



EXECUTIVE AGENCY ESTABLISHMENT

MINISTRY OF FINANCE & THE PUBLIC SERVICE

March 2017

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LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

Forestry Department

Corporate Services

No. of Posts	Posts	Classification		Remarks
1	Principal Director	LEVEL	9	
1	Administrative Support Officer	LEVEL	5	
2				
2	Total- Corporate Services			

Corporate Services - Administration

No. of Posts	Posts	Classification		Remarks
1	Manager, Administration	LEVEL	7	
1	Senior Secretary	LEVEL	4	
1	Secretary 2	LEVEL	3	
3				

Facilities & Property

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Facilities & Property	LEVEL	6	
1	Property & Maintenance Officer	LEVEL	5	
1	Inventory Officer	LEVEL	3	
3				

Information & Documentation

No. of Posts	Posts	Classification		Remarks
1	Information & Documentation Officer	LEVEL	5	
1	Senior Records Officer	LEVEL	4	
1	Librarian	LEVEL	4	
1	Records Officer	LEVEL	3	
4				

Office Services

No. of Posts	Posts	Classification		Remarks
1	Office Services Officer	LEVEL	4	
1	Telephone Operator/Receptionist	LEVEL	2	
1	Store Clerk	LEVEL	2	
1	Messenger/Rider	LEVEL	2	
5	Attendant/Handyman	LEVEL	1	
9				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

Forestry Department

Corporate Services - Administration

Security Services

No. of Posts	Posts	Classification		Remarks
1	Senior Security Officer	LEVEL	4	
2	Security Officer/Watchman	LEVEL	2	
3				

Transportation Management

No. of Posts	Posts	Classification		Remarks
1	Transportation Management Officer	LEVEL	5	
3	Driver	LEVEL	2	
4				
26	Total- Corporate Services - Administration			

Corporate Services - Finance and Accounts

No. of Posts	Posts	Classification		Remarks
1	Director	LEVEL	8	
1	Senior Accountant, Management Accounts	LEVEL	7	
1	Senior Procurement Officer	LEVEL	6	
1	Administrative Support Officer	LEVEL	4	Post [# 294610] of Administrative Support Officer (LEVEL 4) inadvertently omitted from previous Executive Agency Establishment 2015.
4				

Final Accounts & Reporting

No. of Posts	Posts	Classification		Remarks
1	Final Accounts & Reporting Supervisor	LEVEL	6	
1	Final Accounts Officer	LEVEL	4	
1	Collections Officer	LEVEL	4	
1	Bank Reconciliation Officer	LEVEL	4	
4				

Financial Accounts

No. of Posts	Posts	Classification		Remarks
1	Financial Accounts Supervisor	LEVEL	6	
1	Payroll Officer	LEVEL	4	
1	Accounts Receivable Officer	LEVEL	4	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

Forestry Department

Corporate Services - Finance and Accounts

Financial Accounts

No. of Posts	Posts	Classification		Remarks
1	Accounts Payable Officer	LEVEL	4	
1	Payroll Clerk	LEVEL	3	
1	Accounting Clerk	LEVEL	3	
6				

Projects

No. of Posts	Posts	Classification		Remarks
1	Project Accountant	LEVEL	6	
1	Accounting Technician	LEVEL	4	
2				
16	Total- Corporate Services - Finance and Accounts			

Corporate Services - Human Resource Management & Development

No. of Posts	Posts	Classification		Remarks
1	Director, Human Resource Management & Development	LEVEL	8	
1	Administrative Support Officer	LEVEL	4	
2				

Human Resource Development

No. of Posts	Posts	Classification		Remarks
1	Senior Human Resource Officer	LEVEL	7	
1	Training Officer	LEVEL	5	
2				

Human Resource Management

No. of Posts	Posts	Classification		Remarks
1	Human Resource Manager	LEVEL	7	
1	Human Resource Officer (Staffing and Records)	LEVEL	5	
1	Human Resource Officer (Benefits)	LEVEL	5	
3				

Organizational Development

No. of Posts	Posts	Classification		Remarks
1	Senior Human Resource Officer	LEVEL	7	
1				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

Forestry Department

Corporate Services - Human Resource Management & Development

8 Total- Corporate Services - Human Resource Management & Development

Corporate Services - Strategic/Corporate Planning

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	7	
1	Corporate Planning Analyst	LEVEL	6	
1	Projects Officer	LEVEL	6	
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	
1	Senior Administrative Support Officer	LEVEL	6	
1	Executive Secretary	LEVEL	5	
3				
3	Total- Executive Office			

Forest Operations

No. of Posts	Posts	Classification		Remarks
1	Principal Director	LEVEL	9	
1	Private Forestry Programme Coordinator	LEVEL	6	
1	Administrative Support Officer	LEVEL	5	
3				

Nursery Operations

No. of Posts	Posts	Classification		Remarks
1	Nursery Operations Coordinator	LEVEL	6	
3	Overseer	LEVEL	4	
4	Nursery Foreman	LEVEL	3	
8				
11	Total- Forest Operations			

Forest Operations- Eastern Zone

No. of Posts	Posts	Classification		Remarks
1	Director, Zonal Operations	LEVEL	8	
1	Rural Sociologist	LEVEL	7	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

Forestry Department

Forest Operations- Eastern Zone

No. of Posts	Posts	Classification		Remarks
1	Administrative Support Officer	LEVEL	4	
1	Accounting Technician	LEVEL	4	
1	Accounting Clerk 2	LEVEL	3	
1	Driver	LEVEL	2	
1	Accounting Clerk 1	LEVEL	2	
1	Attendant/Handyman	LEVEL	1	
8				

North East Region

No. of Posts	Posts	Classification		Remarks
1	Forest Manager	LEVEL	7	
1	Secretary	LEVEL	3	
2	Security Officer/Watchman	LEVEL	1	
1	Attendant/Handyman	LEVEL	1	
5				

North East Region- Client Services

No. of Posts	Posts	Classification		Remarks
1	Forester	LEVEL	6	
9	Forest Technician	LEVEL	5	
10				

North East Region- Compliance/Enforcement

No. of Posts	Posts	Classification		Remarks
1	Senior Compliance/Enforcement Officer	LEVEL	5	
10	Forest Ranger	LEVEL	4	
11				

North East Region- Forest Management

No. of Posts	Posts	Classification		Remarks
1	Forester	LEVEL	6	
10	Forest Technician	LEVEL	5	
11				

South East Region

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

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

Forestry Department

Forest Operations- Eastern Zone

South East Region

No. of Posts	Posts	Classification		Remarks
1	Secretary	LEVEL	3	
2	Security Officer/Watchman	LEVEL	1	
1	Attendant/Handyman	LEVEL	1	
5				

South East Region- Client Services

No. of Posts	Posts	Classification		Remarks
1	Forester	LEVEL	6	
9	Forest Technician	LEVEL	5	
10				

South East Region- Compliance/Enforcement

No. of Posts	Posts	Classification		Remarks
1	Senior Compliance/Enforcement Officer	LEVEL	5	
10	Forest Ranger	LEVEL	4	
11				

South East Region- Forest Management

No. of Posts	Posts	Classification		Remarks
1	Forester	LEVEL	6	
10	Forest Technician	LEVEL	5	
11				
82	Total- Forest Operations- Eastern Zone			

Forest Operations- Western Zone

No. of Posts	Posts	Classification		Remarks
1	Director, Zonal Operations	LEVEL	8	
1	Rural Sociologist	LEVEL	7	
1	Accounting Technician	LEVEL	4	
1	Administrative Support Officer	LEVEL	4	
1	Accounting Clerk 2	LEVEL	3	
1	Accounting Clerk 1	LEVEL	2	
1	Driver	LEVEL	2	
1	Attendant/Handyman	LEVEL	1	
8				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

Forestry Department

Forest Operations- Western Zone

North West Region

No. of Posts	Posts	Classification		Remarks
1	Forest Manager	LEVEL	7	
1	Secretary	LEVEL	3	
1	Attendant/Handyman	LEVEL	1	
2	Security Officer/Watchman	LEVEL	1	
5				

North West Region- Client Services

No. of Posts	Posts	Classification		Remarks
1	Forester	LEVEL	6	
9	Forest Technician	LEVEL	5	
10				

North West Region- Compliance/Enforcement

No. of Posts	Posts	Classification		Remarks
1	Senior Compliance/Enforcement Officer	LEVEL	5	
10	Forest Ranger	LEVEL	4	
11				

North West Region- Forest Management

No. of Posts	Posts	Classification		Remarks
1	Forester	LEVEL	6	
10	Forest Technician	LEVEL	5	
11				

South West Region

No. of Posts	Posts	Classification		Remarks
1	Forest Manager	LEVEL	7	
1	Secretary	LEVEL	3	
1	Attendant/Handyman	LEVEL	1	
2	Security Officer/Watchman	LEVEL	1	
5				

South West Region- Client Services

No. of Posts	Posts	Classification		Remarks
1	Forester	LEVEL	6	
9	Forest Technician	LEVEL	5	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

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	
10	Forest Ranger	LEVEL 4	
11			

South West Region- Forest Management

No. of Posts	Posts	Classification	Remarks
1	Forester	LEVEL 6	
10	Forest Technician	LEVEL 5	
11			
82	Total- Forest Operations- Western Zone		

Forest Science & Technology

No. of Posts	Posts	Classification	Remarks
1	Senior Director	LEVEL 9	
1	Civil Works Engineer	LEVEL 7	
1	Administrative Support Officer	LEVEL 5	
3			

Forest Information Resource Management

No. of Posts	Posts	Classification	Remarks
1	Manager, Forest Resource Information Management	LEVEL 8	
2	Senior Surveyor	LEVEL 7	
2	GIS Mapping Officer	LEVEL 7	
1	Forest Resource Assessment Officer	LEVEL 7	
2	Forest Technician (Bio-Inventory)	LEVEL 5	
8			

Planning & Monitoring

No. of Posts	Posts	Classification	Remarks
1	Manager	LEVEL 7	
2	Forester (Technical Audit)	LEVEL 6	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

Forestry Department

Forest Science & Technology

Planning & Monitoring

No. of Posts	Posts	Classification		Remarks
1	Forest Planner	LEVEL	6	
4				

Research & Development

No. of Posts	Posts	Classification		Remarks
1	Senior Research Officer	LEVEL	7	
2	Research Officer	LEVEL	6	
3				

Silviculture

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	8	
1	Forest Biologist	LEVEL	6	
1	Forest Ecologist	LEVEL	6	
1	Forest Technician (Seed Programme Coordinator)	LEVEL	5	
4				
22	Total- Forest Science & Technology			

Information Communication & Technology

No. of Posts	Posts	Classification		Remarks
1	Senior Manager	LEVEL	8	
1	IT Infrastructure Services Manager	LEVEL	7	
1	Business Systems/Application Manager	LEVEL	7	
1	User Support Officer	LEVEL	5	
2	Systems/Network Administrator	LEVEL	5	
2	Database Administrator/Programmer	LEVEL	5	
8				
8	Total- Information Communication & Technology			

Internal Audit

No. of Posts	Posts	Classification		Remarks
1	Chief Internal Auditor	LEVEL	8	
1				
1	Total- Internal Audit			

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

Forestry Department

Legal & Enforcement

No. of Posts	Posts	Classification		Remarks
1	Senior Legal Officer	LEVEL	9	
1	Manager, Enforcement	LEVEL	7	
1	Legal Officer	LEVEL	7	
1	Administrative Support Officer	LEVEL	5	
4				
4	Total- Legal & Enforcement			

Public Relations & Corporate Communication

No. of Posts	Posts	Classification		Remarks
1	Senior Manager	LEVEL	8	
1	Public Education Officer	LEVEL	5	
1	PR & Communications Officer	LEVEL	5	
1	Administrative Support Officer	LEVEL	4	
4				

Marketing

No. of Posts	Posts	Classification		Remarks
1	Marketing Supervisor	LEVEL	6	
1	Forester, Marketing	LEVEL	6	
1	Marketing Officer	LEVEL	5	
3				
7	Total- Public Relations & Corporate Communication			
275	Total-Forestry Department			

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

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	
3				

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	
1	Technical Assistant	LEVEL	3	Post [# 141025] was incorrectly listed as Level 1 in previous Executive Agency Establishment 2015.
24				

Applications Secretariat Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, Application Secretariat	LEVEL	8	
1	Senior Customer Service Officer	LEVEL	7	
3	Customer Service Officer	LEVEL	6	
1	Planning Technologist	LEVEL	5	
3	Customer Service Assistant	LEVEL	4	
1	Senior Secretary	LEVEL	4	
3	Records Clerk	LEVEL	3	
13				

Applications Secretariat Branch - Map Registry & Data Management

No. of Posts	Posts	Classification		Remarks
1	Coordinator, Map Registry	LEVEL	7	
1	GIS Officer	LEVEL	5	Post [# 140250] incorrectly listed as Level 6 in previous Executive Agency Establishment 2015.
3	Mapping & Data Technician	LEVEL	4	
1	Senior Secretary	LEVEL	4	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

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 Centre	LEVEL	8	Post [# 280255] incorrectly listed as Manager, Development Assistance Care in Executive Agency Establishment 2015.
2	Application Processing Officer	LEVEL	6	
1	Senior Secretary	LEVEL	4	
4				
50	Total- Application Management Division			

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	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Environment and Planning Agency

Corporate Management Division

Facilities Management and Operations Branch - Office Services

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

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	
4	Site Warden	LEVEL	3	
6	Driver/Biker	LEVEL	3	
1	Maintenance Assistant	LEVEL	3	
1	Watchman/Security Officer	LEVEL	1	
1	Caretaker	LEVEL	1	
1	Handyman	LEVEL	1	
16				

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	Budget Analyst	LEVEL	6	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Environment and Planning Agency

Corporate Management Division

Finance and Accounts Branch

No. of Posts	Posts	Classification		Remarks
1	Senior Accounting Officer	LEVEL	6	
1	Accounts Payable Clerk	LEVEL	5	
4	Accounting Clerk	LEVEL	5	
1	Senior Secretary	LEVEL	4	
1	Cashier	LEVEL	4	
12				

Information Technology Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, Information Technology	LEVEL	8	
1	Information Technology Business Analyst	LEVEL	7	Post [# 141041] of End User Support Officer (LEVEL 5) retitled and upgraded with effect from October 3, 2016.
1	Enterprise System Specialist	LEVEL	7	
1	Applications Development Specialist	LEVEL	7	
1	System Administrator	LEVEL	6	
1	DataBase SQL/Website Administrator	LEVEL	6	
1	Web Administrator	LEVEL	6	
1	Technical Support Specialist	LEVEL	6	
2	End User Support Officer	LEVEL	5	
1	Senior Secretary	LEVEL	4	
11				

Public Education & Corporate Communication

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

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Environment and Planning Agency

Corporate Management Division

Public Education & Corporate Communication

No. of Posts	Posts	Classification		Remarks
1	Records Clerk	LEVEL	3	
9				
74	Total- Corporate Management Division			

Environmental Management & Conservation Division

No. of Posts	Posts	Classification		Remarks
1	Director, Environmental Management & Conservation	LEVEL	9	
1	Executive Secretary	LEVEL	5	Post [# 140236] incorrectly listed as Executive Chairman in Executive Agency Establishment 2015.
2				

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	
3				

Conservation & Protection Sub-Division - Ecosystem Management Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, Ecosystems Management	LEVEL	8	
1	Coordinator, Ecosystem	LEVEL	7	
1	Coordinator, Watershed Information Systems	LEVEL	7	
1	Fauna Co-ordinator	LEVEL	7	
1	Flora Coordinator	LEVEL	7	
4	Environmental Officer	LEVEL	6	
1	Environmental Officer (Coastal)	LEVEL	6	
1	Environmental Officer (Conservation)	LEVEL	6	
1	Environmental Officer (Watershed)	LEVEL	6	
1	Watershed Planner	LEVEL	6	
3	Conservation Officer	LEVEL	5	
1	Senior Secretary	LEVEL	4	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Environment and Planning Agency

Environmental Management & Conservation Division

Conservation & Protection Sub-Division - Ecosystem Management Branch

No. of Posts	Posts	Classification	Remarks
17			

Conservation & Protection Sub-Division - Protected Areas 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	Conservation Technician	LEVEL 4	
1	Senior Secretary	LEVEL 4	
8			

Environmental Management Sub-Division

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

Environmental Management Sub-Division - Air Quality Management

No. of Posts	Posts	Classification	Remarks
1	Manager, Air Quality Management	LEVEL 8	
1	Air Quality Management Officer	LEVEL 6	Post [# 140151] of Watchman/Security Officer (LEVEL 1) retitled, upgraded and transferred from Facilities Management & Operations Branch with effect from October 18, 2016.
1	Coordinator, Air Quality Management	LEVEL 7	
1	Air Quality Management Officer	LEVEL 6	
1	Air Quality Management Officer	LEVEL 6	New post [# 305211] with effect from October 18, 2016.
5			

Environmental Management Sub-Division - Pollution Monitoring & Assessment Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, Pollution Monitoring Assessment	LEVEL 8	
1	Waste Water Coordinator	LEVEL 7	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Environment and Planning Agency

Environmental Management & Conservation Division

Environmental Management Sub-Division - Pollution Monitoring & Assessment Branch

No. of Posts	Posts	Classification		Remarks
1	Coordinator, National Integrated Watershed Mgmt. Prog.	LEVEL	7	
3	Environmental Officer	LEVEL	6	
1	EMS Programmes Officer	LEVEL	6	
1	Coordinator, Technical Services	LEVEL	7	
1	Laboratory Technican	LEVEL	4	
1	Laboratory Technician	LEVEL	4	
1	Senior Secretary	LEVEL	4	
11				

Environmental Management Sub-Division - Pollution Prevention Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, Pollution Prevention	LEVEL	8	
1	Coordinator, Pollution Prevention	LEVEL	7	
1	EMS Programmes Officer	LEVEL	6	
2	Environmental Officer	LEVEL	6	
1	Senior Secretary	LEVEL	4	
6				
53	Total- Environmental Management & Conservation Division			

Executive Office

No. of Posts	Posts	Classification		Remarks
1	Chief Executive Officer	LEVEL	10	
1	Executive Assistant	LEVEL	7	
2	Executive Secretary	LEVEL	5	
4				

Human Resource Management and Development Branch

No. of Posts	Posts	Classification		Remarks
1	Director, Human Resource Management & Development	LEVEL	9	
1	Manager, Human Resources	LEVEL	8	
1	Human Resource Development Officer	LEVEL	7	Post of [# 140124] of Senior Training Officer (LEVEL 6) retitled and upgraded with effect from October 3, 2016.

