
1	Senior Secretary	Level 4	
2			

Field Survey

No. of Posts	Title	Classification	Remarks
1	Surveyor 5	Level 7	
1	Surveyor 4	Level 7	
2	Surveyor 3	Level 6	
3	Surveyor 2	Level 6	
5	Surveyor 1	Level 4	
2	Chief Survey Headman	Level 3	
2	Survey Headman	Level 2	
16			

Plan Preparation

No. of Posts	Title	Classification	Remarks
1	Surveyor 1	Level 6	
3	Chief Survey Draughtsman	Level 5	
3	Survey Draughtsman	Level 4	
1	Machine Operator	Level 1	
8			

26 Cadastral Survey

Plan Examination And Certification Branch

No. of Posts	Title	Classification	Remarks
1	Manager, Plan Examination & Certification	Level 8	
1	Senior Secretary	Level 4	
1	Secretary	Level 3	
1	Relief Checking Officer	Level 5	
4			

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Surveys And Mapping Plan Examination And Certification Branch Comparison Unit

No. of Posts	Title	Classification	Remarks
1	Chief Checking Officer	Level 6	
1	Senior Checking Officer	Level 5	
1	Checking Officer 3	Level 3	
5	Checking Officer 2	Level 4	
2	Checking Officer 1	Level 3	
10			

Computing Unit

No. of Posts	Title	Classification	Remarks
1	Chief Checking Officer	Level 6	
1	Senior Checking Officer	Level 5	
2	Checking Officer 3	Level 5	
4	Checking Officer 2	Level 4	
3	Checking Officer 1	Level 3	
11			

Documentation Center

No. of Posts	Title	Classification	Remarks
1	Chief Technical Information Officer	Level 6	
1	Librarian 2	Level 4	
2	Library Assistant 2	Level 2	
4			

Plan Registry

No. of Posts	Title	Classification	Remarks
1	Records Officer 2	Level 3	
1	Records Officer 1	Level 2	
2			
31	Plan Examination And Certification Branch		

LIST OF POSTS

Ministry Of Land And Environment National Land Agency Surveys And Mapping Topographic And Hydrographic Surveys

No. of Posts	Title	Classification	Remarks
1	Manager, Topographic & Hydrographic Surveys	Level 8	
1	Senior Secretary	Level 4	
2			

Geodetic Survey

No. of Posts	Title	Classification	Remarks
1	Chief Geodesist	Level 7	
1	Control Database Administrator	Level 6	
1	Surveyor 4	Level 7	
2	Surveyor 3	Level 6	
1	Surveyor 2	Level 6	
2	Assistant Surveyor 3	Level 5	
1	Assistant Surveyor 2	Level 5	
2	Assistant Surveyor 1	Level 4	
3	Chief Survey Headman	Level 3	
2	Survey Headman	Level 2	
16			

Hydrographic Survey

No. of Posts	Title	Classification	Remarks
1	Chief Hydrographer	Level 7	
1	Senior Hydrographic Surveyor	Level 6	
1	Hydrographic Surveyor	Level 6	
1	Hydrographic Surveying Technician 2	Level 5	
1	Hydrographic Surveying Technician 1	Level 4	
1	Senior Coxswain Driver	Level 3	
1	Boatman	Level 2	
1	Survey Headman	Level 2	
8			

Topographic Mapping

No. of Posts	Title	Classification	Remarks
1	Mapping Officer	Level 7	
1			

LIST OF POSTS

Ministry Of Land And Environment
National Land Agency
Surveys And Mapping
Topographic And Hydrographic Surveys
Topographic Mapping
Cartographic

No. of Posts	Title	Classification	Remarks
1	Chief Cartographer	Level 6	
1	Cartographer 3	Level 5	
3	Cartographer 2	Level 5	
2	Cartographer 1	Level 4	
7			

Photogrammetric

No. of Posts	Title	Classification	Remarks
1	Chief Photogrammetrist	Level 6	
1	Photogrammetrist 3	Level 5	
1	Photogrammetrist 2	Level 5	
2	Photogrammetrist 1	Level 4	
5			

Reprographics And Reproduction

No. of Posts	Title	Classification	Remarks
1	Chief Photolithographer	Level 6	
1	Photolithographer 3	Level 5	
1	Photolithographer 2	Level 5	
2	Photolithographer 1	Level 4	
5			
18	Topographic Mapping		
43	Topographic And Hydrographic Surveys		
150	Surveys And Mapping		

Total Number of Posts in National Land Agency : 680

Filled
Vacant

LIST OF POSTS

Office Of The Prime Minister Management Institute For National Development Management And Direction

No. of Posts	Title	Classification	Remarks
1	Chief Executive Officer	Grade A	Filled
1	Internal Auditor	Grade D	Filled
1	Information Technology Manager	Grade D	Filled
1	Senior Administrative Assistant	Grade F1	Filled
4			

Human Resource And Communications Department

No. of Posts	Title	Classification	Remarks
1	Director, Human Resource And Communications	Grade B	Filled
1			

Marketing Division

No. of Posts	Title	Classification	Remarks
1	Marketing Manager	Grade E	Filled
1	Marketing Coordinator	Grade F2	Filled
1	Marketing Assistant	Grade F1	Filled
3			

Human Resource Division

No. of Posts	Title	Classification	Remarks
1	Human Resource Administrator	Grade E	Filled
1	Human Resource Assistant	Grade F1	Filled
2			
6	Human Resource And Communications Department		

Curriculum Management Department Office Of The Dean Of Studies

No. of Posts	Title	Classification	Remarks
1	Dean	Grade B	Filled
1	Administrative Assistant	Grade F1	Filled
2			