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Environment and Planning Agency

Executive Office

Human Resource Management and Development Branch

No. of Posts	Posts	Classification		Remarks
1	Senior Human Resource Officer	LEVEL	7	
1	Human Resource Officer (Performance Management)	LEVEL	6	
1	Human Resource Officer	LEVEL	6	
1	Executive Secretary	LEVEL	5	
1	Data Management Records Clerk	LEVEL	4	Post [# 140130] of Data Management Clerk (LEVEL 5) reclassified and redcircled with effect June 2, 2014. Post incorrectly listed at LEVEL 5 in Executive Agency Establishment 2015.
1	Senior Secretary	LEVEL	4	
1	Clerical Officer	LEVEL	3	
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	
6				
20	Total- Executive Office			

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	
5				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Environment and Planning Agency

Legal & Enforcement Division

Enforcement and Compliance Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, Enforcement	LEVEL	8	
5	Enforcement Coordinator	LEVEL	7	
2	Enforcement Coordinator	LEVEL	7	
3	Enforcement Investigator	LEVEL	6	
6	Environmental Officer (Enforcement)	LEVEL	6	
1	Regional Monitoring Officer	LEVEL	6	
3	Enforcement Officer	LEVEL	5	
1	Senior Secretary	LEVEL	4	
9	Enforcement Inspector	LEVEL	4	
1	Secretary	LEVEL	3	
32				

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	
1	Corporate Planner	LEVEL	7	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Environment and Planning Agency

Planning, Projects, Evaluation & Research Division

Planning, Evaluation & Research Branch

No. of Posts	Posts	Classification		Remarks
1	Environmental Economist	LEVEL	7	Post [# 249024] of Site Warden (LEVEL 3) reclassified and retitled with effect from June 2, 2014. Post incorrectly listed as LEVEL 3 in Executive Agency Establishment 2015.
1	Monitoring & Evaluation Officer	LEVEL	6	
2	Research Officer	LEVEL	6	
1	Senior Secretary	LEVEL	4	
7				

Projects Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, Projects	LEVEL	8	
1	Administrative Assistant	LEVEL	5	
2	Project Assistant	LEVEL	5	
4				
13	Total- Planning, Projects, Evaluation & Research Division			

Spatial Planning Division

No. of Posts	Posts	Classification		Remarks
1	Director, Spatial Planning Division	LEVEL	9	
1	Architect Planner	LEVEL	8	
1	Executive Secretary	LEVEL	5	
3				

Planning Sub-Division

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

Planning Sub-Division - Local Area Planning Branch

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	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Environment and Planning Agency

Spatial Planning Division

Planning Sub-Division - Local Area Planning Branch

No. of Posts	Posts	Classification	Remarks
5	Planning Technician	LEVEL 4	
1	Senior Secretary	LEVEL 4	
17			

Planning Sub-Division - National Spatial Strategy Branch

No. of Posts	Posts	Classification	Remarks
1	Manager, National Spatial Strategy Branch	LEVEL 8	
1	GIS Coordinator	LEVEL 7	
1	Senior Physical Planner	LEVEL 7	
3	Physical Planner	LEVEL 6	
6			
27	Total- Spatial Planning Division		
281	Total-National Environment and Planning Agency		

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Business Services Division

No. of Posts	Posts	Classification		Remarks
1	Director, Business Services	LEVEL	9	
1	Manager, Business Services	LEVEL	8	
1	Executive Secretary	LEVEL	5	
1	Senior Secretary	LEVEL	4	
1	Senior Secretary	LEVEL	4	Post [# 140834] of Senior Secretary (LEVEL 4) transferred from Business Services Unit.
5				

Business Services- Call Centre

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Call Centre Services	LEVEL	6	
5	Call Center Service Officer	LEVEL	4	
1	Call Center Service Officer	LEVEL	4	Post [# 140309] of Senior Call Centre Service Officer (LEVEL 5) retitled and reclassified with effect from September 5, 2016.
7				

Business Services- Customer Service

No. of Posts	Posts	Classification		Remarks
1	Customer Service Supervisor	LEVEL	6	
3	Senior Customer Service Officer	LEVEL	5	
5	Customer Service Officer	LEVEL	4	
9				

Public Relations

No. of Posts	Posts	Classification		Remarks
1	Manager, Marketing & Public Relations	LEVEL	8	
1	Market Development Officer	LEVEL	7	
2	Public Relations Officer	LEVEL	6	
4				

Regional Services (South)

No. of Posts	Posts	Classification		Remarks
1	Regional Administrator	LEVEL	7	
3	Senior Customer Service Officer	LEVEL	5	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Business Services Division

Regional Services (South)

No. of Posts	Posts	Classification		Remarks
1	Office Administrator	LEVEL	4	
1	Cashier	LEVEL	3	
2	Records Officer	LEVEL	3	
2	Driver	LEVEL	2	
1	Maintenance Assistant	LEVEL	2	
1	Attendant	LEVEL	1	
12				

Regional Services (West)

No. of Posts	Posts	Classification		Remarks
1	Regional Administrator	LEVEL	7	
3	Senior Customer Service Officer	LEVEL	5	
1	Office Administrator	LEVEL	4	
1	Cashier	LEVEL	3	
2	Records Officer	LEVEL	3	
2	Driver	LEVEL	2	
1	Maintenance Assistant	LEVEL	2	
1	Office Attendant	LEVEL	1	
12				

Technical Information

No. of Posts	Posts	Classification		Remarks
1	Mapping Specialist	LEVEL	7	
1	Chief Technical Information Officer	LEVEL	6	
1	Data Entry Officer	LEVEL	4	
1	Senior Map Registrar	LEVEL	4	
1	Library Assistant	LEVEL	3	
2	Map Registrar	LEVEL	3	
7				
56	Total- Business Services Division			

Corporate Legal Services Division

No. of Posts	Posts	Classification		Remarks
1	Director, Corporate Legal Services	LEVEL	9A	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Corporate Legal Services Division

No. of Posts	Posts	Classification		Remarks
1	Manager, Corporate Legal Services	LEVEL	8A	Post [# 294290] previously listed under Legal Services Unit in previous Executive Agency Establishment 2015.
1	Executive Secretary	LEVEL	5	
1	Senior Secretary	LEVEL	4	Post [# 140769] previously listed under Legal Services Unit in previous Executive Agency Establishment 2015.
4				

General Legal Services

No. of Posts	Posts	Classification		Remarks
1	Legal Officer 4	LEVEL	8A	Post [# 140786] incorrectly listed as Manager, General Legal Services in previous Executive Agency Establishment 2015.
1	Legal Officer 3	LEVEL	8	Post [# 140787] incorrectly listed as Senior Legal Officer 3 in previous Executive Agency Establishment 2015.
1	Legal Officer 2	LEVEL	7	
1	Paralegal Specialist	LEVEL	6	
1	Senior Paralegal Officer	LEVEL	5	
1	Paralegal Officer	LEVEL	4	
1	Senior Secretary	LEVEL	4	
1	Assistant Paralegal Officer	LEVEL	3	
8				

Legal Services - Land Settlement Unit

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

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Corporate Legal Services Division

Legal Services - Land Settlement Unit

No. of Posts	Posts	Classification	Remarks
9			

Legal Services - Probate Unit

No. of Posts	Posts	Classification	Remarks
1	Legal Officer 3	LEVEL 8	
1	Legal Officer 2	LEVEL 7	
1	Paralegal Specialist	LEVEL 6	
1	Paralegal Officer	LEVEL 4	
1	Assistant Paralegal Officer	LEVEL 3	
5			
26	Total- Corporate Legal Services Division		

Corporate Services Division

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

Corporate Planning

No. of Posts	Posts	Classification	Remarks
1	Corporate Planner	LEVEL 7	
1	Corporate Planning Analyst	LEVEL 6	
2			

Finance & Accounts

No. of Posts	Posts	Classification	Remarks
1	Manager, Finance & Accounts	LEVEL 8A	
1	Senior Secretary	LEVEL 4	
2			

Finance & Accounts - Accounts Receivables/Payables/Disbursement

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Accounts Receivables & Utilities	LEVEL 7	
1	Senior Accounts Receivable Officer	LEVEL 6	
2	Senior Disbursements Officer	LEVEL 5	
2	Disbursements Officer	LEVEL 4	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Corporate Services Division

Finance & Accounts - Accounts Receivables/Payables/Disbursement

No. of Posts	Posts	Classification		Remarks
2	Receivable Officer	LEVEL	4	
1	Cashier	LEVEL	3	
9				

Finance & Accounts - Final Accounts & Reporting

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Final Accounts & Reporting	LEVEL	6	
1	Senior Final Accounts Officer	LEVEL	5	
3	Final Accounts Officer	LEVEL	4	
5				

Finance & Accounts - Property Accounts

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Property Accounts	LEVEL	7	
2	Senior Property Accounts Officer	LEVEL	5	
2	Property Accounts Officer	LEVEL	4	
1	Assistant Property Accounts Officer	LEVEL	3	
1	Cashier	LEVEL	3	
7				

Finance & Accounts - Salaries/Payroll

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Payroll	LEVEL	7	
1	Senior Salaries Officer	LEVEL	5	
3	Salaries Officer	LEVEL	4	
5				

Management Accounts

No. of Posts	Posts	Classification		Remarks
1	Management Accountant	LEVEL	8	Post [# 140389] previously listed under Finance & Accounts in previous Executive Agency Establishment 2015.
1	Cashier Supervisor	LEVEL	6	Post [# 140409] previously listed under Finance & Accounts - Collections in previous Executive Agency Establishment 2015.

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Corporate Services Division

Management Accounts

No. of Posts	Posts	Classification		Remarks
6	Cashier	LEVEL	3	Post [# 140409] previously listed under Finance & Accounts - Collections in previous Executive Agency Establishment 2015.

8

Operations Branch

No. of Posts	Posts	Classification		Remarks
1	Operations Manager	LEVEL	8	
1	Transport Supervisor	LEVEL	5	
1	Senior Records Officer	LEVEL	4	
1	Senior Secretary	LEVEL	4	
1	Senior Driver	LEVEL	3	
13	Driver	LEVEL	2	

18

Operations Branch - Corporate Services /Land Valuation

No. of Posts	Posts	Classification		Remarks
1	Administrator	LEVEL	6	
1	Document Management Administrator	LEVEL	6	Post [# 140507] previously listed under Operations Branch in previous Executive Agency Establishment 2015.
1	Maintenance Supervisor	LEVEL	5	
1	Maintenance Technician	LEVEL	4	
1	Telephone Operator	LEVEL	3	
3	Records Officer	LEVEL	3	
1	Maintenance Assistant	LEVEL	2	
4	Attendant	LEVEL	1	
2	Gardener	LEVEL	1	

15

Operations Branch - Estate Management/Corporate Legal Complex

No. of Posts	Posts	Classification		Remarks
1	Administrator	LEVEL	6	
1	Records Supervisor	LEVEL	5	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Corporate Services Division

Operations Branch - Estate Management/Corporate Legal Complex

No. of Posts	Posts	Classification		Remarks
1	Maintenance Technician	LEVEL	4	
2	Senior Records Officer	LEVEL	4	
3	Records Officer	LEVEL	3	
1	Telephone Operator	LEVEL	3	
1	Maintenance Assistant	LEVEL	2	
4	Attendant	LEVEL	1	
1	Gardener	LEVEL	1	
15				

Operations Branch - Housing & Accommodation

No. of Posts	Posts	Classification		Remarks
1	Senior Building Officer	LEVEL	7	
2	Building Officer	LEVEL	6	
1	Senior Records Officer	LEVEL	4	
1	Senior Secretary	LEVEL	4	
1	Maintenance Assistant	LEVEL	2	
1	Gardener	LEVEL	1	
7				

Operations Branch - Surveys Mapping/Land Titles/Business Services

No. of Posts	Posts	Classification		Remarks
1	Administrator	LEVEL	6	
1	Office Supervisor	LEVEL	5	
1	Records Supervisor	LEVEL	5	
1	Maintenance Technician	LEVEL	4	
1	Senior Records Officer	LEVEL	4	
2	Records Officer	LEVEL	3	
1	Maintenance Assistant	LEVEL	2	
4	Attendant	LEVEL	1	
1	Gardener	LEVEL	1	
1	Office Attendant	LEVEL	1	
14				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Corporate Services Division

Procurement

No. of Posts	Posts	Classification		Remarks
1	Senior Procurement Officer	LEVEL	7	
1	Procurement Officer	LEVEL	6	
2				
111	Total- Corporate Services Division			

Estate Management Division

No. of Posts	Posts	Classification		Remarks
1	Director, Estate Management	LEVEL	9A	
1	Executive Secretary	LEVEL	5	
1	Records Officer	LEVEL	3	
3				

Property Administration Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, Property Administration	LEVEL	8A	
1	Senior Secretary	LEVEL	4	
2				

Property Administration Branch - Enforcement Squatter Management

No. of Posts	Posts	Classification		Remarks
1	Property Administrator	LEVEL	6	
2	Enforcement Officer	LEVEL	4	
3				

Property Administration Branch - Crown Land Management

No. of Posts	Posts	Classification		Remarks
1	Senior Property Administrator	LEVEL	7	
2	Property Administrator	LEVEL	6	
4	Assistant Property Administrator	LEVEL	4	
7				

Property Administration Branch - North East Region

No. of Posts	Posts	Classification		Remarks
1	Regional Lands Officer	LEVEL	6	
3	Senior Lands Officer	LEVEL	5	
4	Lands Officer	LEVEL	4	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Estate Management Division

Property Administration Branch - North East Region

No. of Posts	Posts	Classification		Remarks
1	Accounting Clerk	LEVEL	3	
1	Secretary	LEVEL	3	
2	Ranger	LEVEL	2	
12				

Property Administration Branch - South East Region

No. of Posts	Posts	Classification		Remarks
1	Regional Lands Officer	LEVEL	6	
3	Senior Lands Officer	LEVEL	5	
5	Lands Officer	LEVEL	4	
1	Accounting Clerk	LEVEL	3	
1	Secretary	LEVEL	3	
3	Ranger	LEVEL	2	
14				

Property Administration Branch - South Region

No. of Posts	Posts	Classification		Remarks
1	Regional Lands Officer	LEVEL	6	
3	Senior Lands Officer	LEVEL	5	
6	Lands Officer	LEVEL	4	
1	Accounting Clerk	LEVEL	3	
1	Secretary	LEVEL	3	
2	Ranger	LEVEL	2	
14				

Property Administration Branch - West Region

No. of Posts	Posts	Classification		Remarks
1	Regional Lands Officer	LEVEL	6	
4	Senior Lands Officer	LEVEL	5	
4	Lands Officer	LEVEL	4	
1	Accounting Clerk	LEVEL	3	
1	Secretary	LEVEL	3	
3	Ranger	LEVEL	2	
14				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Estate Management Division

Property Services Branch

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

Property Services Branch - Divestment Services

No. of Posts	Posts	Classification		Remarks
1	Senior Divestment Administrator	LEVEL	7	
2	Property Administrator	LEVEL	6	
4	Assistant Property Administrator	LEVEL	4	
7				

Property Services Branch - Mapping Unit

No. of Posts	Posts	Classification		Remarks
2	Assistant Surveyor	LEVEL	5	
1	Draughtsman	LEVEL	4	
1	Map Clerk	LEVEL	3	
4				

Property Services Branch - Property Management Services Unit

No. of Posts	Posts	Classification		Remarks
1	Senior Property Administrator	LEVEL	7	
2	Property Administrator	LEVEL	6	
1	Records Officer	LEVEL	3	
4				

Property Services Branch - Strategic Portfolio Management

No. of Posts	Posts	Classification		Remarks
1	Senior Property Administrator	LEVEL	7	
1	Property Administrator	LEVEL	6	
1	Assistant Property Administrator	LEVEL	4	
3				

89 **Total- Estate Management Division**

Executive Management

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

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Executive Management

No. of Posts	Posts	Classification		Remarks
1	Project Specialist	LEVEL	8	
1	Administrative Assistant	LEVEL	6	
1	Senior Secretary	LEVEL	4	
4				
4	Total- Executive Management			

Human Resource Management & Development

No. of Posts	Posts	Classification		Remarks
1	Director, Human Resource Management & Development	LEVEL	8A	
1	Executive Secretary	LEVEL	5	
1	Senior Secretary	LEVEL	4	
1	Secretary	LEVEL	3	
4				

Employee Relations & Benefits

No. of Posts	Posts	Classification		Remarks
1	Manager, Employee Relations & Benefits	LEVEL	8	
1	Assistant Human Resource Officer	LEVEL	6	
2				

Human Resource Development

No. of Posts	Posts	Classification		Remarks
1	Human Resource Development Officer	LEVEL	7	
1	Human Resource Development Officer	LEVEL	6	
2				

Human Resource Management

No. of Posts	Posts	Classification		Remarks
1	Senior, Human Resource Management Officer	LEVEL	7	
1	Human Resource Management Officer	LEVEL	6	
1	Data Management Officer	LEVEL	5	
3	Senior Records Officer	LEVEL	4	
5	Records Officer	LEVEL	3	
11				
19	Total- Human Resource Management & Development			

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Information & Communication Technology

No. of Posts	Posts	Classification		Remarks
1	Director, Information & Communication Technology	LEVEL	9	
1	Executive Secretary	LEVEL	5	
1	Senior Secretary	LEVEL	4	
3				

Information Services

No. of Posts	Posts	Classification		Remarks
1	Manager, Information Services	LEVEL	8	
1				

Information Services- Application Development Unit

No. of Posts	Posts	Classification		Remarks
2	Senior Applications Developer	LEVEL	7	
1	Spatial Developer	LEVEL	7	
2	Systems Architect	LEVEL	6	
5				

Information Services- Database & Spatial Administration

No. of Posts	Posts	Classification		Remarks
1	Senior Database Administrator	LEVEL	7	
1	Relational Database Administrator	LEVEL	6	
1	Spatial Database Administrator	LEVEL	6	
3				

Information Services- Quality Assurance & Support

No. of Posts	Posts	Classification		Remarks
1	Systems Analyst	LEVEL	7	
3	Application Support Specialist	LEVEL	6	
1	Quality Assurance Analyst	LEVEL	6	
5				

System Support- Network Administration

No. of Posts	Posts	Classification		Remarks
1	Network Security Specialist	LEVEL	7	
1	Network Administrator	LEVEL	6	
2				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Information & Communication Technology

System Support- Server Support

No. of Posts	Posts	Classification		Remarks
1	Senior Server Support Specialist	LEVEL	7	
1	Server Support Specialist	LEVEL	6	
2				