LIST OF POSTS

Office Of The Prime Minister Management Institute For National Development Curriculum Management Department Division Of Management Studies & Organizational Development (DMSOD)

No. of Posts	Title	Classification	Remarks
1	Deputy Dean/Programme Manager	Grade C2	Filled
4	Senior Trainer Consultant	Grade D	3 Filled, 1 Vacant
1	Trainer Consultant	Grade E	Filled
1	Administrative Assistant	Grade G2	Filled
7			

Division Of Finance And Accounts (DFA)

No. of Posts	Title	Classification	Remarks
1	Programme Manager	Grade C2	Vacant
3	Senior Trainer Consultant	Grade D	Filled
1	Trainer Consultant	Grade E	Filled
1	Administrative Assistant	Grade G2	Filled
6			

MIND Mandeville

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Grade C1	Filled
2	Trainer Consultant	Grade E	Filled
1	Administrative Assistant/Customer Service Rep.	Grade F1	Filled
1	Administrative Assistant/Library Assistant	Grade G2	Vacant
1	Office Attendant	Grade H	Filled
6			

Office Of Professionals' Training Centre (OPTC)

No. of Posts	Title	Classification	Remarks
1	Senior Trainer Consultant	Grade D	Filled
1	Trainer consultant	Grade E	Filled
1	Administrative Assistant	Grade G2	Filled
3			

Learning Resources And Information

No. of Posts	Title	Classification	Remarks
1	Research Library And Records Manager	Grade D	Filled

LIST OF POSTS

Office Of The Prime Minister Management Institute For National Development Curriculum Management Department Learning Resources And Information

No. of Posts	Title	Classification	Remarks
1	Research And Library Assistant	Grade F1	Filled
1	Library Assistant	Grade G2	Filled
3			
27	Curriculum Management Department		

Business Management Unit

No. of Posts	Title	Classification	Remarks
1	Director, Finance & Resources	Grade B	Filled
1	Administrative Assistant	Grade G2	Filled
2			

Finance And Accounts

No. of Posts	Title	Classification	Remarks
1	Accounts Officer Payables	Grade F2	Filled
1	Accounts Officer Receivables	Grade F2	Filled
2	Accounting Assistant	Grade G2	Filled
4			

Customer Service

No. of Posts	Title	Classification	Remarks
1	Customer Service Manager	Grade D	Filled
1	Senior Customer Service Representative	Grade F2	Filled
2	Customer Service Representative	Grade F1	Filled
4			

Corporate Services

No. of Posts	Title	Classification	Remarks
1	Corporate Service Manager	Grade E	Filled
1	Facilities And Maintenance Coordinator	Grade F2	Filled
1	Reception Assistant	Grade G2	Filled
1	Reprographics Assistant	Grade G1	Filled

LIST OF POSTS

**Office Of The Prime Minister
Management Institute For National Development
Business Management Unit
Corporate Services**

No. of Posts	Title	Classification	Remarks
1	Delivery And Facilities Assistant	Grade G1	Filled
4	Office Attendant	Grade H	Filled
2	Grounds and Maintenance Attendant	Grade H	Filled
11			
20	Business Management Unit		

Total Number Of Posts in Management Institute For National Development: 58

Filled
Vacant

LIST OF POSTS

Ministry Of Industry & Tourism Office Of The Registrar Of Companies CEO/Audit Unit

No. of Posts	Title	Classification	Remarks
1	Chief Executive Officer	Grade 1	Filled
1	Deputy CEO/Director, Operations	Grade 2	Filled
1	Internal Auditor	Grade 3	Filled
1	Audit Officer	Grade 4b	Vacant
1	Legal Officer	Grade 4a	Filled
1	Administrative Assistant to Chief Executive Officer	Grade 4b	Filled
1	Secretary	Grade 5	Filled
7			

Information Technology Unit

No. of Posts	Title	Classification	Remarks
1	Information Technology Executive	Grade 2	Filled
1	Information Technology Manager	Grade 3	Filled
1	Data Entry Supervisor	Grade 4b	Filled
2	Systems Analyst/Programmer	Grade 4a	Filled
5	Data input Clerk	Grade 5	Filled
10			

Compliance Unit

No. of Posts	Title	Classification	Remarks
1	Compliance Manager	Grade 3	Vacant
1	Compliance Supervisor	Grade 4a	Filled
1	Receivership & Liquidation Supervisor	Grade 4b	Filled
1	Removals Supervisor	Grade 4b	Filled
1	Registration Officer	Grade 5	Vacant
1	Compliance Officer	Grade 5	Filled
6	Field Officer	Grade 5	Filled
1	Secretary	Grade 5	Filled
2	Compliance Assistant	Grade 6	1 Filled, 1 Vacant
15			

Customer Service Unit

No. of Posts	Title	Classification	Remarks
1	Customer Service Manager	Grade 3	Filled
1	Customer Service Supervisor	Grade 4b	Filled

LIST OF POSTS

Ministry Of Industry & Tourism Office Of The Registrar Of Companies Customer service Unit

No. of Posts	Title	Classification	Remarks
5	Customer Service Officer	Grade 5	Filled
1	Typist/Customer Service Assistant	Grade 6	Filled
8			

Human Resources Unit

No. of Posts	Title	Classification	Remarks
1	Human Resource Manager	Grade 3	Filled
1	Personnel Officer	Grade 4b	Filled
1	Secretary	Grade 5	Filled
3			