System Support-Technology Support

No. of Posts	Posts	Classification		Remarks
1	Senior Technology Support Specialist	LEVEL	7	
5	Client Support Technologist	LEVEL	6	
6				

Systems Support

No. of Posts	Posts	Classification		Remarks
1	Manager, Systems Support	LEVEL	8	
1	Operations Support Specialist	LEVEL	6	
2				
29	Total- Information & Communication Technology			

Internal Audit

No. of Posts	Posts	Classification		Remarks
1	Chief Internal Auditor	LEVEL	8A	
2	Senior Auditor	LEVEL	7	
1	Systems Auditor	LEVEL	7	
5	Auditor	LEVEL	6	
1	Assistant Auditor	LEVEL	5	
10				
10	Total- Internal Audit			

Land Titles Division

No. of Posts	Posts	Classification		Remarks
1	Director/Registrar of Titles	LEVEL	9A	
1	Executive Secretary	LEVEL	5	
2				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Land Titles Division

Legal Applications Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, Legal Application/Senior Deputy Registrar of Titles	LEVEL	8A	
1	Senior Secretary	LEVEL	4	
2				

Legal Applications Branch - First Registration

No. of Posts	Posts	Classification		Remarks
1	Paralegal Specialist	LEVEL	6	
4	Application Officer	LEVEL	4	
5				

Legal Applications Branch - Legal Unit

No. of Posts	Posts	Classification		Remarks
2	Legal Officer 3	LEVEL	8	
1	Manager, Legal Services	LEVEL	8A	
3	Legal Officer 2	LEVEL	7	
1	Paralegal Specialist	LEVEL	6	
7				

Legal Applications Branch - New Title/Production

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Legal Applications	LEVEL	6	
6	Senior Application Officer	LEVEL	5	
7				

Legal Applications Branch - Processing Unit

No. of Posts	Posts	Classification		Remarks
1	Paralegal Specialist	LEVEL	6	
4	Senior Application Officer	LEVEL	5	
2	Coding Officer	LEVEL	3	
1	Control Officer	LEVEL	3	
8				

Legal Applications Branch - South Region

No. of Posts	Posts	Classification		Remarks
1	Legal Officer 2	LEVEL	7	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Land Titles Division

Legal Applications Branch - South Region

No. of Posts	Posts	Classification		Remarks
1	Senior Title Investigator	LEVEL	6	
1	Title Investigator	LEVEL	5	
3				

Legal Applications Branch - West Region

No. of Posts	Posts	Classification		Remarks
1	Legal Officer	LEVEL	7	
1	Senior Title Investigator	LEVEL	6	
1	Title Investigator	LEVEL	5	
3				

Memorandum

No. of Posts	Posts	Classification		Remarks
1	Manager, Memorandum/Deputy Registrar of Titles	LEVEL	8A	
1	Senior Title Investigator	LEVEL	6	
1	Supervisor, Memorandum	LEVEL	6	
1	Caveat Officer	LEVEL	5	
12	Title Investigator	LEVEL	5	
7	Memorandum/Coder	LEVEL	4	
1	Senior Secretary	LEVEL	4	
1	Process Server	LEVEL	3	
25				

Titles Operation

No. of Posts	Posts	Classification		Remarks
1	Manager, Titles Operations	LEVEL	8	
1	Senior Secretary	LEVEL	4	
2				

Titles Operation- Customer Service Unit

No. of Posts	Posts	Classification		Remarks
1	Customer Service Supervisor	LEVEL	6	
5	Senior Customer Service Officer	LEVEL	5	
4	Customer Service Officer	LEVEL	4	
1	Customer Service Clerk	LEVEL	2	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Land Titles Division

Titles Operation- Customer Service Unit

No. of Posts	Posts	Classification	Remarks
11			

Titles Operation- Document Management

No. of Posts	Posts	Classification	Remarks
1	Document Management Administrator	LEVEL 6	
2	Records Information Supervisor	LEVEL 5	
1	Senior Records Officer	LEVEL 4	
14	Records Officer	LEVEL 3	
18			

Titles Operation- Scanning /Dispatch

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Titles Dispatch	LEVEL 5	
1	Senior Dispatch Officer	LEVEL 4	
1	Senior Scanning Officer	LEVEL 4	
5	Dispatch Officer	LEVEL 3	
7	Scanning Officer	LEVEL 3	
1	Office Assistant	LEVEL 2	
16			

109 Total- Land Titles Division

Land Valuation Division

No. of Posts	Posts	Classification	Remarks
1	Director/Commissioner of Land Valuations	LEVEL 9A	
1	Executive Secretary	LEVEL 5	
1	Senior Records Officer	LEVEL 4	
3			

North East Region

No. of Posts	Posts	Classification	Remarks
1	Manager/Deputy Commissioner of Land Valuations	LEVEL 8A	
2	Senior Valuation Surveyor	LEVEL 7	
4	Valuation Surveyor	LEVEL 6	
4	Valuer	LEVEL 5	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Land Valuation Division

North East Region

No. of Posts	Posts	Classification		Remarks
1	Senior Secretary	LEVEL	4	
2	Valuation Assistant	LEVEL	4	
1	Records Officer	LEVEL	3	
15				

South East Region

No. of Posts	Posts	Classification		Remarks
1	Manager/Deputy Commissioner of Land Valuations	LEVEL	8A	
2	Senior Valuation Surveyor	LEVEL	7	
7	Valuation Surveyor	LEVEL	6	
5	Valuer	LEVEL	5	
1	Valuer	LEVEL	5	Post [# 294274] incorrectly listed under Mapping Services Branch as Secretary in previous Executive Agency Establishment 2015.
1	Senior Secretary	LEVEL	4	
4	Valuation Assistant	LEVEL	4	
1	Records Officer	LEVEL	3	
22				

South Region

No. of Posts	Posts	Classification		Remarks
1	Manager/Deputy Commissioner of Land Valuations	LEVEL	8A	
2	Senior Valuation Surveyor	LEVEL	7	
5	Valuation Surveyor	LEVEL	6	
5	Valuer	LEVEL	5	
2	Valuation Assistant	LEVEL	4	
1	Senior Secretary	LEVEL	4	
1	Records Officer	LEVEL	3	
17				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Land Valuation Division

Valuation Services Branch

No. of Posts	Posts	Classification		Remarks
1	Administrator, Valuation Services	LEVEL	7	Post [# 140877] incorrectly listed as Manager, Valuation Services in previous Executive Agency Establishment 2015.
1	Secretary	LEVEL	3	
2				

Valuation Services Branch - Customer Services

No. of Posts	Posts	Classification		Remarks
1	Customer Service Supervisor	LEVEL	6	
2	Senior Customer Service Officer	LEVEL	5	
2	Customer Service Officer	LEVEL	4	
1	Senior Records Officer	LEVEL	4	
6				

Valuation Services Branch - Data Automation

No. of Posts	Posts	Classification		Remarks
1	Data Entry Supervisor	LEVEL	6	
2	Data Entry Officer	LEVEL	4	
2	Records Officer	LEVEL	3	
2	Office Assistant	LEVEL	2	
7				

Valuation Services Branch - Valuation Roll

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Valuation Roll	LEVEL	6	
1	Senior Valuation Roll Officer	LEVEL	4	
4	Valuation Roll Officer	LEVEL	3	
1	Office Assistant	LEVEL	2	
7				

West Region

No. of Posts	Posts	Classification		Remarks
1	Manager/Deputy Commissioner of Land Valuations	LEVEL	8A	
2	Senior Valuation Surveyor	LEVEL	7	
5	Valuation Surveyor	LEVEL	6	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Land Valuation Division

West Region

No. of Posts	Posts	Classification		Remarks
5	Valuer	LEVEL	5	
1	Senior Secretary	LEVEL	4	
1	Valuation Assistant	LEVEL	4	
1	Records Officer	LEVEL	3	
16				
95	Total- Land Valuation Division			

Surveys & Mapping Division

No. of Posts	Posts	Classification		Remarks
1	Director, Surveys & Mapping	LEVEL	9A	
1	Executive Secretary	LEVEL	5	
2				

Cadastral Mapping Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, Cadastral Mapping	LEVEL	8A	
1	Senior Secretary	LEVEL	4	
2				

Cadastral Mapping Branch - Field Mapping

No. of Posts	Posts	Classification		Remarks
1	Chief Surveyor	LEVEL	8	
1	Senior Surveyor	LEVEL	7	
7	Surveyor	LEVEL	6	
4	Assistant Surveyor	LEVEL	5	
2	Chief Field Assistant	LEVEL	3	
2	Field Assistant	LEVEL	2	
17				

Cadastral Surveys Branch

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

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Surveys & Mapping Division

Cadastral Surveys Branch - Field Survey

No. of Posts	Posts	Classification		Remarks
1	Chief Surveyor	LEVEL	8	
1	Senior Surveyor	LEVEL	7	
5	Surveyor	LEVEL	6	
4	Assistant Surveyor	LEVEL	5	
2	Senior Survey Draughtsman	LEVEL	5	
2	Chief Field Assistant	LEVEL	3	
2	Field Assistant	LEVEL	2	
17				

Mapping Services Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, Mapping Services	LEVEL	8A	
1	Senior Secretary	LEVEL	4	
2				

Mapping Services Branch - Cadastral Data Management

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Cadastral Data Management	LEVEL	7	
1				

Mapping Services Branch - Cadastral Map Compilation Unit

No. of Posts	Posts	Classification		Remarks
1	Chief Map Data Compiler	LEVEL	6	
4	Map Data Compiler	LEVEL	5	
5				

Mapping Services Branch - Cartographic Unit

No. of Posts	Posts	Classification		Remarks
1	Chief Cartographer	LEVEL	6	
6	Cartographer	LEVEL	5	
7				

Mapping Services Branch - GIS Analysis Unit

No. of Posts	Posts	Classification		Remarks
1	Senior GIS Analyst	LEVEL	7	
1	Senior GIS Specialist	LEVEL	7	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Surveys & Mapping Division

Mapping Services Branch - GIS Analysis Unit

No. of Posts	Posts	Classification		Remarks
3	GIS Analyst	LEVEL	6	
5				

Mapping Services Branch - Map Automation Unit

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Map Automation	LEVEL	7	
3	Digitizing Technician	LEVEL	6	
4				

Mapping Services Branch - Photogrammetric Unit

No. of Posts	Posts	Classification		Remarks
1	Chief Photogrammetrist	LEVEL	6	
4	Photogrammetrist	LEVEL	5	
5				

Mapping Services Branch - Regional Map Maintenance Unit

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Map Maintenance	LEVEL	6	
6	Senior Map Maintenance Technician	LEVEL	5	
8	Map Maintenance Technician	LEVEL	4	
15				

Mapping Services Branch - Topo Data Management Section

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Topo Data Management	LEVEL	7	
1				

Plan Examination & Certification Branch

No. of Posts	Posts	Classification		Remarks
1	Manager, Plan Examination & Certification	LEVEL	8A	
1	Senior Secretary	LEVEL	4	
1	Secretary	LEVEL	3	
3				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Surveys & Mapping Division

Plan Examination & Certification Branch - Plan Annexation Section

No. of Posts	Posts	Classification		Remarks
1	Senior Surveyor	LEVEL	7	
1	Senior Survey Draughtsman	LEVEL	5	
3	Survey Draughtsman	LEVEL	4	
1	Machine Operator	LEVEL	2	
1	Office Assistant	LEVEL	2	
7				

Plan Examination & Certification Branch - Plan Examination Section

No. of Posts	Posts	Classification		Remarks
1	Chief Plan Examiner	LEVEL	8	
2	Assistant Chief Plan Examiner	LEVEL	6	
7	Senior Plan Examiner	LEVEL	5	
9	Plan Examiner	LEVEL	4	
1	Records Officer	LEVEL	3	
20				

Plan Examination & Certification Branch - Plan Registry

No. of Posts	Posts	Classification		Remarks
1	Senior Customer Service Officer	LEVEL	5	
2	Customer Service Officer	LEVEL	4	
3				

Topographic & Hydrographic Surveys Branch

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

Topographic & Hydrographic Surveys Branch - Geodetic Survey Section

No. of Posts	Posts	Classification		Remarks
1	Chief Geodetist	LEVEL	8	
1	Senior Surveyor	LEVEL	7	
1	Control Database Administrator	LEVEL	6	
3	Surveyor	LEVEL	6	
6	Assistant Surveyor	LEVEL	5	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Surveys & Mapping Division

Topographic & Hydrographic Surveys Branch - Geodetic Survey Section

No. of Posts	Posts	Classification		Remarks
1	Survey Technician	LEVEL	4	
3	Chief Field Assistant	LEVEL	3	
2	Field Assistant	LEVEL	2	
18				

Topographic & Hydrographic Surveys Branch - Hydrographic Survey Section

No. of Posts	Posts	Classification		Remarks
1	Chief Hydrographer	LEVEL	8	
1	Senior Hydrographic Surveyor	LEVEL	7	
1	Hydrographic Surveyor	LEVEL	6	
2	Assistant Hydrographic Surveyor	LEVEL	5	
1	Coxswain Driver	LEVEL	4	
1	Survey Technician	LEVEL	4	Post [# 294286] of Survey Technician (LEVEL 4) was listed under Geodetic Survey Section in 2015 publication.
1	Boatman	LEVEL	3	
1	Field Assistant	LEVEL	2	
9				

Topographic & Hydrographic Surveys Branch - Reprographic & Reproduction Section

No. of Posts	Posts	Classification		Remarks
1	Chief Photolithographer	LEVEL	6	
3	Photolithographer	LEVEL	5	
4				
151	Total- Surveys & Mapping Division			
699	Total-National Land Agency			

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

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	
1	Communication & Customer Service Officer	LEVEL	5	
3	Community Relations Officer	LEVEL	5	
1	Graphic Artist/Creative Designer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
3	Telephone Operator/Receptionist	LEVEL	3	
11				
11	Total- Communication and Customer Service			

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	Post [# 248432] of Administrative Assistant incorrectly listed as Office Attendant under the Human Resource Division, Office Management Unit in previous Executive Agency Establishment 2015.
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	
4	Regional Supervisor/Inspector	LEVEL	4	
3	Repair Supervisor/Inspector	LEVEL	4	
12	Driver/Operator	LEVEL	3	
1	Lock/Safe and Vault Technician	LEVEL	3	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Works Agency

Corporate Services Directorate

Equipment Services Department- Maintenance

No. of Posts	Posts	Classification		Remarks
12	Service 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	Fleet Supervisor	LEVEL	4	
1	Stores Supervisor	LEVEL	4	
3	Driver/Operator	LEVEL	3	
1	Store Clerk	LEVEL	3	
1	Store Collection Clerk	LEVEL	3	
4	Labourer	LEVEL	1	
1	Office Attendant	LEVEL	1	
13				

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	
1	Administrative Assistant	LEVEL	4	
3	Client Support Technician	LEVEL	4	
12				

Legal Services

No. of Posts	Posts	Classification		Remarks
1	Manager, Legal Services	LEVEL	8	
2	Legal Officer	LEVEL	7	
1	Administrative Assistant	LEVEL	4	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Works Agency

Corporate Services Directorate

Legal Services

No. of Posts	Posts	Classification		Remarks
1	Paralegal Officer	LEVEL	4	
5				

Property and Estate Department

No. of Posts	Posts	Classification		Remarks
1	Manager, Property & Estate	LEVEL	8	
1	Building Officer	LEVEL	6	
1	Maintenance Coordinator	LEVEL	6	
1	Security Supervisor	LEVEL	6	
1	Electrical And Mechanical Supervisor	LEVEL	5	
2	Property Officer	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	
20				
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	Total- Executive Office			

Finance and Accounts

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

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Works Agency

Finance and Accounts

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	
1	Administrative Assistant	LEVEL 4	
1	Cashier	LEVEL 4	
2	Data Entry Clerk	LEVEL 4	
3	Finance Officer	LEVEL 4	
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	
1	Assistant Manager, Management Accounts	LEVEL 6	
5	Senior Accounting Officer	LEVEL 5	
3	Accounting Officer	LEVEL 4	
1	Administrative Assistant	LEVEL 4	
11			
38	Total- Finance and Accounts		

Human Resource Management and Administration

No. of Posts	Posts	Classification	Remarks
1	Director, Human Resource Management and Admin.	LEVEL 9	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Works Agency

Human Resource Management and Administration

No. of Posts	Posts	Classification		Remarks
1	Administrative Assistant	LEVEL	4	
2				

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	
11				

Office Management

No. of Posts	Posts	Classification		Remarks
1	Office Manager	LEVEL	7	
1	Assistant Office Manager	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
1	Procurement Officer	LEVEL	4	
2	Driver	LEVEL	3	
12	Office Attendant	LEVEL	1	
18				

Personnel and Industrial Relations

No. of Posts	Posts	Classification		Remarks
1	Manager, Personnel & Industrial Relations	LEVEL	8	
2	Personnel & Industrial Relations Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
1	Clerical Officer	LEVEL	3	
5				

Training and Development

No. of Posts	Posts	Classification		Remarks
1	Training & Development Manager	LEVEL	7	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Works Agency

Human Resource Management and Administration

Training and Development

No. of Posts	Posts	Classification		Remarks
2	Training and Development Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
4				
40	Total- Human Resource Management and Administration			

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	Total- Internal Audit			

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	
1	Administrative Assistant	LEVEL	4	
4	Planning Technologist	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 Economic Growth and Job Creation

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	Administrative Assistant	LEVEL	4	
1	Data Analyst	LEVEL	4	
1	Data Collection Supervisor	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	
1	Driver	LEVEL	3	
4	Field Officer	LEVEL	3	
2	Field Technician	LEVEL	3	
14				
51	Total- Planning and Research Directorate			

Project Implementation Division

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

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Works Agency

Project Implementation Division

Major Projects Directorate

No. of Posts	Posts	Classification		Remarks
1	Director, Major Projects	LEVEL	9	
4	Major Project Manager	LEVEL	8	
1	Major Project Manager	LEVEL	8	Post [# 141263] of Major Project Manager (LEVEL 5) inadvertently omitted from Executive Agency Establishment 2015.
1	Project Manager	LEVEL	7	
10	Senior Clerk of Works	LEVEL	5	
1	Project Officer	LEVEL	5	
2	Administrative Assistant	LEVEL	4	
1	Administrative Assistant	LEVEL	4	Post [# 141265] of Administrative Assistant (LEVEL 4) incorrectly listed under Equipment Services Unit in previous Executive Agency Establishment 2015.
2	Clerk of Works	LEVEL	4	
23				

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	
6				

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	
6				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Works Agency