Finance And Administration Unit

No. of Posts	Title	Classification	Remarks
1	Finance And Administration Executive	Grade 2	Filled
1	Financial Accountant	Grade 3	Filled
1	Librarian/Records Manager	Grade 4b	Filled
1	Accountant	Grade 4b	Filled
3	Accounting Officer	Grade 5	2 Filled, 1 Vacant
1	Payroll Officer	Grade 5	Filled
1	Cashier	Grade 5	Filled
1	Secretary	Grade 5	Filled
1	Driver	Grade 6	Filled
1	Registry Assistant	Grade 6	Filled
1	Receptionist/Telephone Operator	Grade 6	Filled
1	Machine Operator	Grade 6	Filled
1	File Room Attendant	Grade 7	Filled
1	Gardener/Attendant	Grade 7	Vacant
1	Office Attendant	Grade 7	Filled
17			

Business Registration Unit

No. of Posts	Title	Classification	Remarks
1	Business Registration Manager	Grade 3	Filled
1	New Registration Supervisor	Grade 4b	Filled
1	Returns And Changes Supervisor	Grade 4b	Filled
1	Charges Supervisor	Grade 4b	Vacant
6	Registration Officer	Grade 5	5 Filled, 1 Vacant

LIST OF POSTS

Ministry Of Industry & Tourism Office Of The Registrar Of Companies Business Registration Unit

No. of Posts	Title	Classification	Remarks
1	Secretary	Grade 5	Filled
5	Registration Assistant	Grade 6	4 Filled, 1 Vacant
16			

Total Number Of Posts in Office Of The Registrar Of Companies: 76

Filled	67
Vacant	9

LIST OF POSTS

Ministry Of Health Registrar General's Department Administration

No. of Posts	Title	Classification	Remarks
1	Chief Executive Officer & Deputy Keeper of the Records	Grade 1	Filled
1	Technical Assistant	Grade 5	
1	Administrative Assistant	Grade 5	
1	Executive Administration Assistant	Grade 4	Filled
1	CEO's Special Assistant	Grade 3	Filled
1	Legal Officer	Grade 3	Vacant
1	Implementation Manager	Grade 3	Filled
7			

Finance and Administration

No. of Posts	Title	Classification	Remarks
1	Finance and Administration Director	Grade 2	Filled
1	Chief Accountant	Grade 3	Filled
1	Management Accountant	Grade 3	Filled
1	Budget Supervisor	Grade 4	Filled
1	Payroll Officer	Grade 5	Filled
1	Payroll Assistant	Grade 6	Filled
3	Accounts Officer	Grade 5	Filled
1	Accounts Assistant	Grade 6	Filled
1	Administrative Assistant	Grade 5	Filled
1	Accountant	Grade 4	Filled
12			

Contracts and Office Services

No. of Posts	Title	Classification	Remarks
1	Manager, Contracts & Office Services	Grade 3	Filled
1	Purchasing Officer	Grade 4	Filled
2	Inventory Clerk	Grade 5	Filled
1	Maintenance Officer	Grade 6	Filled
2	Maintenance Assistant	Grade 7	1 Filled, 1 Vacant
2	Office Assistant	Grade 7	Filled
3	Driver	Grade 6	Filled
1	Driver (Mobile Unit – East)	Grade 6	Filled
1	Driver (Mobile Unit – West)	Grade 6	Filled
14			

LIST OF POSTS

Ministry Of Health Registrar General's Department Human Resource

No. of Posts	Title	Classification	Remarks
1	Human Resource Manager	Grade 3	Filled
1	Personnel Officer	Grade 4	Filled
1	Training Officer	Grade 4	Vacant
1	Assistant Personnel Officer	Grade 5	Filled
1	Administrative Assistant	Grade 5	Filled
5			

Marketing & Planning

No. of Posts	Title	Classification	Remarks
1	Marketing & Planning Manager	Grade 3	Filled
1	Administrative Assistant	Grade 5	Filled
1	Communications Officer	Grade 4	Filled
1	Planning & Statistics Officer	Grade 4	Filled
4			

Internal Audit

No. of Posts	Title	Classification	Remarks
1	Internal Auditor	Grade 3	Filled
2	Audit Officer	Grade 4	Filled
1	Audit Assistant	Grade 5	Vacant
4			

Operations Management

No. of Posts	Title	Classification	Remarks
1	Director of Operations and Deputy CEO	Grade 2	Filled
1	Technical Assistant	Grade 4	Filled
1	Administrative Assistant	Grade 5	Filled
3			

LIST OF POSTS

Ministry Of Health Registrar General's Department Vital Statistics, Registration & Regional Services Statistics

No. of Posts	Title	Classification	Remarks
1	Manager, Vital Statistics, Registration & Regional Services	Grade 3	Filled
1	Technical Assistant	Grade 4	
1	Statistics Supervisor	Grade 4	Vacant
1	Statistics Coordinator	Grade 5	Filled
1	Administrative Assistant	Grade 5	
2	Statistics Officer	Grade 5	Filled
7			

Marriage

No. of Posts	Title	Classification	Remarks
2	Marriage Supervisor	Grade 4	Filled
1	Senior Marriage Assistant	Grade 5	Vacant
1	National Marriage Coordinator	Grade 5	
1	Wedding Coordinator (HO)	Grade 5	
5	Hotel Marriage Officer	Grade 5	Vacant
2	Marriage Assistant	Grade 6	Filled
12			

Registration

No. of Posts	Title	Classification	Remarks
1	Registration Supervisor	Grade 4	Filled
1	Registration Coordinator	Grade 5	Filled
1	Records Collection Coordinator	Grade 6	
2	Checking Officer	Grade 5	1Filled, 1Vacant
2	Checking Assistant	Grade 6	Filled
2	Medical Data Classifier	Grade 5	1Filled, 1Vacant
1	Sudden & Violent Death Officer	Grade 5	Filled
10			
29	Vital Statistics, Registration & Regional Services		