Project Implementation Division

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	
8				

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	
6				

Technical Services Directorate

No. of Posts	Posts	Classification		Remarks
1	Director, Technical Services	LEVEL	9	
1	Senior Bridge and Structural Engineer	LEVEL	8	
1	Environmental Specialist	LEVEL	7	
1	Senior Environmental Officer	LEVEL	6	
1	Administrative Assistant	LEVEL	4	
5				

Technical Services Directorate- Building Unit

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	
10				

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Works Agency

Project Implementation Division

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	
5				

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	
2				

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	
6				
79	Total- Project Implementation Division			

Quality Assurance Directorate

No. of Posts	Posts	Classification		Remarks
1	Director, Quality Assurance	LEVEL	9	
2	Senior Quality Assurance Officer	LEVEL	6	
4	Quality Assurance Officer	LEVEL	5	
1	Administrative Assistant	LEVEL	4	
8				

Material Testing and Evaluation Unit

No. of Posts	Posts	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	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Works Agency

Quality Assurance Directorate

Material Testing and Evaluation Unit

No. of Posts	Posts	Classification		Remarks
2	Field Investigation Technician	LEVEL	3	
12				
20	Total- Quality Assurance Directorate			

Regional Implementation & Special Projects

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

North East Region

No. of Posts	Posts	Classification		Remarks
1	Regional Manager	LEVEL	8	
3	Parish Manager	LEVEL	6	
8	Assistant Parish Manager	LEVEL	5	
1	Assistant Parish Manager	LEVEL	5	Post [# 141370] of Assistant Parish Manager (LEVEL 5) inadvertently listed under South East Region in previous Executive Agency Establishment 2015.
1	Administrative Manager	LEVEL	5	
4	Administrative Assistant	LEVEL	4	
1	Driver/Operator	LEVEL	3	
3	Office Attendant	LEVEL	1	
22				

South East Region

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

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Works Agency

Regional Implementation & Special Projects

South East Region

No. of Posts	Posts	Classification		Remarks
3	Office Attendant	LEVEL	1	
26				

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	
22				

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	
16				

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	

LIST OF ESTABLISHED POSTS

Ministry of Economic Growth and Job Creation

National Works Agency

Regional Implementation & Special Projects

West Region

No. of Posts	Posts	Classification	Remarks
25			
113	Total- Regional Implementation & Special Projects		
453	Total-National Works Agency		

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes

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

Residential Child Care Facilities

No. of Posts	Posts	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				
14	Total- Child & Family Programmes			

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	
3				

Portland Office

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

Residential Child Care Facility- Muirton

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Assistant Manager	LEVEL	4	

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- North East Region

Residential Child Care Facility- Muirton

No. of Posts	Posts	Classification		Remarks
1	Counsellor	LEVEL	4	New post [# 301985] with effect from April 1, 2015.
1	Psychiatric Nurse	LEVEL	4	New post [# 301984] with effect from April 1, 2015.
1	Social Worker	LEVEL	4	Post [# 294856] of Children's Officer (Level 4) retitled with effect from April 1, 2015.
1	Special Education Teacher	LEVEL	4	New post [# 301977] with effect from April 1, 2015.
1	Teacher	LEVEL	3	
5	Health and Social Care Supervisor	LEVEL	3	Five (5) new posts [#s 301986-90] with effect from April 1, 2015.
2	Instructor	LEVEL	3	Two (2) new posts [#s 301991-2] with effect from April 1, 2015.
1	Procurement and Inventory Officer	LEVEL	2	
1	Maintenance Officer/Groundsman	LEVEL	1B	New post [# 301983] with effect from April 1, 2015.
3	Health and Social Care Assistant	LEVEL	1B	Three (3) posts [#s 294922-4] of Social Work Aide (Level 2) retitled, reclassified and transferred from Residential Child Care Facility with effect from April 1, 2015.
3	Health and Social Care Assistant	LEVEL	1B	Three (3) new posts [#s 302005-7] with effect from April 1, 2015.
3	Attendant	LEVEL	1A	Three (3) new posts [#s 301978-80] with effect from April 1, 2015.
2	Cook	LEVEL	1A	Two (2) new posts [#s 301981-2] with effect from April 1, 2015.

27

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	
6				

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- North East Region

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	
5				
44	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	
4				

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	
20				

Residential Child Care Facility- Glenhope Nursery

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Social Worker	LEVEL	4	Post [# 294847] of Children's Officer (Level 4) retitled with effect from April 1, 2015.
1	Counsellor	LEVEL	4	New post [# 301893] with effect from April 1, 2015.
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
4	Health & Social Care Supervisor	LEVEL	3	Four (4) new posts [#s 301897-900] with effect from April 1, 2015.
1	Procurement and Inventory Officer	LEVEL	2	

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- South East Region

Residential Child Care Facility- Glenhope Nursery

No. of Posts	Posts	Classification		Remarks
3	Enrolled Assistant Nurse	LEVEL	2	Three (3) new posts [#s 301894-6] with effect from April 1, 2015.
1	Maintenance Officer/Groundsman	LEVEL	1B	New post [# 301892] with effect from April 1, 2015.
10	Health & Social Care Assistant	LEVEL	1B	Ten (10) posts [148332-3 & 294857-64] of Social Work Aide (Level 2) retitled, reclassified and transferred from Residential Child Care Facility with effect from April 1, 2015.
2	Cook	LEVEL	1A	Two (2) new posts [#s 301855-6] with effect from April 1, 2015.
5	Attendant	LEVEL	1A	Five (5) new posts [# 301887-91] with effect from April 1, 2015.
31				

Residential Child Care Facility- Glenhope Place of Safety

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Special Education Teacher	LEVEL	4	New post [# 301941] with effect from April 1, 2015.
1	Social Worker	LEVEL	4	Post [# 294848] of Children's Officer (Level 4) retitled with effect from April 1, 2015.
1	Counsellor	LEVEL	4	New post [# 301923] with effect from April 1, 2015.
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
1	Teacher	LEVEL	3	New post [# 301902] with effect from April 1, 2015.
2	Instructor	LEVEL	3	Two (2) new post [#s 301936-7] with effect from April 1, 2015.
5	Health & Social Care Supervisor	LEVEL	3	Five (5) new posts [#s 301926-30] with effect from April 1, 2015.
1	Procurement and Inventory Officer	LEVEL	2	
1	Maintenance Officer/Groundsman	LEVEL	1B	New post [# 301908] with effect from April 1, 2015.

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- South East Region

Residential Child Care Facility- Glenhope Place of Safety

No. of Posts	Posts	Classification		Remarks
13	Health & Social Care Assistant	LEVEL	1B	Thirteen (13) posts [#s 294865-77] of Social Work Aide (Level 2) retitled, reclassified and transferred from Residential Child Care Facility with effect from April 1, 2015.
2	Cook	LEVEL	1A	Two (2) new posts [#s 301903 & 301905] with effect from April 1, 2015.
4	Attendant	LEVEL	1A	Four (4) new posts [#s 301909 & 301911-13] with effect from April 1, 2015.

35

Residential Child Care Facility- Homestead Place of Safety

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Special Education Teacher	LEVEL	4	New post [# 301925] with effect from April 1, 2015.
1	Social Worker	LEVEL	4	Post [# 294849] of Children's Officer (Level 4) retitled with effect from April 1, 2015.
1	Counsellor	LEVEL	4	New post [# 301931] with effect from April 1, 2015.
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
1	Teacher	LEVEL	3	New post [# 301922] with effect from April 1, 2015.
1	Instructor	LEVEL	3	New post [# 301924] with effect from April 1, 2015.
4	Health and Social Care Supervisor	LEVEL	3	Four (4) new posts [#s 301932-5] with effect from April 1, 2015.
1	Procurement and Inventory Officer	LEVEL	2	
2	Maintenance Officer/Groundsman	LEVEL	1B	Two (2) new posts [#s 301938-9] with effect from April 1, 2015.
11	Health & Social Care Assistant	LEVEL	1B	Eleven (11) posts [#s 294901-11] of Social Work Aide (Level 2) retitled, reclassified and transferred from Residential Child Care Facility with effect from April 1, 2015.

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- South East Region

Residential Child Care Facility- Homestead Place of Safety

No. of Posts	Posts	Classification		Remarks
2	Cook	LEVEL	1A	Two (2) new posts [#s 301945-6] with effect from April 1, 2015.
4	Attendant	LEVEL	1A	Four (4) new posts [#s 301940 & 301942-4] with effect from April 1, 2015.

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Residential Child Care Facility- Marigold

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Social Worker	LEVEL	4	Post [# 294846] of Children's Officer (Level 4) retitled with effect from April 1, 2015.
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
1	Procurement and Inventory 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

St. Thomas Office

No. of Posts	Posts	Classification		Remarks
2	Children's Officer	LEVEL	4	

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- South East Region

St. Thomas Office

No. of Posts	Posts	Classification		Remarks
1	Secretary	LEVEL	2	
3				
144	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 Boys' Home

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Social Worker	LEVEL	4	Post [# 294855] of Children's Officer (Level 4) retitled with effect from April 1, 2015.
1	Counsellor	LEVEL	4	New post [# 301907] with effect from April 1, 2015.
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	New post [# 301901] with effect from April 1, 2015.

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- Southern Region

Residential Child Care Facility- Mannings Boys' Home

No. of Posts	Posts	Classification		Remarks
1	Teacher	LEVEL	3	
2	Instructor	LEVEL	3	Two (2) new posts [#s 301904 & 301906] with effect from April 1, 2015.
3	Health and Social Care Supervisor	LEVEL	3	Three (3) new posts [#s 301910 & 301914-5] with effect from April 1, 2015.
1	Procurement & Inventory Officer	LEVEL	2	
1	Maintenance Officer/Groundsman	LEVEL	1B	New post [# 301919] with effect from April 1, 2015.
7	Health & Social Care Assistant	LEVEL	1B	Seven (7) posts [# 294894-900] of Social Work Aide (Level 2) retitled, reclassified and transferred from Residential Child Care Facility with effect from April 1, 2015.
2	Cook	LEVEL	1A	Two (2) new posts [#s 301920-1] with effect from April 1, 2015.
3	Attendant	LEVEL	1A	Three (3) new posts [#s 301916-8] with effect from April 1, 2015.

25

Residential Child Care Facility- St. Augustine Place of Safety

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Social Worker	LEVEL	4	Post [# 294854] of Children's Officer (Level 4) retitled with effect from April 1, 2015.
1	Counsellor	LEVEL	4	New post [# 301963] with effect from April 1, 2015.
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
1	Teacher	LEVEL	3	New post [# 301947] with effect from April 1, 2015.
1	Instructor	LEVEL	3	New post [# 301969] with effect from April 1, 2015.
3	Health & Social Care Supervisor	LEVEL	3	Three (3) new posts [#s 301964, 301966-7] with effect from April 1, 2015.

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- Southern Region

Residential Child Care Facility- St. Augustine Place of Safety

No. of Posts	Posts	Classification		Remarks
1	Procurement & Inventory Officer	LEVEL	2	
2	Maintenance Officer/Groundsman	LEVEL	1B	Two (2) new posts [#s 301961-2] with effect from April 1, 2015.
9	Health & Social Care Assistant	LEVEL	1B	Nine (9) posts [#s 294878-86] of Social Work Aide (Level 2) retitled, reclassified and transferred from Residential Child Care Facility with effect from April 1, 2015.
2	Cook	LEVEL	1A	Two (2) new posts [#s 301950 & 301952] with effect from April 1, 2015.
3	Attendant	LEVEL	1A	Three (3) new posts [#s 301953 & 301955-6] with effect from April 1, 2015.

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Residential Child Care Facility- Summerfield Boys' Home

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Social Worker	LEVEL	4	Post [# 294853] of Children's Officer (Level 4) retitled with effect from April 1, 2015.
1	Counsellor	LEVEL	4	New post [# 302004] with effect from April 1, 2015.
1	Assistant Manager	LEVEL	4	
1	Teacher	LEVEL	3	
1	Teacher	LEVEL	3	New post [# 301976] with effect from April 1, 2015.
1	Instructor	LEVEL	3	New post [# 301995] with effect from April 1, 2015.
3	Health & Social Care Supervisor	LEVEL	3	Three (3) new posts [#s 301997-9] with effect from April 1, 2015.
1	Procurement & Inventory Officer	LEVEL	2	
1	Maintenance Officer/Groundsman	LEVEL	1B	New post [# 301996] with effect from April 1, 2015.

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- Southern Region

Residential Child Care Facility- Summerfield Boys' Home

No. of Posts	Posts	Classification		Remarks
7	Health & Social Care Assistant	LEVEL	1B	Seven (7) posts [#s 294887-93] of Social Work Aide (Level 2) retitled, reclassified and transferred from Residential Child Care Facility with effect from April 1, 2015.
2	Cook	LEVEL	1A	Two (2) new posts [#s 302000-1] with effect from April 1, 2015.
2	Attendant	LEVEL	1A	Two (2) new posts [#s 302002-3] with effect from April 1, 2015.

23

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				
94	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	

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- Western Region

Residential Child Care Facilities- The Father's House

No. of Posts	Posts	Classification		Remarks
1	Social Worker	LEVEL	4	
1	Counsellor	LEVEL	4	
1	Assistant Manager	LEVEL	4	
1	Administrator	LEVEL	2	
1	Maintenance Officer/Groundsman	LEVEL	1B	New post [# 301993] with effect from April 1, 2015.
1	Attendant	LEVEL	1A	New post [# 301994] with effect from April 1, 2015.
2	Cook	LEVEL	1A	Two (2) posts [#s 282935-6] formerly Level 1, reclassified with effect from April 1, 2015.
9				

Residential Child Care Facility- Blossom Gardens Child Care Centre

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Assistant Manager	LEVEL	4	
1	Social Worker	LEVEL	4	Post [# 294851] of Children's Officer (Level 4) retitled with effect from April 1, 2015.
1	Counsellor	LEVEL	4	New post [# 301858] with effect from April 1, 2015.
1	Teacher	LEVEL	3	New post [# 301857] with effect from April 1, 2015.
1	Teacher	LEVEL	3	
4	Health & Social Care Supervisor	LEVEL	3	Four (4) new posts [#s 301862-65] with effect from April 1, 2015.
1	Procurement and Inventory Officer	LEVEL	2	
3	Enrolled Assistant Nurse	LEVEL	2	Three (3) new posts [#s 301859-61] with effect from April 1, 2015.
2	Maintenance Officer/Groundsman	LEVEL	1B	Two (2) new posts [#s 301882-3] with effect from April 1, 2015.
9	Health & Social Care Assistant	LEVEL	1B	Nine (9) new posts [#s 301866-74] with effect from April 1, 2015.
2	Cook	LEVEL	1A	Two (2) new posts [#s 301875-6] with effect from April 1, 2015.

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- Western Region

Residential Child Care Facility- Blossom Gardens Child Care Centre

No. of Posts	Posts	Classification		Remarks
5	Attendant	LEVEL	1A	Five (5) new posts [#s 301877-81] with effect from April 1, 2015.

32

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	Procurement & Inventory Officer	LEVEL	2	

5

Residential Child Care Facility- Granville Place of Safety

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	5	
1	Assistant Manager	LEVEL	4	
1	Social Worker	LEVEL	4	Post [# 294852] of Children's Officer (Level 4) retitled with effect from April 1, 2015.
1	Counsellor	LEVEL	4	New post [# 301954] with effect from April 1, 2015.
1	Teacher	LEVEL	3	
3	Instructor	LEVEL	3	Three (3) new posts [#s 301948-9 & 301951] with effect from April 1, 2015.
4	Health and Social Care Supervisor	LEVEL	3	Four (4) new posts [#s 301957-60] with effect from April 1, 2015.
1	Procurement and Inventory Officer	LEVEL	2	
2	Maintenance Officer/Groundsman	LEVEL	1B	Two (2) new posts [#s 301974-5] with effect from April 1, 2015.
10	Health & Social Care Assistant	LEVEL	1B	Ten (10) posts [#s 294912-21] of Social Work Aide (Level 2) retitled, reclassified and transferred from Residential Child Care Facility with effect from April 1, 2015.