South Eastern Regional Office

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Grade 3	Filled
1	Administrative Assistant	Grade 5	Filled
2	Parish Officer	Grade 4	Filled
4	Registration Officer	Grade 4	2Filled, 2Vacant

LIST OF POSTS

Ministry Of Health Registrar General's Department South Eastern Regional Office

No. of Posts	Title	Classification	Remarks
6	Registration Assistant	Grade 5	Vacant
1	Customer Service Coordinator	Grade 5	Filled
4	Customer Service Representative	Grade 5	Filled
1	Office Attendant	Grade 7	Filled
20			

Southern Regional Office

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Grade 3	Filled
1	Administrative Assistant	Grade 5	Filled
2	Parish Officer	Grade 4	Filled
2	Registration Officer	Grade 4	1Filled, 1Vacant
2	Registration Assistant	Grade 5	1Filled, 1Vacant
4	Customer Service Representative	Grade 5	Filled
12			

North Eastern Regional Office

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Grade 3	Filled
1	Administrative Assistant	Grade 5	Filled
2	Parish Officer	Grade 4	Filled
1	Registration Officer	Grade 4	Vacant
1	Registration Assistant	Grade 5	Filled
1	Customer Service Representative	Grade 5	
2	Customer Service Representative	Grade 6	
1	Wedding Coordinator	Grade 5	
1	Office Attendant	Grade 7	
11			

Western Regional Office

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Grade 3	Vacant
1	Administrative Assistant	Grade 5	Filled
2	Parish Officer	Grade 4	1Filled, 1Vacant
2	Registration Officer	Grade 4	Vacant
2	Registration Assistant	Grade 5	Filled
1	Registration Assistant	Grade 6	Vacant
3	Customer Service Representative	Grade 5	2Filled, 1Vacant

LIST OF POSTS

Ministry Of Health Registrar General's Department Western Regional Office

No. of Posts	Title	Classification	Remarks
1	Wedding Coordinator	Grade 5	
1	Communication Coordinator	Grade 4	
1	Office Attendant	Grade 7	
15			

Records & Information Management

No. of Posts	Title	Classification	Remarks
1	Director, Records & Information Management	Grade 2	Filled
1	Administrative Assistant	Grade 5	Filled
1	Manager, Records & Information Management	Grade 3	Filled
1	Systems Supervisor	Grade 4	Filled
1	Data Entry Supervisor	Grade 4	Filled
2	Systems Support Officer	Grade 5	1 Filled, 1 Vacant
2	End-User Workstation & Help Desk	Grade 5	
1	Data Entry Clerk	Grade 5	Filled
4	Data Entry Clerk	Grade 6	Filled
3	Updating Clerk	Grade 5	Vacant
1	BDMS Manager	Grade 3	Filled
1	BDMS Assistant Manager	Grade 3	
1	Senior Systems Analyst	Grade 3	Filled
1	Database Architect Administrator	Grade 3	
1	Senior Systems Analyst/Programmer	Grade 3	Filled
1	Programmer Analyst Records & Information Management	Grade 4	Filled
1	Supervisor	Grade 4	
1	Programmer Analyst/DBA	Grade 4	
1	Hardware Network Specialist	Grade 4	
1	Records Management Coordinator	Grade 5	Filled
1	Conservation Officer	Grade 5	
1	Preservation Officer	Grade 6	
1	Records Officer – Mail Room	Grade 6	
3	Records Officer	Grade 6	
1	Records Assistant	Grade 6	
1	Mailroom Assistant	Grade 6	
35			

Island Record Office

No. of Posts	Title	Classification	Remarks
1	Island Record Office Manager	Grade 3	Filled
1	Credit Supervisor	Grade 4	Filled
1	Assistant Manager (Genealogical Research)	Grade 4	
1	Research Supervisor	Grade 3	Filled

LIST OF POSTS

Ministry Of Health Registrar General's Department Island Record Office

No. of Posts	Title	Classification	Remarks
1	Document Processing Coordinator	Grade 5	
4	Credit Officer	Grade 5	Filled
2	Research Officer	Grade 5	1 Filled, 1 Vacant
2	Credit Assistant	Grade 6	Filled
1	Research Assistant	Grade 5	Filled
1	Customer Service Representative	Grade 6	Filled
1	Technical Assistant	Grade 5	Filled
1	Filing & Search Assistant	Grade 6	Filled
17			

Special Services Unit

No. of Posts	Title	Classification	Remarks
1	Special Services Unit Supervisor	Grade 4	Filled
1	Administrative Assistant	Grade 5	
1	Special Services Unit Coordinator	Grade 5	
1	Foreign Liaison Officer	Grade 5	Filled
9	Customer Service Representative	Grade 5	Filled
3	Customer Service Representative	Grade 6	Filled
7	Customer Service Assistant	Grade 6	
1	Customer Service Representative/Operator	Grade 5	Vacant
2	Production Officer	Grade 6	
2	Runner	Grade 6	
1	Foreign Liaison Assistant	Grade 5	
29			

Print Room

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

LIST OF POSTS

Ministry Of Health Registrar General's Department Production & Customer Care Mobile Unit - East

No. of Posts	Title	Classification	Remarks
1	Mobile Manager	Grade 3	Vacant
1	Administrative Assistant	Grade 5	Filled
1	Customer Service Coordinator	Grade 5	Filled
4	Customer Service Representative	Grade 5	2Filled, 2Vacant
7			

Mobile Unit - West

No. of Posts	Title	Classification	Remarks
1	Mobile Manager	Grade 3	Vacant
1	Administrative Assistant	Grade 5	Vacant
1	Customer Service Coordinator	Grade 5	Vacant
4	Customer Service Representative	Grade 5	Vacant
7			