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Child & Family Programmes- Western Region

Residential Child Care Facility- Granville Place of Safety

No. of Posts	Posts	Classification		Remarks
2	Cook	LEVEL	1A	Two (2) new posts [#s 301965 & 301968] with effect from April 1, 2015.
4	Attendant	LEVEL	1A	Four (4) new posts [#s 301970-3] with effect from April 1, 2015.
31				

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	
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				

102 Total- Child & Family Programmes- Western Region

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	Internal Auditor	LEVEL	5	
1	Executive Assistant	LEVEL	5	
1	Public Relations Officer	LEVEL	4	

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Executive Secretariat

No. of Posts	Posts	Classification		Remarks
1	Access to Information Officer	LEVEL	4	
1	Public Relations Assistant	LEVEL	3	
1	Secretary	LEVEL	2	
9				
9	Total- Executive Secretariat			

Financial Management and Accounting Services

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

Human Resource Management & Administration

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

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Human Resource Management & Administration

Human Resources

No. of Posts	Posts	Classification	Remarks
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	
2	Driver	LEVEL 1B	
6	Attendant	LEVEL 1A	
14			
34	Total- Human Resource Management & Administration		

Investigations Unit

No. of Posts	Posts	Classification	Remarks
1	Investigations Manager	LEVEL 5	
10	Investigation Officer	LEVEL 4	
11			
11	Total- Investigations Unit		

Policy Planning & Evaluation

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	

LIST OF ESTABLISHED POSTS

Ministry of Education, Youth & Information

Child Development Agency

Policy Planning & Evaluation

No. of Posts	Posts	Classification		Remarks
1	Administrative Assistant	LEVEL	4	
1	Secretary	LEVEL	2	
2	Data Entry Clerk	LEVEL	2	
9				
9	Total- Policy Planning & Evaluation			
473	Total-Child Development Agency			

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Border Protection

No. of Posts	Posts	Classification		Remarks
1	Deputy CEO, Border Protection	LEVEL	10	
1	Administrative Coordinator	LEVEL	4A	
2				

Contraband Enforcement Team

No. of Posts	Posts	Classification		Remarks
1	Director, Contraband Enforcement Team	LEVEL	9	
1	Administrative Officer 2	LEVEL	4	
2				

Contraband Enforcement Team- Kingston

No. of Posts	Posts	Classification		Remarks
1	Manager, Kingston	LEVEL	8	
3	Supervisor, Contraband Enforcement Team	LEVEL	7	
6	Senior Enforcement Officer/Team Leader	LEVEL	6	
24	Enforcement Officer	LEVEL	5	
1	Administrative Officer 1	LEVEL	3	
4	Records Officer	LEVEL	2	
39				

Contraband Enforcement Team- Montego Bay

No. of Posts	Posts	Classification		Remarks
1	Manager, Montego Bay	LEVEL	8	
2	Supervisor, Contraband Enforcement Team	LEVEL	7	
2	Senior Enforcement Officer/Team Leader	LEVEL	6	
10	Enforcement Officer	LEVEL	5	
1	Administrative Officer 1	LEVEL	3	
3	Records Officer	LEVEL	2	
19				

Intelligence Unit

No. of Posts	Posts	Classification		Remarks
1	Director, Intelligence	LEVEL	8	
1	Administrative Officer 1	LEVEL	3	
2				

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Border Protection

Intelligence Unit- Cargo Imaging

No. of Posts	Posts	Classification		Remarks
1	Director, Cargo Imaging	LEVEL	8	
2	Manager, Cargo Imaging	LEVEL	7	
5	Supervisor	LEVEL	6	
26	Image Interpreter	LEVEL	5	
34				

Intelligence Unit- Coordinating Unit

No. of Posts	Posts	Classification		Remarks
1	Coordination Supervisor	LEVEL	6	
3	Coordination Officer	LEVEL	4	
4				

Intelligence Unit- Database

No. of Posts	Posts	Classification		Remarks
1	Database Supervisor	LEVEL	5	
2	Data Entry Operator	LEVEL	3	
3				

Intelligence Unit- Kingston

No. of Posts	Posts	Classification		Remarks
1	Intelligence Manager, Kingston	LEVEL	7	
2	Records Officer	LEVEL	2	
3				

Intelligence Unit- Kingston- Commercial & Prohibited Goods

No. of Posts	Posts	Classification		Remarks
1	Senior Analyst/Team Leader, Commercial	LEVEL	6	
1	Intelligence Analyst	LEVEL	5	
3	Field Officer	LEVEL	4	
5				

Intelligence Unit- Kingston- Passenger Intelligence & Financial

No. of Posts	Posts	Classification		Remarks
1	Senior Analyst/Team Leader, Special Intelligence	LEVEL	6	
2	Passenger Intelligence Officer	LEVEL	5	
1	Field Officer	LEVEL	4	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Border Protection

Intelligence Unit- Kingston- Passenger Intelligence & Financial

No. of Posts	Posts	Classification	Remarks
4			

Intelligence Unit- Montego Bay

No. of Posts	Posts	Classification	Remarks
1	Intelligence Manager, Montego Bay	LEVEL 7	
2	Records Officer	LEVEL 2	
3			

Intelligence Unit- Montego Bay- Commercial & Prohibited Goods

No. of Posts	Posts	Classification	Remarks
1	Senior Analyst/Team Leader, Commercial	LEVEL 6	
1	Intelligence Analyst	LEVEL 5	
2	Field Officer	LEVEL 4	
4			

Intelligence Unit- Montego Bay- Passenger Intelligence & Financial

No. of Posts	Posts	Classification	Remarks
1	Senior Analyst/Team Leader, Special Intelligence	LEVEL 6	
3	Passenger Intelligence Officer	LEVEL 5	
1	Field Officer	LEVEL 4	
5			

Investigations

No. of Posts	Posts	Classification	Remarks
1	Director, Investigations	LEVEL 8	
1	Manager (East)	LEVEL 7	
1	Manager (West)	LEVEL 7	
2	Supervisor, Commercial	LEVEL 6	
1	Supervisor, Financial	LEVEL 6	
1	Supervisor, Financial A	LEVEL 6	
19	Investigator	LEVEL 5	
3	Administrative Officer 1	LEVEL 3	
8	Records Officer	LEVEL 2	
37			

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Border Protection

Risk Management Unit

No. of Posts	Posts	Classification		Remarks
1	Director, Risk Management	LEVEL	8	
1	Manager, Classification & Valuation	LEVEL	7	
1	Manager, Export & Special Team	LEVEL	7	
2	Risk Analyst, Classification	LEVEL	6	
2	Risk Analyst, Contraband	LEVEL	6	
2	Risk Analyst, Export	LEVEL	6	
2	Risk Analyst, Special Team	LEVEL	6	
3	Risk Analyst, Valuation	LEVEL	6	
1	Administrative Officer 1	LEVEL	3	
2	Records Officer	LEVEL	2	
17				
183	Total- Border Protection			

Executive Services

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

Finance & Administration

No. of Posts	Posts	Classification		Remarks
1	Senior Director, Finance & Administration	LEVEL	9	
1	Administrative Coordinator	LEVEL	4A	
2				

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Finance & Administration

Accounting Operations

No. of Posts	Posts	Classification		Remarks
1	Director/FC Accounting Operations	LEVEL	8	
1	Manager, Financial Systems	LEVEL	7	
1	Administrative Officer 1	LEVEL	3	
3				

Accounting Operations- Billing & Accounts Receivables

No. of Posts	Posts	Classification		Remarks
1	Manager, Billing & Accounts Receivables	LEVEL	7	
2	Accounting Technician	LEVEL	4	
3				

Accounting Operations- Billing & Accounts Receivables- Overtime Processing Unit

No. of Posts	Posts	Classification		Remarks
2	Supervisor, Overtime Processing	LEVEL	6	
3	Checking Officer	LEVEL	4	
1	Billing Officer	LEVEL	3	
1	Collections Officer	LEVEL	3	
2	Records Officer	LEVEL	2	
9				

Accounting Operations- Budget & Planning

No. of Posts	Posts	Classification		Remarks
1	Director, Planning & Budgeting	LEVEL	8	
1	Commitment Control Officer	LEVEL	5	
2				

Accounting Operations- Final Accounts

No. of Posts	Posts	Classification		Remarks
1	Accountant	LEVEL	6	
1	Accounting Technician	LEVEL	4	
1	Bank Reconciliation Officer	LEVEL	4	
3				

Accounting Operations- Management Accounting Budget

No. of Posts	Posts	Classification		Remarks
1	Director, Management Accounting (Budget)	LEVEL	8	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Finance & Administration

Accounting Operations- Management Accounting Budget

No. of Posts	Posts	Classification	Remarks
1			

Accounting Operations- Payments

No. of Posts	Posts	Classification	Remarks
1	Payments Accountant	LEVEL 7	
2	Travelling/Subsistence Officer	LEVEL 4	
1	Accounting Clerk	LEVEL 3	
2	Bills Officer	LEVEL 3	
1	Collections Officer	LEVEL 3	
7			

Accounting Operations- Payments- Checking Unit

No. of Posts	Posts	Classification	Remarks
1	Checking Supervisor	LEVEL 6	
2	Checking Officer	LEVEL 4	
3			

Accounting Operations- Revenue Accounting

No. of Posts	Posts	Classification	Remarks
1	Director, Revenue Accounting	LEVEL 8	
1	Administrative Officer 2	LEVEL 4	
2			

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

No. of Posts	Posts	Classification	Remarks
1	Manager, Collections & Accounts (Kingston)	LEVEL 7	
3	Supervisor, Accounts Receivables	LEVEL 6	
2	Senior Refunds Drawback Officer	LEVEL 5	
2	Deposit Entry Examiner	LEVEL 4	
2	Refunds Drawback Officer	LEVEL 4	
1	Accounts Clerk	LEVEL 3	
1	Administrative Officer 1	LEVEL 3	
5	Batching/Tallying Clerk	LEVEL 3	
15	Collections Officer	LEVEL 3	
3	Records Officer	LEVEL 2	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Finance & Administration

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

No. of Posts	Posts	Classification	Remarks
35			

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

No. of Posts	Posts	Classification	Remarks
1	Manager, Collections & Accounts (Montego Bay)	LEVEL 7	
1	Collections Supervisor	LEVEL 6	
1	Senior Refunds Drawback Officer	LEVEL 5	
1	Deposit Entry Examiner	LEVEL 4	
1	Accounts Clerk	LEVEL 3	
1	Administrative Officer 1	LEVEL 3	
5	Batching/Tallying Clerk	LEVEL 3	
6	Collections Officer	LEVEL 3	
2	Records Officer	LEVEL 2	
19			

Accounting Operations- Revenue Accounting- Revenue Unit

No. of Posts	Posts	Classification	Remarks
1	Revenue Accountant	LEVEL 7	
1	Assistant Revenue Accountant	LEVEL 6	
1	Revenue Collections Officer	LEVEL 5	
2	Bank Reconciliation Officer	LEVEL 4	
1	Checking Officer	LEVEL 4	
1	Electronic Receipts Reconciliation Officer	LEVEL 4	
2	GL Reconciliation Officer	LEVEL 4	
1	Sub Ledger Officer	LEVEL 4	
2	Revenue Accounts Clerk	LEVEL 3	
1	Records Officer	LEVEL 2	
13			

Accounting Operations- Salaries & Wages

No. of Posts	Posts	Classification	Remarks
1	Payment Supervisor	LEVEL 6	
2	Accounting Technician	LEVEL 4	
1	Salaries Officer (Fortnightly)	LEVEL 4	
1	Salaries Officer (Monthly)	LEVEL 4A	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Finance & Administration

Accounting Operations- Salaries & Wages

No. of Posts	Posts	Classification	Remarks
1	Salaries Reimbursement Officer	LEVEL 4A	
6			

Administration Branch

No. of Posts	Posts	Classification	Remarks
1	Director, Administration	LEVEL 8	
1	Administrative Officer 1	LEVEL 3	
2			

Administration Branch - Documentation & Info. Management

No. of Posts	Posts	Classification	Remarks
1	Coordinator, Documentation & Information Management	LEVEL 6	
1	Librarian	LEVEL 5	
2	Administrative Officer 1	LEVEL 3	
3	Records Officer	LEVEL 2	
7			

Administration Branch - Office Services

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Office Services	LEVEL 6	
1	Stores Supervisor	LEVEL 5	
1	Administrator	LEVEL 3	
1	Supplies Clerk	LEVEL 3	
2	Telephone Operator	LEVEL 3	
1	Chief Attendant	LEVEL 2	
2	Receptionist	LEVEL 2	
4	Records Officer	LEVEL 2	
19	Attendant	LEVEL 1	
4	Storeman	LEVEL 1	
36			

Administration Branch - Procurement

No. of Posts	Posts	Classification	Remarks
1	Procurement Manager	LEVEL 7	
1	Procurement Officer, Tenders	LEVEL 5	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Finance & Administration

Administration Branch - Procurement

No. of Posts	Posts	Classification		Remarks
1	Purchasing Officer	LEVEL	5	
1	Bills Officer	LEVEL	3	
1	Records Officer	LEVEL	2	
5				

Administration Branch - Property Management

No. of Posts	Posts	Classification		Remarks
1	Supervisor, Property Services	LEVEL	6	
1	Property Officer, Standards	LEVEL	5	
1	Senior Maintenance Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
1	Maintenance Officer	LEVEL	3	
3	Groundsman	LEVEL	1	
4	Handyman	LEVEL	1	
12				

Administration Branch - Transport

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

Financial Management (Operations)

No. of Posts	Posts	Classification		Remarks
1	Director, Financial Management (Operations)	LEVEL	8	
1				
187	Total- Finance & Administration			

Human Resource Management & Development

No. of Posts	Posts	Classification		Remarks
1	Senior Director, Human Resource Management & Development	LEVEL	9	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Human Resource Management & Development

No. of Posts	Posts	Classification		Remarks
1	Administrative Coordinator	LEVEL	4A	
2				

Human Resource Development

No. of Posts	Posts	Classification		Remarks
1	Director, Human Resource Development	LEVEL	8	
2	Training Officer	LEVEL	6	
1	Administrative Officer 1	LEVEL	3	
4				

Human Resource Management

No. of Posts	Posts	Classification		Remarks
1	Director, Human Resource Management	LEVEL	8	
1	Senior Human Resource Officer, Benefits	LEVEL	6	
1	Senior Human Resource Officer, Employee Relations	LEVEL	6	
1	Senior Human Resource Officer, Staffing	LEVEL	6	
2	Human Resource Officer	LEVEL	5	
2	Assistant Human Resource Officer	LEVEL	4	
1	Information Records Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
2	Records Officer	LEVEL	2	
12				

Human Resource Management- Pensions & Records Management

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

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Human Resource Management & Development

Human Resource Management- PMAS

No. of Posts	Posts	Classification		Remarks
1	Manager, PMAS	LEVEL	7	
1	PMAS Officer	LEVEL	5	
2				

Occupational Health & Safety

No. of Posts	Posts	Classification		Remarks
1	Director, Occupational Health & Safety	LEVEL	8	
1	Occupational Health & Safety Officer	LEVEL	5	
1	Administrative Officer 1	LEVEL	3	
3				

Organisational Development

No. of Posts	Posts	Classification		Remarks
1	Director, Organisational Development	LEVEL	8	
1	Organisational Development Officer	LEVEL	5	
2				
31	Total- Human Resource Management & Development			

Information Services

No. of Posts	Posts	Classification		Remarks
1	Chief Information Officer	LEVEL	9	
1	Administrative Coordinator	LEVEL	4A	
2				

Application Delivery & Support

No. of Posts	Posts	Classification		Remarks
1	Manager, Application Delivery & Support	LEVEL	8	
1				

Application Delivery & Support- Core Customer Application

No. of Posts	Posts	Classification		Remarks
2	Senior Business Analyst	LEVEL	7	
2	Business Analyst	LEVEL	6	
1	Programmer/Analyst	LEVEL	6	
5				

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Information Services

Application Delivery & Support- Corporate Applications

No. of Posts	Posts	Classification		Remarks
1	Senior Business Analyst	LEVEL	7	
1	Business Analyst	LEVEL	6	
2				

Application Delivery & Support- Information Center

No. of Posts	Posts	Classification		Remarks
2	Database Analyst	LEVEL	6	
2				

Application Delivery & Support- Training

No. of Posts	Posts	Classification		Remarks
2	Application Trainers/Implementation Specialist	LEVEL	7	
2				

ICT Operations

No. of Posts	Posts	Classification		Remarks
1	Manager, ICT Operations	LEVEL	8	
1	Senior Database Administrator	LEVEL	7	
1	Senior Network Administrator	LEVEL	7	
1	Senior Systems Administrator (Central Server)	LEVEL	7	
1	Network Administrator	LEVEL	6	
1	Network Administrator (Montego Bay)	LEVEL	6	
3	Systems Administrator	LEVEL	6	
1	Work Station Engineer	LEVEL	6	
1	Senior Workstation Support	LEVEL	5	
6	Workstation Technician	LEVEL	4	
17				

ICT Policies & RM Management

No. of Posts	Posts	Classification		Remarks
1	Manager - ICT Policies, Projects & RM	LEVEL	8	
1				

ICT Services

No. of Posts	Posts	Classification		Remarks
1	ICT, Services Manager	LEVEL	7	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Information Services

ICT Services

No. of Posts	Posts	Classification		Remarks
2	Senior Help Desk Administrator	LEVEL	6	
1	Service Management Analyst	LEVEL	6	
2	Help Desk Administrator	LEVEL	5	
6				

IT Security Management

No. of Posts	Posts	Classification		Remarks
1	IT Security Management Administrator	LEVEL	8	
1				
39	Total- Information Services			

Internal Affairs

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

Internal Audit

No. of Posts	Posts	Classification		Remarks
1	Chief Internal Auditor	LEVEL	9	
1	Forensic Systems Auditor	LEVEL	7	
3	Senior Auditor	LEVEL	6	
12	Auditor	LEVEL	5	
1	Administrative Officer 2	LEVEL	4	
2	Assistant Auditor	LEVEL	4	
1	Audit Registrar	LEVEL	3	
4	Filing Clerk	LEVEL	2	
25				

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Internal Audit

25 Total- Internal Audit

Legal Unit

No. of Posts	Posts	Classification		Remarks
1	Senior Director, Legal Affairs	LEVEL	9	
1	Senior Legal Officer	LEVEL	8	
2	Legal Officer	LEVEL	7	
1	Legal Secretary	LEVEL	4A	
5				
5	Total- Legal Unit			

Office of the CEO

No. of Posts	Posts	Classification		Remarks
1	Chief Executive Officer	LEVEL	11	
1	Executive Assistant	LEVEL	5	
1	Administrative Coordinator	LEVEL	4A	
3				

Trade Facilitation and Special Projects Unit

No. of Posts	Posts	Classification		Remarks
1	Senior Director, Trade Facilitation and Special Projects	LEVEL	9	Post [# 297902] of Director, Special Projects (Level 8) retitled and upgraded with effect from September 1, 2015.
2	Trade Facilitation & Special Projects Executive	LEVEL	7	Two (2) new posts [#s 302250-1] with effect from September 1, 2015.
1	Administrative Coordinator	LEVEL	4	New post [# 302252] with effect from September 1, 2015.
4				
7	Total- Office of the CEO			

Operations Division

No. of Posts	Posts	Classification		Remarks
1	Deputy CEO, Operations	LEVEL	10	
1	Administrative Coordinator	LEVEL	4A	
1	Administrative Officer 2	LEVEL	4	
3				

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

Central Operations

No. of Posts	Posts	Classification		Remarks
1	Senior Director, Central Operations	LEVEL	9	
1	Manager, Authorized Economic Operators	LEVEL	7	New post [# 305014] with effect from July 4, 2016.
1	Manager, Collections & Delinquency	LEVEL	7	New post [# 305021] with effect from July 4, 2016.
2	Senior Account Officer/Supervisor Authorized Economic Operators	LEVEL	6	Two (2) new posts [#s 305015-6] with effect from July 4, 2016.
2	Supervisor, Collections & Delinquency	LEVEL	6	Two (2) new posts [#s 305022-3] with effect from July 4, 2016.
7	Senior Custom Officer	LEVEL	5	Eight (8) new posts [#s 305024-31] with effect from July 4, 2016.
5	Account Officer, Authorized Economic Operator	LEVEL	5	Five (5) posts [#s 298774-78] of Senior Customs Officer/AEO Accounts Manager retitled with effect from July 4, 2016.
3	Account Officer, Authorized Economic Operator	LEVEL	5	Three (3) new posts [#s 305017-9] with effect from July 4, 2016.
1	Senior Custom Officer	LEVEL	5	
1	Administrative Coordinator	LEVEL	4A	
1	Administrative Officer	LEVEL	3	New post [# 305020] with effect from July 4, 2016.
1	Records Officer	LEVEL	2	New post [# 305032] with effect from July 4, 2016.