Customer Care

No. of Posts	Title	Classification	Remarks
1	Production & Customer Care Manager	Grade 3	Filled
1	Administrative Assistant	Grade 5	Vacant
1	Customer Service Supervisor	Grade 4	Filled
1	Customer Service Supervisor (Cashiers)	Grade 4	
2	Customer Service Coordinator	Grade 5	Filled
14	Customer Service Representative	Grade 5	Filled
4	Customer Service Representative	Grade 5	Vacant
2	Customer Service Representative (Online)	Grade 5	
2	Customer Service Representative	Grade 6	
28			

Production

No. of Posts	Title	Classification	Remarks
2	Production Supervisor	Grade 4	Filled
3	Production Coordinator	Grade 5	Filled
1	Index Search Coordinator	Grade 5	Filled
5	Production Officer – Index Search	Grade 6	Filled
8	Production Officer	Grade 6	Vacant
1	Production Officer – Scanner	Grade 6	
3	Production Officer	Grade 5	

LIST OF POSTS

Ministry Of Health Registrar General's Department Production & Customer Care Record Updating

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

Original Records Storage

No. of Posts	Title	Classification	Remarks
1	Original Records Coordinator	Grade 6	Vacant
1	Record Officer – Original Storage Unit	Grade 5	Filled
13	Record Officer – Original Storage Unit	Grade 6	4Filled 1Vacant
15			

Duplicate Records Storage

No. of Posts	Title	Classification	Remarks
1	Duplicate Storage Coordinator	Grade 5	Filled
14	Record Officer – Duplicate Storage Unit	Grade 6	3Filled
3	Records Assistant	Grade 7	Filled
1	Office Assistant	Grade 7	Filled
19			

Duplicate Records Storage

No. of Posts	Title	Classification	Remarks
20	Approver	Grade 5	Filled
6	Production Registration Officer (Examiners)	Grade 5	
1	Scanner/Updater	Grade 5	
3	Scanner	Grade 5	
2	Duplicate Storage Desk Officer	Grade 6	Filled
8	Expediter	Grade 6	Filled
40			

147 Production and Customer Care

Total Number Of Posts in Registrar General's Office : 374

**Filled
Vacant**

Executive Agency Schedule (2004)

LIST OF POSTS

Ministry Of Transport & Works National Works Agency Executive Office

No. of Posts	Title	Classification	Remarks
1	Chief Executive Officer	Level 11	
1	Executive Assistant	Level 6	
1	Administrative Assistant	Level 4	
1	Clerical Officer	Level 2	
4			

Human Resource Management & Administration

No. of Posts	Title	Classification	Remarks
1	Director, Human Resource & Administration	Level 9	
1	Manager, Personnel & Industrial Relations	Level 8	
2	Personnel & Industrial Relations Officer	Level 5	
1	Training & Development Manager	Level 7	
2	Training & Development Officer	Level 5	
1	Office Manager	Level 7	
1	Assistant Office Manager	Level 5	
1	Procurement Officer	Level 4	
1	Information Resource Manager	Level 7	
1	Senior Records Officer	Level 5	
1	Librarian	Level 5	
1	Librarian Assistant	Level 4	
4	Records Officer	Level 3	
2	Clerical Officer	Level 3	
5	Administrative Assistant	Level 4	
2	Driver	Level 3	
12	Office Attendant	Level 1	
1	Blue Print Operator	Level 3	
40			

Communication & Customer Service

No. of Posts	Title	Classification	Remarks
1	Manager, Communication & Customer Service	Level 8	
1	Administrative Assistant	Level 4	
1	Graphic Artist/Creative Designer	Level 5	
3	Community Relations Officer	Level 5	
3	Telephone Operator/Receptionist	Level 3	
1	Communication & Customer Service Officer	Level 5	
1	Senior Communication Officer	Level 6	

11

51 **Human Resource Management & Administration**

LIST OF POSTS

Ministry Of Transport & Works National Works Agency Project Implementation Division

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

Major Project Directorate

No. of Posts	Title	Classification	Remarks
1	Director, Major Projects	Level 9	
1	Administrative Assistant	Level 4	
6	Major Project Manager	Level 8	
2	Administrative Assistant	Level 4	
1	Project Manager	Level 6	
2	Project Officer	Level 5	
2	Flood Control Officer	Level 6	
11	Senior Clerk of Works	Level 5	
2	Clerk of Works	Level 4	
1	Bridge Launch Engineer	Level 5	
29			

Northern Jamaica Development Project

No. of Posts	Title	Classification	Remarks
1	Project Director – NJDP	Level 9	
1	Project Managing Engineer	Level 8	
2	Major Project Manager	Level 8	
1	Project Resettlement Manager	Level 8	
3	Senior Project Officer	Level 6	
1	Project Officer	Level 5	
1	Senior Para Legal Officer	Level 5	
1	Para Legal Clerk	Level 4	
1	Mechanical Inspector	Level 4	
1	Senior Equipment Inspector	Level 5	
1	Project Surveyor	Level 5	
2	Surveyor Assistant	Level 3	
4	Administrative Assistant	Level 4	
1	Janitor	Level 1	
1	Office Attendant	Level 1	

22

LIST OF POSTS

Ministry Of Transport & Works National Works Agency Project Implementation Division Procurement

No. of Posts	Title	Classification	Remarks
1	Director, Procurement	Level 9	
1	Surveyor	Level 6	
4	Assistant Quantity Surveyor	Level 4	
1	Administrative Assistant	Level 4	
7			
60	Project Implementation Division		

Regional Implementation Directorate

No. of Posts	Title	Classification	Remarks
1	Director, Regional Implementation	Level 9	
1	Administrative Assistant	Level 4	
2			

Kingston Metropolitan Region

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Level 8	
1	Construction Manager	Level 7	
3	Parish Manager	Level 6	
9	Assistant Parish Manager	Level 5	
1	Site Supervisor	Level 5	
1	Senior Clerk of Works	Level 5	
4	Clerk of Works	Level 4	
1	Regional Supervisor/Inspector	Level 4	
3	Service Technician	Level 3	
1	Administrative Manager	Level 5	
4	Administrative Assistants	Level 4	
1	Clerical Officer	Level 2	
1	Office Attendant	Level 1	
7	Driver/Operator	Level 3	
38			

North East Region

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Level 8	
1	Construction Manager	Level 7	
4	Parish Manager	Level 6	

LIST OF POSTS

Ministry Of Transport & Works National Works Agency Regional Implementation Directorate North East Region

No. of Posts	Title	Classification	Remarks
9	Assistant Parish Manager	Level 5	
1	Regional Supervisor/Inspector	Level 4	
3	Service Technician	Level 3	
1	Administrative Manager	Level 5	
5	Administrative Assistant	Level 4	
4	Office Attendant	Level 1	
4	Driver/Operator	Level 3	
33			

Central Region

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Level 8	
3	Parish Manager	Level 6	
8	Assistant Parish Manager	Level 5	
1	Administrative Manager	Level 5	
3	Service Technician	Level 3	
4	Administrative Assistant	Level 4	
1	Clerical Officer	Level 4	
5	Driver/Operator	Level 3	
3	Office Attendant	Level 1	
1	Regional Supervisor/Inspector	Level 4	
1	Senior Clerk of Works	Level 5	
1	Site Supervisor	Level 5	
32			

Western Region

No. of Posts	Title	Classification	Remarks
1	Regional Manager	Level 8	
1	Administrative Manager	Level 5	
1	Construction Manager	Level 7	
5	Administrative Assistant	Level 4	
5	Office Attendant	Level 1	
9	Assistant Parish Manager	Level 5	
1	Senior Clerk of Works	Level 5	
1	Regional Supervisor/Inspector	Level 4	
3	Service Technician	Level 3	
4	Parish Manager	Level 5	
4	Driver	Level 3	
35			

LIST OF POSTS

Ministry Of Transport & Works National Works Agency Technical Services Department

No. of Posts	Title	Classification	Remarks
1	Manager, Technical Services	Level 9	
1	Administrative Assistant	Level 4	
1	Senior Engineer, Structural	Level 8	
1	Senior Electro-Mechanical Engineer	Level 7	
1	Environmental Engineer	Level 7	
6	Civil Engineer	Level 6	
1	Highway Pavement Technician	Level 5	
1	Architect	Level 5	
4	Assistant Land Surveyor	Level 4	
4	CAD Technician	Level 3	
1	Senior CAD Technician	Level 4	
1	Senior Bridge and Structural Engineer	Level 8	
1	Senior Engineer, Highway Pavement Design	Level 7	
1	Senior Architect	Level 8	
1	Senior Engineer	Level 7	
1	Senior Land Surveyor	Level 6	
1	Senior Environmental Officer	Level 6	
2	Junior Environmental Officer	Level 5	

30

Planning And Research Directorate

No. of Posts	Title	Classification	Remarks
1	Director, Planning & Research	Level 9	
1	Administrative Assistant	Level 4	
1	Corporate/Performance Monitoring Officer	Level 6	
1	Transport Planning Engineer	Level 6	

4

Development Control & Geographical Information Systems Department

No. of Posts	Title	Classification	Remarks
1	GIS Manager	Level 7	
3	GIS Officer	Level 5	
1	Development Control & Physical Planning Manager	Level 7	
4	Planning Technologist	Level 4	
2	Road Planner	Level 5	
1	Administrative assistant	Level 4	

12

LIST OF POSTS

Ministry Of Transport & Works National Works Agency Network Planning And Research

No. of Posts	Title	Classification	Remarks
1	Network Planning & Research Manager	Level 8	
1	Senior Highway Engineer	Level 7	
3	Highway/Planning Engineer	Level 6	
2	Junior Engineer	Level 5	
2	Clerical Officer	Level 2	
1	Administrative Assistant	Level 4	
10			

Traffic Management

No. of Posts	Title	Classification	Remarks
1	Operations Manager	Level 8	
1	Operation Engineer	Level 6	
2	Traffic Supervisor	Level 4	
2	Signal Technician	Level 4	
1	CAD Specialist	Level 4	
1	Data Analyst	Level 4	
1	Data Collection Supervisor	Level 4	
3	Data Entry Officer	Level 2	
7	Data Collection Technician	Level 2	
2	Field Technician	Level 3	
3	Field Officer	Level 3	
1	Driver	Level 3	
25			
35	Network planning And Research		

Finance And Accounts

No. of Posts	Title	Classification	Remarks
1	Director, Finance & Accounts	Level 9	
1	Manager, Financial Accounts	Level 8	
1	Manager, Management Accounts	Level 8	
2	Assistant Manager	Level 6	
5	Senior Accounting Officer	Level 5	
5	Senior Finance Officer	Level 5	
3	Finance Officer	Level 4	
3	Accounting Officer	Level 4	
3	Data Entry Clerk	Level 4	
1	Data Processing Supervisor	Level 5	
1	Clerical Officer	Level 2	
1	Cashier	Level 4	

LIST OF POSTS

Ministry Of Transport & Works National Works Agency Finance And Accounts

No. of Posts	Title	Classification	Remarks
3	Administrative Assistant	Level 4	
1	Dispatch Clerk	Level 3	
31			