26

Central Operations- Incentives Unit

No. of Posts	Posts	Classification		Remarks
1	Manager, Incentives & Returning Residents	LEVEL	7	
1	Supervisor (Returning Residents)	LEVEL	6	
1	Senior Customs Officer	LEVEL	5	
1	Customs Officer	LEVEL	4	
1	Customs/Write Off Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
1	Data Entry Operator	LEVEL	3	
1	Records Officer	LEVEL	2	

8

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

Central Operations- Incentives Unit- Incentives Monitoring (Kingston)

No. of Posts	Posts	Classification		Remarks
2	Supervisor, Incentives Monitoring (Kingston)	LEVEL	6	
3	Senior Custom/Incentive Officer	LEVEL	5	
5	Custom/Incentive Officer	LEVEL	4	
1	Records Officer	LEVEL	2	
11				

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

No. of Posts	Posts	Classification		Remarks
1	Supervisor	LEVEL	6	
1	Senior Custom/Incentive Officer	LEVEL	5	
3	Custom/Incentive Officer	LEVEL	4	
1	Records Officer	LEVEL	2	
6				

Central Operations- Post Clearance Audit Unit

No. of Posts	Posts	Classification		Remarks
1	Director, Post Clearance Audit	LEVEL	8	
2	Manager, Kingston	LEVEL	7	
1	Manager, Montego Bay	LEVEL	7	
10	Supervisor	LEVEL	6	
40	Auditor	LEVEL	5	
1	Administrative Officer 1	LEVEL	3	
3	Records Officer	LEVEL	2	
58				

Central Operations- Private Bonded Warehouses

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

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

Central Operations- Valuations

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

International & Industry Liaison

No. of Posts	Posts	Classification		Remarks
1	Senior Director, International & Industry Liaison	LEVEL	9	
1	Director, Classification & Industry Liaison	LEVEL	8	
1	Director, International Trade	LEVEL	8	
1	Caricom Officer	LEVEL	6	
4	Tariff Officer	LEVEL	6	
1	Administrative Coordinator	LEVEL	4A	
9				

Kingston Operations

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

Kingston Operations- Airport Operations (NMIA)

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

Kingston Operations- Airport Operations (NMIA)- Air Cargo

No. of Posts	Posts	Classification		Remarks
1	Manager, Air Cargo	LEVEL	7	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

Kingston Operations- Airport Operations (NMIA)- Air Cargo

No. of Posts	Posts	Classification		Remarks
9	Supervisor	LEVEL	6	
1	Senior Customs Officer	LEVEL	5	
32	Customs Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
10	Collections Officer	LEVEL	3	
12	Records Officer	LEVEL	2	
12	Records Officer/Manifest	LEVEL	2	
78				

Kingston Operations- Airport Operations (NMIA)- Queens Warehouse

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

Kingston Operations- Airport Operations (NMIA)-Baggage Hall

No. of Posts	Posts	Classification		Remarks
1	Manager, Baggage Hall	LEVEL	7	
8	Supervisor	LEVEL	6	
5	Duty Officer	LEVEL	5	
6	Senior Customs Officer	LEVEL	5	
35	Customs Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	
6	Collections Officer	LEVEL	3	
8	Records Officer	LEVEL	2	
3	Warehouseman	LEVEL	1	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

Kingston Operations- Airport Operations (NMIA)-Baggage Hall

No. of Posts	Posts	Classification	Remarks
73			

Kingston Operations- Customs House

No. of Posts	Posts	Classification	Remarks
1	Director, Kingston Customs House	LEVEL 8	
1	Administrative Officer 2	LEVEL 4	
2			

Kingston Operations- Customs House- Entry Processing Unit

No. of Posts	Posts	Classification	Remarks
1	Manager, Entry Processing	LEVEL 7	
4	Supervisor	LEVEL 6	
24	Customs Officer	LEVEL 4	
1	Administrative Officer 1	LEVEL 3	
7	Records Officer	LEVEL 2	
37			

Kingston Operations- Customs House- Parcel Post

No. of Posts	Posts	Classification	Remarks
1	Manager, Parcel Post	LEVEL 7	
3	Supervisor	LEVEL 6	
2	Senior Customs Officer	LEVEL 5	
12	Customs Officer (Assessor)	LEVEL 4	
2	Customs Officer (Entry Examiner)	LEVEL 4	
1	Administrative Officer 1	LEVEL 3	
3	Records Officer	LEVEL 2	
24			

Kingston Operations- Marine Warehouses

No. of Posts	Posts	Classification	Remarks
1	Director, Kingston Marine Warehouses	LEVEL 8	
1	Administrative Officer 2	LEVEL 4	
2			

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

Kingston Operations- Marine Warehouses- Public Bonded Warehouses

No. of Posts	Posts	Classification		Remarks
2	Manager, Public Bonded Warehouses	LEVEL	7	
2	Supervisor, Adolph Levy	LEVEL	6	
2	Supervisor, Universal Freight	LEVEL	6	
3	Senior Customs Officer	LEVEL	5	
13	Examination Officer	LEVEL	4	
4	Collections Officer	LEVEL	3	
14	Records Officer	LEVEL	2	
2	Records Officer/Delivery	LEVEL	2	
42				

Kingston Operations- Marine Warehouses- Queens Warehouse

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

Kingston Operations- Marine Warehouses- Suffrance Wharves

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

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

Kingston Operations- Marine Warehouses- Sufferance Wharves

No. of Posts	Posts	Classification		Remarks
1	Senior Boatman/Driver	LEVEL	3	
2	Boatman	LEVEL	2	
1	Records Officer	LEVEL	2	
23				

Kingston Operations- Marine Wharves

No. of Posts	Posts	Classification		Remarks
1	Director, Kingston Marine Wharves	LEVEL	8	
1	Administrative Officer 2	LEVEL	4	
2				

Kingston Operations- Marine Wharves- Berths 1-6

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

Kingston Operations- Marine Wharves- Berths 7-8

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

Kingston Operations- Marine Wharves- Export Transhipment

No. of Posts	Posts	Classification		Remarks
1	Manager, Export Transhipment	LEVEL	7	
2	Supervisor, Freezone & Transhipment	LEVEL	6	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

Kingston Operations- Marine Wharves- Export Transhipment

No. of Posts	Posts	Classification		Remarks
3	Supervisor, Transhipment	LEVEL	6	
2	Senior Customs Officer	LEVEL	5	
13	Examination Officer	LEVEL	4	
2	Collections Officer	LEVEL	3	
10	Records Officer	LEVEL	2	
33				

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

No. of Posts	Posts	Classification		Remarks
1	Manager, Scrap Metal Site Inspection & Cold Storage	LEVEL	7	
4	Supervisor	LEVEL	6	
4	Senior Customs Officer	LEVEL	5	
35	Examination Officer	LEVEL	4	
4	Records Officer	LEVEL	2	
48				

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

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

Western & Montego Bay Operations

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

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

Western & Montego Bay Operations- Customs House

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

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

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	7	
1	Customs Supervisor	LEVEL	6	
2	Senior Customs/Write Off Officer	LEVEL	5	
5	Customs Officer	LEVEL	4	
1	Lodgement Supervisor	LEVEL	4	
2	Lodgement Clerk	LEVEL	3	
2	Records Officer	LEVEL	2	
14				

Western & Montego Bay Operations- Customs House- Valuation Unit

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

Western & Montego Bay Operations- Marine Operations

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

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

No. of Posts	Posts	Classification		Remarks
1	Supervisor	LEVEL	6	
1	Senior Customs Officer	LEVEL	5	
8	Customs Officer	LEVEL	4	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

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

No. of Posts	Posts	Classification		Remarks
1	Collections Officer	LEVEL	3	
2	Records Officer	LEVEL	2	
13				

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

No. of Posts	Posts	Classification		Remarks
1	Manager	LEVEL	7	
2	Customs Supervisor	LEVEL	6	
1	Senior Customs Officer	LEVEL	5	
7	Customs Officer	LEVEL	4	
3	Collections Officer	LEVEL	3	
1	Delivery Officer	LEVEL	2	
3	Records Officer/Manifest	LEVEL	2	
18				

Western & Montego Bay Operations- Marine Operations- Port Handlers

No. of Posts	Posts	Classification		Remarks
1	Manager, Port Handlers	LEVEL	7	
3	Customs Supervisor	LEVEL	6	
1	Senior Customs Officer	LEVEL	5	
1	Administrative Officer 2	LEVEL	4	
13	Customs Officer	LEVEL	4	
3	Collections Officer	LEVEL	3	
2	Records Officer	LEVEL	2	
2	Records Officer/Delivery	LEVEL	2	
4	Records Officer/Manifest	LEVEL	2	
2	Records Officer/Tally	LEVEL	2	
32				

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

No. of Posts	Posts	Classification		Remarks
1	Manager, Site Inspection & Export	LEVEL	7	
2	Customs Supervisor	LEVEL	6	
2	Senior Customs Officer	LEVEL	5	
10	Customs Officer	LEVEL	4	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

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

No. of Posts	Posts	Classification		Remarks
2	Collections Officer	LEVEL	3	
3	Records Officer/Tally	LEVEL	2	
20				

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

No. of Posts	Posts	Classification		Remarks
1	Director/Collector	LEVEL	8	
2	Customs Supervisor	LEVEL	6	
2	Senior Customs Officer	LEVEL	5	
1	Administrative Officer 2	LEVEL	4	
12	Customs Officer	LEVEL	4	
1	Accounting Clerk	LEVEL	3	
1	Collections Officer	LEVEL	3	
1	Records Officer	LEVEL	2	
21				

Western & Montego Bay Operations-Airport Operations- Air Cargo

No. of Posts	Posts	Classification		Remarks
1	Manager, Air Cargo	LEVEL	7	
2	Customs Supervisor	LEVEL	6	
2	Senior Customs Officer	LEVEL	5	
6	Customs Officer	LEVEL	4	
2	Collections Officer	LEVEL	3	
1	Clerical Officer (Courier)	LEVEL	2	
1	Clerical Officer (Filing)	LEVEL	2	
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	
10	Customs Supervisor	LEVEL	6	
5	Duty Officer	LEVEL	5	
6	Senior Customs Officer	LEVEL	5	
50	Customs Officer	LEVEL	4	
1	Administrative Officer 1	LEVEL	3	

LIST OF ESTABLISHED POSTS

Ministry of Finance & the Public Service

Jamaica Customs Agency

Operations Division

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

No. of Posts	Posts	Classification	Remarks
7	Collections Officer	LEVEL	3
1	Driver 2	LEVEL	3
5	Records Officer	LEVEL	2
1	Warehouseman	LEVEL	1
87			

Western & Montego Bay Operations-Airport Operations- Queens Warehouse

No. of Posts	Posts	Classification	Remarks
1	Customs Supervisor	LEVEL	6
2	Senior Customs Officer/Releasing Officer	LEVEL	5
3	Customs Officer	LEVEL	4
1	Collections Officer	LEVEL	3
1	Records Officer	LEVEL	2
1	Records Officer/Delivery Officer	LEVEL	2
5	Warehouseman	LEVEL	1
14			
929	Total- Operations Division		
1437	Total-Jamaica Customs Agency		

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

Authentication, Verification & Identity Unit

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

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	
8				

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	
3				
28	Total- Authentication, Verification & Identity Unit			

Bedside Registration

No. of Posts	Posts	Classification		Remarks
1	Registration Officer - Nuttall/Andrews	GRADE	4	
1	Registration Officer - Spanish Town	GRADE	4	
1	Registration Officer - St. Ann's Bay	GRADE	4	
1	Registration Officer - UHWI	GRADE	4	
2	Registration Assistant - Annotto Bay	GRADE	5	
1	Registration Assistant - Black River	GRADE	5	
1	Registration Assistant - Cornwall Regional	GRADE	5	

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

Bedside Registration

No. of Posts	Posts	Classification	Grade	Remarks
2	Registration Assistant - Falmouth Hospital	GRADE	5	
1	Registration Assistant - Mandeville	GRADE	5	
2	Registration Assistant - Noel Holmes	GRADE	5	
1	Registration Assistant - Percy Junior	GRADE	5	
1	Registration Assistant - Port Antonio	GRADE	5	
1	Registration Assistant - Port Maria	GRADE	5	
1	Registration Assistant - Princess Margaret	GRADE	5	
1	Registration Assistant - Savanna-La-Mar	GRADE	5	
2	Registration Assistant - Spanish Town	GRADE	5	
1	Registration Assistant - St. Ann's Bay	GRADE	5	
2	Registration Assistant - UHWI	GRADE	5	
2	Registration Assistant- VJH	GRADE	5	
25				
25	Total- Bedside Registration			

Contracts & Office Services

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

Central Registry

No. of Posts	Posts	Classification	Grade	Remarks
1	Central Registry Supervisor	GRADE	4	
7	Customer Service Representative	GRADE	5	
1	Document Processing Coordinator	GRADE	5	
9				
22	Total- Contracts & Office Services			

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

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	
1	CEO's Specialist Assistant	GRADE	3	
1	Legal Officer	GRADE	3	
1	E-Business Officer	GRADE	4	
1	Executive Administrative Assistant	GRADE	4	
1	Administrative Assistant	GRADE	5	
1	Technical Assistant	GRADE	5	
8				
8	Total- Executive Office			

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	Accountant	GRADE	4	
1	Budget Supervisor	GRADE	4	
1	Customer Service Supervisor (Cashiers)	GRADE	4	
1	Expenditure Analyst	GRADE	4	
1	Technical Assistant	GRADE	4	
3	Accounts Officer	GRADE	5	
1	Administrative Assistant	GRADE	5	
5	Customer Service Representative (Cashier)	GRADE	5	
1	Payroll Assistant	GRADE	5	
1	Payroll Officer	GRADE	5	
1	Accounts Assistant	GRADE	6	
20				
20	Total- Finance & Administration			

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

Human Resource Management

No. of Posts	Posts	Classification		Remarks
1	Director, Human Resource Management and Development	GRADE	2B	Post [# 249522] of Human Resource Manager (GRADE 3) upgraded and retitled with effect from November 1, 2016.
1	Manager, Human Resource Management and Employee Relations	GRADE	3	Post [# 249524] of Communication Coordinator (GRADE 4) upgraded and retitled with effect from November 1, 2016.
1	Human Resource Development Officer	GRADE	4	Post [# 249527] of Training Officer retitled with effect from November 1, 2016.
1	Human Resource Officer (Benefits, Staff Welfare & Employee Relation)	GRADE	4	Post [# 249535] of Compensation & Benefits Assistant (GRADE 5) upgraded and retitled with effect from November 1, 2016.
1	Human Resource Officer (Staffing and Retention)	GRADE	4	Post [# 249525] of Personnel Officer retitled with effect from November 1, 2016.
1	Organisation Development and PMAS Officer	GRADE	4	Post [# 249526] of Assistant Personnel Officer (GRADE 5) upgraded and retitled with effect from November 1, 2016.
1	Administrative Assistant	GRADE	5	
1	Human Resource Records Information Officer	GRADE	5	Post [# 249806] of Approver (GRADE 5) retitled and transferred from the Product Department with effect from November 1, 2016.
8				
8	Total- Human Resource Management			

Internal Audit

No. of Posts	Posts	Classification		Remarks
1	Internal Auditor	GRADE	3	Post [# 249472] incorrectly listed as Chief Internal Auditor (GRADE 2B) in 2015 publication.
2	Audit Officer	GRADE	4	
1	Technical Audit Officer	GRADE	4	
4				

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

Internal Audit

4 Total- Internal Audit

Island Records Office

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

Marketing & Planning

No. of Posts	Posts	Classification		Remarks
1	Marketing & Planning Manager	GRADE	3	
1	Communications Officer	GRADE	4	
1	Planning & Statistics Officer	GRADE	4	
1	Administrative Assistant	GRADE	5	
4				
4	Total- Marketing & Planning			

Operations Management

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

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

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	Total- Print Room			

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 Coordinator	GRADE	5	
14	Customer Service Representative	GRADE	5	
2	Customer Service Representative (Online)	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	
2				

Mobile Unit- West

No. of Posts	Posts	Classification		Remarks
1	Mobile Manager	GRADE	3	

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

Production & Customer Care

Mobile Unit- West

No. of Posts	Posts	Classification		Remarks
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
8	Expediter	GRADE	6	
3	Production Officer	GRADE	6	
2	Production Officer	GRADE	6	Two (2) posts [#s 249993-4] of Production Officer previously listed under the Customer Service - Call Centre Unit.
4	Production Officer - Index Search	GRADE	6	
1	Scanner	GRADE	6	
1	Production Officer/Scanner	GRADE	6	
11	Approver	GRADE	5	
3	Production Coordinator	GRADE	5	
2	Scanner	GRADE	5	
6	Examiner	GRADE	5	
1	Index Search Coordinator	GRADE	5	
3	Production Officer	GRADE	5	
1	Scanner/Updater	GRADE	5	
8	Approver	GRADE	5	
2	Production Supervisor	GRADE	4	
56				

Record Updating

No. of Posts	Posts	Classification		Remarks
1	Record Updating Supervisor	GRADE	4	
2	Customer Service Representative	GRADE	5	

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

Production & Customer Care

Record Updating

No. of Posts	Posts	Classification	Remarks
5	Record Updating Officer	GRADE	5
1	Record Updating Officer	GRADE	6
3	Runner	GRADE	6
12			
125	Total- Production & Customer Care		

Records & Information Management

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

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

Records & Information Management

No. of Posts	Posts	Classification	Remarks
35			
35	Total- Records & Information Management		

Regional Offices

Clarendon Region (May Pen)

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

Eastern Region (Port Antonio)

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

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

Regional Offices

Portmore Region

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

South Eastern Region

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

South Western Region (Santa Cruz)

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

Southern Region

No. of Posts	Posts	Classification		Remarks
1	Regional Manager	GRADE	3	
2	Parish Officer	GRADE	4	
2	Registration Officer	GRADE	4	

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

Regional Offices

Southern Region

No. of Posts	Posts	Classification		Remarks
1	Administrative Assistant	GRADE	5	
4	Customer Service Representative	GRADE	5	
2	Registration Assistant	GRADE	5	
12				

West South Western Region (Savanna-La-Mar)

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

Western 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	
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	Total- Regional Offices			

Vital Statistics & Civil Registration Unit

Marriage

No. of Posts	Posts	Classification		Remarks
2	Marriage Supervisor	GRADE	4	
5	Hotel Marriage Officer	GRADE	5	
1	National Marriage Coordinator	GRADE	5	

LIST OF ESTABLISHED POSTS

Ministry of Health

Registrar General's Department

Vital Statistics & Civil Registration Unit

Marriage

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

Registration

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

Statistics

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

LIST OF ESTABLISHED POSTS

Ministry of Industry, Commerce, Agriculture & Fisheries

Companies Office of Jamaica

Business & Legal Operations

No. of Posts	Posts	Classification	Grade	Remarks
1	Deputy Chief Executive Officer	GRADE	2A	
1	Manager, Legal Services	GRADE	2B	
1	Manager, Business Support	GRADE	3	
1	Manager, Customer Relations	GRADE	3	
1	Legal Officer	GRADE	3	
1	Compliance Supervisor	GRADE	4A	
1	Paralegal Officer	GRADE	4A	
1	Senior Customer Service Representative	GRADE	4A	New post [# 304895] with effect from June 1, 2016.
1	Charge Supervisor	GRADE	4B	
1	Data Processing Supervisor	GRADE	4B	
1	Customer Service Supervisor	GRADE	4B	
1	Renewal of Business Name Supervisor	GRADE	4B	New post [# 301290] with effect April 1, 2015, effective date incorrectly listed as April 1, 2014 in previous Executive Agency Establishment 2015.
1	Receivership & Liquidation Supervisor	GRADE	4B	
1	Administrative Assistant	GRADE	4B	
1	New Registration Supervisor	GRADE	4B	
1	Document Registration Supervisor	GRADE	4B	
1	Removals/Restoration Supervisor	GRADE	4B	
1	Registration Officer	GRADE	5	
5	Data Input Clerk	GRADE	5	
7	Field Agent	GRADE	5	
1	Field Agent	GRADE	5	New post [# 302008] with effect from June 1, 2015.
1	Cashier	GRADE	5	New post [# 304897] with effect from June 1, 2016.
16	Customer Service Examiner	GRADE	5	
1	Customer Service Representative	GRADE	5	New post [# 304896] with effect from June 1, 2016.
2	Call Centre Representative	GRADE	5B	
2	Compliance Assistant	GRADE	6	
4	Customer Service Assistant	GRADE	6	
3	Clerical Assistant	GRADE	6	

60

LIST OF ESTABLISHED POSTS

Ministry of Industry, Commerce, Agriculture & Fisheries

Companies Office of Jamaica

Business & Legal Operations

60 Total- Business & Legal Operations

Central Executive

No. of Posts	Posts	Classification	Grade	Remarks
1	Chief Executive Officer & Registrar	GRADE	1	
1	Corporate Planner/Quality Monitoring Officer	GRADE	4	
1	Executive Assistant	GRADE	4A	
1	Public Relations Officer	GRADE	4A	
4				
4	Total- Central Executive			

Finance, Risk & Asset Management

No. of Posts	Posts	Classification	Grade	Remarks
1	Director, Finance, Risk and Asset Management	GRADE	2B	
1	Financial Accountant	GRADE	3	
1	Accountant	GRADE	4A	
1	Risk and Asset Officer	GRADE	4B	
1	Senior Accounting Officer	GRADE	4B	
1	Senior Accounting Officer	GRADE	4B	Post [# 141776] inadvertently omitted from previous publication. Post [# 141776] of Accounting Officer (GRADE 5) retitled & upgraded with effect from November 14, 2016.
1	Administrative Assistant/Procurement Officer	GRADE	4B	
1	Cashier	GRADE	5	
1	Cashier	GRADE	5	New post [# 305305] with effect from November 14, 2016.
1	Accounting Officer	GRADE	5	
1	Customer Service Officer	GRADE	5	New post [# 305306] with effect from November 14, 2016.
1	Clerical Assistant	GRADE	6	
12				
12	Total- Finance, Risk & Asset Management			

Human Resource Management & Administration

No. of Posts	Posts	Classification	Grade	Remarks
1	Director, Human Resources Management & Administration	GRADE	2B	

LIST OF ESTABLISHED POSTS

Ministry of Industry, Commerce, Agriculture & Fisheries

Companies Office of Jamaica

Human Resource Management & Administration

No. of Posts	Posts	Classification		Remarks
1	Administrative Assistant/Ancillary Coordinator	GRADE	4B	
1	Human Resource Officer	GRADE	4	
1	Clerical Assistant	GRADE	6	
1	Receptionist/Telephone Operator	GRADE	6	
1	Driver	GRADE	7	
1	Gardener/Attendant	GRADE	7B	
1	Handyman/Messenger	GRADE	7B	
1	Office Attendant	GRADE	7B	
9				
9	Total- Human Resource Management & Administration			

Information Technology

No. of Posts	Posts	Classification		Remarks
1	Information Security Officer	GRADE	3	New post [# 301291] with effect from April 1, 2015, effective date incorrectly listed as April 1, 2014 in previous Executive Agency Establishment 2015.
1	Information Systems Manager	GRADE	3	
1	Team Leader - Network/Systems Administrator	GRADE	3A	
2	Programmer	GRADE	4A	
1	Technical Support Officer	GRADE	4B	
1	Web Administrator	GRADE	4A	
7				
7	Total- Information Technology			

Internal Audit

No. of Posts	Posts	Classification		Remarks
1	Chief Internal Auditor	GRADE	3	
1	Internal Auditor	GRADE	4B	
2				
2	Total- Internal Audit			
94	Total-Companies Office of Jamaica			

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	
1	Executive Assistant	GRADE	5	
1	Public Education Manager	GRADE	6	
3				
3	Total- Executive Administration			

Finance and Planning

No. of Posts	Posts	Classification		Remarks
1	Finance & Planning Executive	GRADE	7	
1	Corporate Planner	GRADE	6	
1	Senior Secretary	GRADE	4	
3				

Financial Accounting

No. of Posts	Posts	Classification		Remarks
1	Manager, Financial Accounting	GRADE	6	
1	Financial Accountant	GRADE	4	
1	Payroll Officer	GRADE	4	
3				

Trust Accounting

No. of Posts	Posts	Classification		Remarks
1	Trust Accounting Manager	GRADE	6	
1	Investment and Business Assets Officer	GRADE	5	
1	Chief Trust Accountant	GRADE	5	
4	Senior Trust Accounting Officer	GRADE	4	
1	Senior Trust Accountant	GRADE	4	
1	Cheque Writer	GRADE	3	
1	Cashier	GRADE	3	
4	Trust Accounting Officer	GRADE	3	
14				
20	Total- Finance and Planning			

Human Resource and Administration

No. of Posts	Posts	Classification		Remarks
1	Human Resource & Administrative Executive	GRADE	7	

LIST OF ESTABLISHED POSTS

Ministry of Justice

Administrator General's Department

Human Resource and Administration

No. of Posts	Posts	Classification		Remarks
1	Administration & Procurement Manager	GRADE	6	
1	Senior Human Resource Officer	GRADE	5	
1	Senior Secretary	GRADE	4	
1	Receptionist/Telephone Operator	GRADE	2	
1	Machine Binder/Operator	GRADE	2	
2	Driver	GRADE	2	
2	Office Attendant	GRADE	1	
10				
10	Total- Human Resource and Administration			

Information & Records Management

No. of Posts	Posts	Classification		Remarks
1	Information and Records Manager	GRADE	6	
2	Senior Systems Administrator	GRADE	5	
1	Systems Administrator	GRADE	4	
4				

Registry

No. of Posts	Posts	Classification		Remarks
1	Records Management Co-ordinator	GRADE	5	Post [# 148174] of Records Management Co-ordinator (GRADE 4) upgraded with effect from April 1, 2016.
3	Records Officer	GRADE	3	Three (3) posts (#s 148715-7) incorrectly listed as Registry Officers (GRADE 2) in previous Executive Agency Establishment 2015.
2	Registry Assistant	GRADE	2	Posts [#s 148178 & 301288] incorrectly listed as Grade 1 in previous Executive Agency Establishment 2015.
6				
10	Total- Information & Records Management			

Internal Audit

No. of Posts	Posts	Classification		Remarks
1	Chief Internal Auditor	GRADE	7	

LIST OF ESTABLISHED POSTS

Ministry of Justice

Administrator General's Department

Internal Audit

No. of Posts	Posts	Classification		Remarks
1	Senior Internal Auditor	GRADE	5	
1	Internal Auditor	GRADE	4	
3				
3	Total- Internal Audit			

Operations

No. of Posts	Posts	Classification		Remarks
1	Deputy Administrator General	GRADE	8	
1	Senior Secretary	GRADE	4	
2				

Estate Administration

No. of Posts	Posts	Classification		Remarks
1	Estate Administration Executive	GRADE	7	
4	Case Attorney	GRADE	6	
8	Senior Case Officer	GRADE	5	
24	Case Officer	GRADE	4	
1	Social Worker	GRADE	5	
1	Senior Secretary	GRADE	4	
2	Customer Service Officer	GRADE	4	
41				

Legal Services

No. of Posts	Posts	Classification		Remarks
1	Senior Legal Executive	GRADE	7	
3	Attorney-at-law	GRADE	6	
2	Legal Secretary	GRADE	4	
1	Process Server	GRADE	3	
7				

Property Services

No. of Posts	Posts	Classification		Remarks
1	Property Services Manager	GRADE	6	
4	Senior Property Administrator	GRADE	5	
1	Property Rental Officer	GRADE	4	
1	Property Maintenance Officer	GRADE	4	

LIST OF ESTABLISHED POSTS

Ministry of Justice

Administrator General's Department

Operations

Property Services

No. of Posts	Posts	Classification	Remarks
4	Property Administrator	GRADE	4
11			
61	Total- Operations		
107	Total-Administrator General's Department		

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	
1	Executive Assistant	LEVEL	4	
3				

Administration

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

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	
9				

Administration - Procurement

No. of Posts	Posts	Classification		Remarks
1	Procurement Officer	LEVEL	5	
1	Store Clerk	LEVEL	2	
2				

Administration - Property Management

No. of Posts	Posts	Classification		Remarks
1	Administrator, Property Management	LEVEL	5	
1	Telephone Operator (Kingston)	LEVEL	2	
1	Telephone Operator (Montego Bay)	LEVEL	2	
2	Telephone Operator	LEVEL	2	
1	Inventory Clerk	LEVEL	2	
1	Document Management Clerk	LEVEL	2	
3	Office Attendant	LEVEL	1	
1	Office Attendant	LEVEL	1	Post [# 296472] inadvertently omitted from previous Executive Agency Establishment 2015.

LIST OF ESTABLISHED POSTS

Ministry of National Security

Passport, Immigration and Citizenship Agency

Corporate Service Division

Administration - Property Management

No. of Posts	Posts	Classification		Remarks
5	Driver/Messenger	LEVEL	1	
16				

Finance & Planning

No. of Posts	Posts	Classification		Remarks
1	Director, Finance & Planning	LEVEL	8	
1	Accounting Manager	LEVEL	7	Post [# 295234] of Accounting Manager (LEVEL 6) upgraded with effect from June 1, 2016.
1	Budget & Planning Manager	LEVEL	6	
1	Payroll Manager	LEVEL	6	New post [# 304912] with effect from June 1, 2016.
1	Accounting Officer	LEVEL	4	
1	Budget & Planning Officer	LEVEL	4	
1	Payroll Officer	LEVEL	4	
1	Accounting Technician (Accounts Payable)	LEVEL	3	
1	Accounting Technician (General Ledger/Accounts Receivables)	LEVEL	3	
1	Accounting Technician (General Ledger/Bank Reconciliation)	LEVEL	3	
3	Accounting Technician (Payroll)	LEVEL	3	
1	Accounting Technician (Revenue)	LEVEL	3	
1	Administrative Assistant	LEVEL	3	
1	Accounting Clerk	LEVEL	2	
4	Cashier (Kingston)	LEVEL	2	
1	Cashier (Mailing)	LEVEL	2	
1	Cashier (Mandeville)	LEVEL	2	
2	Cashier (Montego Bay)	LEVEL	2	
1	Cashier (St. Ann)	LEVEL	2	
25				

Human Resources

No. of Posts	Posts	Classification		Remarks
1	Director, Human Resources	LEVEL	8	
1	Organisational Development & Performance Management Officer	LEVEL	7	

LIST OF ESTABLISHED POSTS

Ministry of National Security

Passport, Immigration and Citizenship Agency

Corporate Service Division

Human Resources

No. of Posts	Posts	Classification		Remarks
1	Human Resource Manager	LEVEL	7	
1	Industrial Relations/Employee Relations Officer	LEVEL	6	New post [# 304907] with effect from June 1, 2016.
1	Training Manager	LEVEL	6	
1	Human Resource Officer - Compensation & Benefits	LEVEL	5	New post [# 304908] with effect from June 1, 2016.
1	Training Officer	LEVEL	5	
1	Human Resource Officer (Eastern Operations)	LEVEL	5	
1	Human Resource Officer (Western)	LEVEL	5	
1	Assistant Human Resource Officer, Compensation & Benefits	LEVEL	4	
1	Assistant Human Resource Officer - Performance Management	LEVEL	4	New post [# 304909] with effect from June 1, 2016.
1	Administrative Assistant	LEVEL	3	New post [# 304910] with effect from June 1, 2016.
1	Administrative Assistant	LEVEL	3	
1	Document Management Officer	LEVEL	3	
1	Training Assistant	LEVEL	2	
1	Document Management Clerk (Western)	LEVEL	2	
3	Document Management Clerk	LEVEL	2	
1	Document Management Clerk (Eastern)	LEVEL	2	
20				

ICT Services - Operations

No. of Posts	Posts	Classification		Remarks
1	Manager, Operations	LEVEL	7	
1	Database Administrator	LEVEL	6	
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	
3	Hardware Support Technician	LEVEL	3	
3	Software Support Technician	LEVEL	3	

LIST OF ESTABLISHED POSTS

Ministry of National Security

Passport, Immigration and Citizenship Agency

Corporate Service Division

ICT Services - Technical Services

No. of Posts	Posts	Classification	Remarks
8			
Information Communication and Technology (ICT) Services			
No. of Posts	Posts	Classification	Remarks
1	Director, ICT Services	LEVEL 8A	
2	System Administrator	LEVEL 4	
1	Administrative Assistant	LEVEL 3	
4			
92	Total- Corporate Service Division		

Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Chief Internal Auditor	LEVEL 8	
1	Audit Supervisor	LEVEL 6	
1	Auditor	LEVEL 4	
1	Assistant Auditor	LEVEL 3	
1	Internal Audit Intern	LEVEL 3	New post [# 304911] with effect from June 1, 2016.
5			
5	Total- Internal Audit		

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	
1	Data Analyst	LEVEL 6	
1	Document Security Specialist	LEVEL 6	
3	Investigator	LEVEL 6	
8	Fixed Location Officer	LEVEL 6	
1	Assistant Investigator	LEVEL 4	New post [# 304913] with effect from June 1, 2016.
1	Administrative Assistant	LEVEL 3	

LIST OF ESTABLISHED POSTS

Ministry of National Security

Passport, Immigration and Citizenship Agency

Investigation & Surveillance

No. of Posts	Posts	Classification		Remarks
1	Document Mgt. Clerk	LEVEL	2	New post [# 304914] with effect from June 1, 2016.
34				
34	Total- Investigation & Surveillance			

Office of the CEO

No. of Posts	Posts	Classification		Remarks
1	Chief Executive Officer	LEVEL	10	
1	Senior Executive Assistant	LEVEL	5	
1	Executive Administrative Assistant	LEVEL	4	
1	Document Management Officer	LEVEL	3	New post [# 304906] with effect from June 1, 2016.
4				
4	Total- Office of the CEO			

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	
6				

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	
11				

Customer Services

No. of Posts	Posts	Classification		Remarks
1	Director, Customer Service	LEVEL	8	
6	Customer Service Point Manager	LEVEL	6	

LIST OF ESTABLISHED POSTS

Ministry of National Security

Passport, Immigration and Citizenship Agency

Operations Division

Customer Services

No. of Posts	Posts	Classification		Remarks
1	Administrative Assistant	LEVEL	3	
8				

Customer Services - Mailing Section

No. of Posts	Posts	Classification		Remarks
1	Customer Service Operations Supervisor (Mailing)	LEVEL	5	
10	Desk Officer, Mailing	LEVEL	4	
11				

Customer Services - Operations

No. of Posts	Posts	Classification		Remarks
1	Customer Service Operations Supervisor (Cashiering)	LEVEL	5	
1	Customer Service Operations Supervisor (St. Ann)	LEVEL	5	
2	Customer Service Operations Supervisor (Kingston)	LEVEL	5	
1	Customer Service Operations Supervisor (Montego Bay)	LEVEL	5	
1	Customer Service Operations Supervisor (Mandeville)	LEVEL	5	
10	Desk Officer, Passport	LEVEL	4	
1	Customer Service Officer (Kingston)	LEVEL	3	
1	Customer Service Officer (Mandeville)	LEVEL	3	
1	Customer Service Officer (St. Ann)	LEVEL	3	
1	Customer Service Officer, Issuing (Kingston)	LEVEL	3	
1	Document Management Officer (Montego Bay)	LEVEL	3	
1	Document Management Officer (St. Ann/Portland)	LEVEL	3	
1	Customer Service Officer (Montego Bay)	LEVEL	3	
2	Document Management Officer, Customer Service	LEVEL	3	
1	Document Management Officer, Customer Service (Mandeville)	LEVEL	3	
3	Customer Service Assistant (Montego Bay)	LEVEL	2	
1	Customer Service Assistant (St. Ann/Portland)	LEVEL	2	
1	Customer Service Assistant (Mandeville)	LEVEL	2	
1	Customer Service Assistant (St. Thomas)	LEVEL	2	

LIST OF ESTABLISHED POSTS

Ministry of National Security

Passport, Immigration and Citizenship Agency

Operations Division

Customer Services - Operations

No. of Posts	Posts	Classification		Remarks
5	Customer Service Assistant (Kingston)	LEVEL	2	
5	Records Clerk	LEVEL	2	
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	
7				

Immigration Services (Eastern)

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

No. of Posts	Posts	Classification		Remarks
2	Operations Manager, Airport	LEVEL	6	
20	Immigration Supervisor	LEVEL	5	
90	Immigration Officer	LEVEL	4	
1	Administrative Assistant	LEVEL	3	
7	Immigration Assistant	LEVEL	2	Seven (7) posts [#s 262291-7] of Immigration Assistant incorrectly listed as Level 4 in Executive Agency Establishment 2015.
7	Immigration Assistant	LEVEL	2	
127				

Immigration Services (Eastern)- Seaport Kingston

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

LIST OF ESTABLISHED POSTS

Ministry of National Security

Passport, Immigration and Citizenship Agency

Operations Division

Immigration Services (Eastern)- Seaport Kingston

No. of Posts	Posts	Classification		Remarks
1	Administrative Assistant	LEVEL	3	
20				

Immigration Services (Eastern)- Seaport Mandeville

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)