Externally Funded Project Accounting Unit

No. of Posts	Title	Classification	Remarks
1	Manager, International Funded Project	Level 8	
1	Assistant Manager	Level 6	
1	Senior Accounting Officer	Level 5	
3	Accounting Officer	Level 4	
3	Accounting Clerk	Level 3	
1	Data Entry Officer	Level 3	
10			
41	Finance And Accounts		

Asset Management Directorate

No. of Posts	Title	Classification	Remarks
1	Director, Asset Management	Level 9	
1	Administrative Assistant	Level 4	
2			

Equipment Services Department

No. of Posts	Title	Classification	Remarks
1	Equipment Manager	Level 8	
1	Maintenance Engineer	Level 6	
1	Operation Engineer	Level 5	
2	Maintenance Supervisor	Level 5	
1	Fleet Supervisor	Level 4	
1	Stores Supervisor	Level 4	
3	Repair Supervisor/Inspector	Level 4	
4	Driver	Level 3	
1	Store Clerk	Level 3	
1	Store Collection clerk	Level 3	
1	Lock/Safe And Vault Technician	Level 3	

LIST OF POSTS

Ministry Of Transport & Works

National Works Agency

Asset Management Directorate

Equipment Services Department

No. of Posts	Title	Classification	Remarks
1	Lock/Safe And Vault Assistant	Level 2	
4	Labourer	Level 1	
1	Office Attendant	Level 1	
23			
25	Asset Management Directorate		

Legal Services Department

No. of Posts	Title	Classification	Remarks
1	Manager, Legal Services	Level 8	
2	Legal Officer	Level 7	
1	Para Legal Officer	Level 4	
1	Administrative Assistant	Level 4	
5			

Property And Estate Department

No. of Posts	Title	Classification	Remarks
1	Manager, Property/Estate	Level 8	
1	Administrative Assistant	Level 4	
2	Property Officer	Level 5	
1	Building Officer	Level 6	
1	Maintenance Coordinator	Level 6	
1	Security Supervisor	Level 6	
2	Groundsman	Level 1	
6	Gate Attendant/Watchman	Level 1	
1	Caretaker	Level 2	
1	Electrical And Mechanical Supervisor	Level 5	
2	Electrical Artisan	Level 3	
1	Electrical Helper	Level 1	
20			

Information Technology Department

No. of Posts	Title	Classification	Remarks
1	Manager, Information Technology	Level 8	
1	Systems Analyst	Level 6	
1	IT Supervisor	Level 6	

LIST OF POSTS

Ministry Of Transport & Works National Works Agency Information Technology Department

No. of Posts	Title	Classification	Remarks
3	Client Support Technician	Level 4	
1	Administrative Assistant	Level 4	
1	Data Management Specialist	Level 6	
1	Senior Network Administrator	Level 7	
1	Assistant Network Administrator	Level 5	
1	Senior Technical Support Specialist	Level 7	
1	Senior Application & Data Management Specialist	Level 7	
12			

Quality Assurance Directorate

No. of Posts	Title	Classification	Remarks
1	Director, Quality Assurance	Level 9	
1	Administrative Assistant	Level 4	
2	Senior Quality Assurance Officer	Level 6	
4	Quality Assurance Officer	Level 5	
1	Junior Quality Assurance Officer	Level 4	
9			

Material Testing And Evaluation Unit

No. of Posts	Title	Classification	Remarks
1	Soils Material Engineer	Level 6	
1	Administrative Assistant	Level 4	
1	Senior Material Soils Technician	Level 5	
3	Field Investigation Technician	Level 3	
5	Laboratory Technician	Level 4	
1	Driver	Level 3	
12			
21	Quality Assurance Directorate		

Internal Audit

No. of Posts	Title	Classification	Remarks
1	Chief Internal Auditor	Level 8	
1	Administrative Assistant	Level 4	
1	Senior Auditor	Level 6	

LIST OF POSTS

Ministry Of Transport & Works

National Works Agency

Internal Audit

No. of Posts	Title	Classification	Remarks
4	Internal Auditor	Level 5	
7			

Total Number Of Posts in National works Agency: 467

NATIONAL LAND AGENCY

PAY SCALES

With Effect From April 1, 2003

Levels	Basic Salary	
	Minimum	Maximum
Level 10 Chief Executive Officer	\$3,036,000	\$3,986,820
Level 9A Divisional Heads (Legal Officer)	\$2,568,000	\$3,108,000
Level 9 Divisional Heads	\$2,115,750	\$2,750,400
Level 8A Senior Managers (Legal Officers)	\$1,864,800	\$2,602,080
Level 8 Senior Managers	\$1,555,200	\$2,021,760
Level 7 Managers & Senior Professionals	\$1,188,000	\$1,467,180
Level 6 Professionals & Supervisors	\$869,040	\$1,103,232
Level 5 Senior Technical & Junior Professionals	\$660,114	\$852,798

NATIONAL LAND AGENCY

PAY SCALES

With Effect From April 1, 2003

Levels	Basic Salary	
	Minimun	Maximun
Level 4 Mid Technical	\$504,990	\$637,140
Level 3 Senior Clerical & Entry Technical	\$384,090	\$492,414
Level 2 Entry Level Clerical & Support Staff	\$293,490	\$374,166
Level 1 Manual Worker & Anciliary Staff	\$231,000	\$296,220

NATIONAL ENVIRONMENT AND PLANNING AGENCY

PAY SCALES

With Effect From October 1, 2002

Levels	Basic Salary	
	Minimun	Maximun
Level 10 Chief Executive Officer	\$3,000,000	\$3,750,000
Level 9 Divisional Heads	\$2,000,000	\$2,500,000
Level 8 Senior Managers	\$1,500,000	\$1,875,000
Level 7 Senior Professionals	\$1,200,000	\$1,500,000
Level 6 Professionals and Supervisors	\$840,000	\$1,050,000
Level 5 Mid Technical and Junior Professionals	\$645,000	\$806,250
Level 4 Senior Clerical and Entry Technical	\$420,000	\$525,000
Level 3 Entry Level Clerical and Support Staff	\$300,000	\$375,000
Level 1 Manual Worker and Anciliary Staff	\$210,000	\$262,500

JAMAICA INFORMATION SERVICE

PAY SCALES

With Effect From April 1, 2002

Levels	Basic Salary	
	Minimum	Maximum
Grade 1	\$2,700,000	\$3,605,100
Grade 2	\$1,800,000	\$2,575,000
Grade 3	\$1,236,000	\$1,606,800
Grade 4	\$762,200	\$1,143,300
Grade 5	\$515,000	\$721,000
Grade 6	\$360,500	\$504,700
Grade 7	\$257,500	\$360,500
Grade 8	\$171,600	\$248,820

ADMINISTRATOR GENERAL'S DEPARTMENT

PAY SCALES

With Effect From April 1, 2002

Levels	Basic Salary	
	Minimum	Maximum
Grade 1	\$2,700,000	\$3,654,000
Grade 2	\$1,710,000	\$2,610,000
Grade 3	\$1,230,000	\$1,650,000
Grade 4a	\$630,000	\$1,110,000
Grade 4b	\$540,800	\$1,002,750
Grade 5a	\$416,416	\$529,984
Grade 5b	\$375,000	\$456,000
Grade 6	\$210,000	\$360,000

MANAGEMENT INSTITUTE FOR NATIONAL DEVELOPMENT

PAY SCALES

With Effect From October 1, 2002

Levels	Basic Salary	
	Minimun	Maximun
Level 11	\$2,400,000	\$3,450,000
Level 10	\$1,800,000	\$2,250,000
Level 9	\$1,650,000	\$2,062,500
Level 8	\$1,350,000	\$1,687,500
Level 7	\$1,095,000	\$1,368,750
Level 6	\$840,000	\$1,050,000
Level 5	\$681,000	\$851,250
Level 4	\$543,000	\$678,750
Level 3	\$435,000	\$543,750
Level 2	\$240,000	\$300,000
Level 1	\$216,000	\$270,000

OFFICE OF THE REGISTRAR OF COMPANIES

PAY SCALES

With Effect From April 1, 2003

Levels	Basic Salary	
	Minimum	Maximum
Grade 9 Chief Executive Officer	\$2,760,000	\$3,808,800
Grade 8 Senior Executives	\$1,950,000	\$2,535,000
Grade 7 Managers	\$1,500,000	\$1,875,000
Grade 6 Supervisors/Professionals	\$864,000	\$1,209,600
Grade 5 Supervisors	\$630,000	\$850,500
Grade 4 Senior Officers	\$504,000	\$630,000
Grade 3 Officers	\$390,000	\$468,000
Grade 2 Clerical/Support	\$318,000	\$397,500
Grade 1 Anciliary	\$228,000	\$284,310

NATIONAL WORKS AGENCY

PAY SCALES

Levels	Basic Salary	
	Minimun	Maximun
Level 11 Chief Executive Officer With Effect From November 1, 2002		Contract
Level 10 Deputy CEO/Senior Director With Effect From 1/04/03	\$2,961,000	\$3,701,250
With Effect from 1/10/02	\$2,820,000	\$3,525,000
Level 9 Directors With Effect From 1/04/03	\$2,305,800	\$2,882,250
With Effect from 1/10/02	\$2,196,000	\$2,745,000
Level 8 Managers With Effect From 1/04/03	\$1,701,000	\$2,126,250
With Effect from 1/10/02	\$1,620,000	\$2,025,000
Level 7 Senior Professionals With Effect From 1/04/03	\$1,260,000	\$1,575,000
With Effect from 1/10/02	\$1,200,000	\$1,500,000
Level 6 Professionals With Effect From 1/04/03	\$945,000	\$1,181,250
With Effect from 1/10/02	\$900,000	\$1,125,000
Level 5 Junior Professionals/Administrative 3 With Effect From 1/04/03	\$708,000	\$885,000
With Effect from 1/10/02	\$708,000	\$885,000

NATIONAL WORKS AGENCY

PAY SCALES

Levels	Basic Salary	
	Minimum	Maximum
Level 4		
Administrative 2/Support Staff 3		
With Effect From 1/04/03	\$567,000	\$675,000
With Effect from 1/10/02	\$540,000	\$675,000
Level 3		
Administrative 1/Support Staff 2		
With Effect From 1/04/03	\$428,400	\$535,500
With Effect from 1/10/02	\$408,000	\$510,000
Level 2		
Support Staff 1		
With Effect From 1/04/03	\$327,600	\$409,500
With Effect from 1/10/02	\$312,000	\$390,000
Level 1		
Unskilled Workers		
With Effect From 1/04/03	\$231,000	\$288,750
With Effect from 1/10/02	\$220,000	\$275,000

REGISTRAR GENERAL'S DEPARTMENT

PAY SCALES

With Effect From April 1, 2003

Levels	Basic Salary	
	Minimum	Maximum
Grade 1	\$2,781,000	\$3,476,250
Grade 2A	\$1,854,000	\$2,595,600
Grade 2B	\$1,699,500	\$2,379,300
Grade 3	\$1,334,880	\$1,668,600
Grade 4	\$803,400	\$1,205,100
Grade 5	\$494,400	\$741,600
Grade 6	\$284,280	\$412,206
Grade 7	\$216,300	\$281,190