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

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				

LIST OF ESTABLISHED POSTS

Ministry of National Security

Passport, Immigration and Citizenship Agency

Operations Division

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
2	Immigration Supervisor	LEVEL	5	
5	Immigration Officer	LEVEL	4	
1	Administrative Assistant	LEVEL	3	
8				

Passport Services

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

Passport Services - Data Entry

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

LIST OF ESTABLISHED POSTS

Ministry of National Security

Passport, Immigration and Citizenship Agency

Operations Division

Passport Services - Document Management

No. of Posts	Posts	Classification		Remarks
1	Operations Supervisor, Document Management	LEVEL	5	
5	Document Management Clerk, Distribution	LEVEL	2	Five (5) posts [#s 295106-10] of Document Management Clerk, Distribution, incorrectly listed as LEVEL 3 in previous Executive Agency Establishment 2015.
2	Document Management Clerk, Storage	LEVEL	2	
8				

Passport Services - Passport Production

No. of Posts	Posts	Classification		Remarks
1	Operations Supervisor, Passport Production	LEVEL	5	
5	Quality Assurance Officer	LEVEL	4	
3	Quality Control Technician	LEVEL	3	Three (3) posts [#s 296518-9 & 296521] of Quality Control Technician incorrectly listed as LEVEL 4 in previous Executive Agency Establishment 2015.
5	Production Technician (Image Capture)	LEVEL	2	
5	Production Technician (Lamination)	LEVEL	2	
4	Production Technician (Print Operator)	LEVEL	2	
23				
497	Total- Operations Division			
632	Total-Passport, Immigration and Citizenship Agency			

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	
1	Administrative Assistant	GRADE	5	
1	Corporate Services Officer	GRADE	5	
4				

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	Accounting Officer (Costing)	GRADE	5	
1	Accounts Payable Officer	GRADE	5	
1	Accounts Receivables Officer	GRADE	5	
1	Administrative/Accounting Assistant	GRADE	5	
1	Asset Management Officer	GRADE	5	
1	Payroll Officer	GRADE	5	
1	Cashier/Collections Officer	GRADE	6	
1	Stores Officer	GRADE	6	
11				

Office Management

No. of Posts	Posts	Classification		Remarks
1	Office Manager	GRADE	3	
1	Administrative/Office Services Officer	GRADE	5	
1	Driver	GRADE	6	
1	Telephone Operator/Receptionist	GRADE	6	
6	Driver	GRADE	7	
2	Attendant	GRADE	8	
1	Messenger	GRADE	8	
5	Part-time Cleaner	GRADE	8	
1	Property Attendant	GRADE	8	
19				
34	Total- Corporate Services			

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	
1				

Marketing/Sales & Advertising

No. of Posts	Posts	Classification		Remarks
1	Marketing & Sales Executive	GRADE	3	
1	Marketing Executive	GRADE	3	
1	Business Development Officer	GRADE	5	
1	Media Buyer	GRADE	5	
1	Media Buyer Assistant	GRADE	6	
5				

Public Relations

No. of Posts	Posts	Classification		Remarks
1	Manager, Public Relations	GRADE	3	
4	Public Relations Executive	GRADE	4A	
8	Public Relations Officer	GRADE	4	
1	Administrative Assistant	GRADE	5	
14				
20	Total- Customer Relations Management			

Executive Office

No. of Posts	Posts	Classification		Remarks
1	Chief Executive Officer	GRADE	1	
1	Executive Assistant (CEO)	GRADE	4	
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	
1	Special Projects Officer	GRADE	4	
2				
6	Total- Executive Office			

LIST OF ESTABLISHED POSTS

Office of the Prime Minister

Jamaica Information Service

Human Resources

No. of Posts	Posts	Classification		Remarks
1	Director, Human Resources	GRADE	2	
1	Records Manager	GRADE	3	
1	Compensation Administrator	GRADE	4	
1	Employee Relations & Training Coordinator	GRADE	4	
1	Recruitment & Employee Benefits Administrator	GRADE	4	
1	Human Resource Clerk	GRADE	6	
1	Records Officer/Relief Telephone Operator	GRADE	6	
7				
7	Total- Human Resources			

Internal Audit

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

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	
1	Photo Editor/Supervisor	GRADE	4	
1	Senior Editor	GRADE	4	
1	Senior Photo Librarian	GRADE	4	Post [# 140029] of Photo Librarian (Grade 7) retitled and upgraded with effect December 1, 2015.
1	Senior Photographer	GRADE	4	
2	Senior Reporter	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	Administrative Assistant	GRADE	5	Post [# 294958] of Senior Photographer (Grade 4) reclassified and retitled with effect December 1, 2015.
1	Administrative Assistant	GRADE	5	
5	Photographer	GRADE	5	
7	Reporter	GRADE	5	
1	Reporter/Sub Editor	GRADE	5	
1	Clerical Officer	GRADE	6	
24				

Editorial & Photography- Regional Services (Montego Bay)

No. of Posts	Posts	Classification		Remarks
1	Manager, Montego Bay Branch	GRADE	3	
4	Information Officer	GRADE	5	
3	Technical Officer	GRADE	5	
1	Administrative Assistant	GRADE	6	
3	Assistant Technical Officer	GRADE	6	
1	Office Attendant	GRADE	8	
13				

Research & Publications

No. of Posts	Posts	Classification		Remarks
1	Manager, Research & Publications	GRADE	3	
1	Librarian	GRADE	4	
2	Research Officer/Writer	GRADE	4	
4				

Research & Publications- Pre-Press

No. of Posts	Posts	Classification		Remarks
1	Copy Editor	GRADE	4	
1	Copy Writer	GRADE	4	
1	Graphic Artist/Supervisor	GRADE	4	
1	Print Production Supervisor	GRADE	4	
4	Graphic Artist	GRADE	5	
1	Administrative Assistant	GRADE	6	

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	Library Assistant/Archivist	GRADE	6	
3	Printer	GRADE	6	
1	Binder	GRADE	7	
1	Stripper/Plate Burner/Binder	GRADE	7	
15				
57	Total- Office of the Chief State Liaison			

Production

No. of Posts	Posts	Classification		Remarks
1	Director, Production	GRADE	2	
1				

Computer Services

No. of Posts	Posts	Classification		Remarks
1	Computer Services Manager	GRADE	3	
1	IT Technician/System Support	GRADE	4	
1	Software Developer	GRADE	4	
1	Systems Administrator	GRADE	4	
1	Web Content Writer/Editor	GRADE	4	
2	Web Designer/Developer	GRADE	4	
1	Web Developer	GRADE	4	
1	Web Master	GRADE	4	
1	E-Marketing Officer/Computer Services Administrative Assistant	GRADE	5	
10				

Radio

No. of Posts	Posts	Classification		Remarks
1	Manager, Radio	GRADE	3	
1	Editor	GRADE	4	
1	Senior Producer/Editor	GRADE	4	
1	Senior Writer/Producer/Presenter	GRADE	4	
4	Writer/Producer/Presenter	GRADE	5	
1	Administrative Assistant	GRADE	6	
2	Studio Technician	GRADE	6	

LIST OF ESTABLISHED POSTS

Office of the Prime Minister

Jamaica Information Service

Production

Radio

No. of Posts	Posts	Classification	Remarks
11			

Television

No. of Posts	Posts	Classification	Remarks
1	Manager, Television	GRADE 3	
1	Engineer	GRADE 4	
1	Head, Documentary Unit	GRADE 4	
1	Senior E.N.G Editor	GRADE 4	
1	Senior Editor	GRADE 4	
1	Senior Production Coordinator	GRADE 4	
2	Senior Writer/Producer/Presenter	GRADE 4	
1	Technical Supervisor	GRADE 4	
1	Assistant Engineer	GRADE 5	
5	E.N.G Editor	GRADE 5	
2	Graphic Artist	GRADE 5	
1	Product Assistant	GRADE 5	
1	Production Assistant/Graphic Artist	GRADE 5	
1	Senior Audio/Visual Librarian	GRADE 5	
1	Senior Sound Technician	GRADE 5	
4	Sound Technician/Videographer/Projectionist	GRADE 5	
11	Videographer	GRADE 5	
7	Writer/Producer/Presenter	GRADE 5	
1	Administrative Assistant	GRADE 6	
1	Assistant Engineer	GRADE 6	
1	Audio Visual/Librarian	GRADE 6	
1	Clerical Officer	GRADE 6	
1	Documentary Unit Production Assistant	GRADE 6	
1	Assistant Audio/Visual Librarian	GRADE 7	
1	Grip	GRADE 7	
1	Telephone Operator/Receptionist	GRADE 7	
1	Attendant	GRADE 8	
1	Messenger	GRADE 8	
1	Part-Time Attendant	GRADE 8	

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LIST OF ESTABLISHED POSTS

Office of the Prime Minister

Jamaica Information Service

Production

76 Total- Production

202 Total- Jamaica Information Service

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	
1	Administrator	GRADE	5	
3				

Creative Development and Production

No. of Posts	Posts	Classification		Remarks
1	Manager	GRADE	8	
1	Creative Development & Production Officer	GRADE	6	
1	Document Production & Packaging Assistant	GRADE	3	
1	Document Production and Packaging Technician	GRADE	2	
4				

ICT Management

No. of Posts	Posts	Classification		Remarks
1	Manager	GRADE	8	
1	Network Administrator	GRADE	6	
1	ICT Management Officer	GRADE	6	
3				

Marketing and Communications

No. of Posts	Posts	Classification		Remarks
1	Marketing and Communications Manager	GRADE	7	
3	Client Relations & Marketing Officer	GRADE	6	
4				

Registry & Records Management

No. of Posts	Posts	Classification		Remarks
1	Senior Manager	GRADE	9	
1	Manager	GRADE	7	
4	Registry and Records Management Officer	GRADE	4	
6				

Research and Information Management

No. of Posts	Posts	Classification		Remarks
1	Manager	GRADE	8	

LIST OF ESTABLISHED POSTS

Office of the Prime Minister

Management Institute for National Development

Business Development and Communication

Research and Information Management

No. of Posts	Posts	Classification		Remarks
1	Research & Information Management Officer	GRADE	6	
2				

Research and Information Management - Library

No. of Posts	Posts	Classification		Remarks
1	Librarian	GRADE	7	
1	Library and Information Management Assistant	GRADE	4	
1	Library and Information Management Assistant	GRADE	3	
3				
25	Total- Business Development and Communication			

Executive Office

No. of Posts	Posts	Classification		Remarks
1	Chief Executive Officer	GRADE	11	
1	Manager, Strategy & Accountability	GRADE	8	
1	Monitoring & Evaluating Specialist	GRADE	8	
1	Executive Assistant	GRADE	5	
4				

Internal Audit

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

Mandeville Learning Centre

No. of Posts	Posts	Classification		Remarks
1	Senior Manager, Distance Learning	GRADE	9	
1	Capability Development Specialist	GRADE	7	
1	Senior Administrator	GRADE	6	
1	Client Relations & Marketing Officer	GRADE	6	
1	Registry and Records Management Officer	GRADE	4	
1	Library Assistant	GRADE	4	
1	Accounting Assistant	GRADE	4	
1	Office and Library Attendant	GRADE	2	

LIST OF ESTABLISHED POSTS

Office of the Prime Minister

Management Institute for National Development

Executive Office

Mandeville Learning Centre

No. of Posts	Posts	Classification		Remarks
1	Grounds/Maintenance Attendant	GRADE	2	
9				
15	Total- Executive Office			

Finance HRM & Institutional Strengthening

No. of Posts	Posts	Classification		Remarks
1	Director, Finance and HRM & Institutional Strengthening	GRADE	10	
1				

Corporate Services

No. of Posts	Posts	Classification		Remarks
1	Senior Manager	GRADE	9	
1	Procurement Officer	GRADE	6	
1	Environmental Service Management Officer	GRADE	6	
1	Inventory Assistant	GRADE	3	
1	Delivery Attendant	GRADE	3	
5				

Corporate Services - Facilities and Services Management

No. of Posts	Posts	Classification		Remarks
1	Facilities and Services Management Officer	GRADE	6	
1	Facilities Maintenance Assistant	GRADE	4	
1	Facilities and Maintenance Technician	GRADE	4	
4	Office Attendant	GRADE	2	
2	Grounds/Maintenance Attendant	GRADE	2	
9				

Finance and Accounts

No. of Posts	Posts	Classification		Remarks
1	Accountant	GRADE	8	
1	Finance and Accounts Officer -Receivable	GRADE	5	New post [# 305406] with effect from August 2, 2013.
1	Finance and Accounts Officer - Payables	GRADE	5	Post [# 141708] of Finance and Accounts Officer (GRADE 6) retitled and redcircled with effect from August 2, 2013.

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
2	Accounting Assistant - Receivables	GRADE	4	Two (2) posts [#s 141709-10] of Accounting Assistant (GRADE 4) retitled with effect from August 2, 2013.
2	Accounting Assistant - Payables	GRADE	4	Two (2) posts [#s 141807 & 280414] of Accounting Assistant (GRADE 4) retitled with effect from August 2, 2013.

7

Human Resource Management

No. of Posts	Posts	Classification		Remarks
1	Senior Manager	GRADE	9	
1	Senior Human Resource Management Officer	GRADE	7	
1	Performance Management Officer	GRADE	6	
1	Employee Relations and Benefits Officer	GRADE	6	
1	Human Resource Administrator	GRADE	5	
5				
27	Total- Finance HRM & Institutional Strengthening			

Public Service Capability Development

No. of Posts	Posts	Classification		Remarks
1	Director	GRADE	10	
1	Senior Manager, Public Service Capability Development	GRADE	9	
1	Instructional Design Specialist	GRADE	8	
2	Product Planning and Development Officer	GRADE	7	
1	Administrator	GRADE	5	
6				

Customised Programme Delivery & Administration

No. of Posts	Posts	Classification		Remarks
1	Manager	GRADE	8	
1	Capability Development Specialist	GRADE	7	
1	Capability Development Specialist	GRADE	5	
1	Administrator	GRADE	5	
4				

LIST OF ESTABLISHED POSTS

Office of the Prime Minister

Management Institute for National Development

Public Service Capability Development

Distance Learning

No. of Posts	Posts	Classification		Remarks
1	Distant Learning Specialist	GRADE	7	
1				

Product Quality Assurance

No. of Posts	Posts	Classification		Remarks
1	Manager	GRADE	8	
1	Product Quality Assurance Officer, Assessment	GRADE	6	
1	Product Quality Assurance Officer, Accreditation	GRADE	6	
3				

Scheduled Programme Delivery & Administration

No. of Posts	Posts	Classification		Remarks
1	Manager	GRADE	8	
10	Capability Development Specialist	GRADE	7	
1	Administrator, Schedule Programme Delivery Administration	GRADE	5	
12				
26	Total- Public Service Capability Development			
93	Total-Management Institute for National Development			

5193 TOTAL ESTABLISHED POSTS

SALARY SCALE SCHEDULE

**Ministry of Finance & the Public Service
Jamaica Customs Agency**

Level 11

w.e.f. 01/04/2015	\$6,930,000	\$7,128,000	\$7,326,000	\$7,524,000	\$7,722,000	\$7,920,000	\$8,118,000	\$8,316,000
w.e.f. 01/04/2016	\$7,137,900	\$7,341,840	\$7,545,780	\$7,749,720	\$7,953,660	\$8,157,600	\$8,361,540	\$8,565,480

Level 10

w.e.f. 01/04/2015	\$5,500,000	\$5,657,143	\$5,814,285	\$5,971,429	\$6,128,572	\$6,285,714	\$6,442,857	\$6,600,000
w.e.f. 01/04/2016	\$5,665,000	\$5,826,857	\$5,988,714	\$6,150,571	\$6,312,429	\$6,474,286	\$6,636,143	\$6,798,000

Level 9

w.e.f. 01/04/2015	\$4,365,080	\$4,489,796	\$4,614,512	\$4,739,229	\$4,863,945	\$4,988,662	\$5,113,378	\$5,238,096
w.e.f. 01/04/2016	\$4,496,032	\$4,624,490	\$4,752,947	\$4,881,406	\$5,009,864	\$5,138,322	\$5,266,780	\$5,395,238

Level 8

w.e.f. 01/04/2015	\$3,464,349	\$3,563,330	\$3,662,311	\$3,761,292	\$3,860,275	\$3,959,256	\$4,058,237	\$4,157,218
w.e.f. 01/04/2016	\$3,568,279	\$3,670,230	\$3,772,181	\$3,874,131	\$3,976,083	\$4,078,034	\$4,179,984	\$4,281,935

Level 7

w.e.f. 01/04/2015	\$2,749,483	\$2,828,040	\$2,906,597	\$2,985,153	\$3,063,710	\$3,142,266	\$3,220,823	\$3,299,379
w.e.f. 01/04/2016	\$2,831,967	\$2,912,881	\$2,993,795	\$3,074,708	\$3,155,621	\$3,236,534	\$3,317,448	\$3,398,361

Level 6

w.e.f. 01/04/2015	\$2,182,130	\$2,244,476	\$2,306,823	\$2,369,169	\$2,431,515	\$2,493,862	\$2,556,208	\$2,618,556
w.e.f. 01/04/2016	\$2,247,594	\$2,311,810	\$2,376,028	\$2,440,244	\$2,504,461	\$2,568,678	\$2,632,895	\$2,697,112

SALARY SCALE SCHEDULE

Ministry of Finance & the Public Service Jamaica Customs Agency

Level 5

w.e.f. 01/04/2015	\$1,731,849	\$1,781,330	\$1,830,811	\$1,880,293	\$1,929,775	\$1,979,256	\$2,028,737	\$2,078,218
w.e.f. 01/04/2016	\$1,783,804	\$1,834,770	\$1,885,735	\$1,936,702	\$1,987,668	\$2,038,633	\$2,089,599	\$2,140,565

Level 4

w.e.f. 01/04/2015	\$1,370,254	\$1,408,033	\$1,445,811	\$1,483,590	\$1,521,369	\$1,559,148	\$1,596,926	\$1,634,705
w.e.f. 01/04/2016	\$1,411,362	\$1,450,274	\$1,489,185	\$1,528,098	\$1,567,010	\$1,605,922	\$1,644,834	\$1,683,746

Level 3

w.e.f. 01/04/2015	\$1,117,408	\$1,147,391	\$1,177,374	\$1,207,357	\$1,237,340	\$1,267,323	\$1,297,307	\$1,327,290
w.e.f. 01/04/2016	\$1,150,930	\$1,181,813	\$1,212,695	\$1,243,578	\$1,274,460	\$1,305,343	\$1,336,226	\$1,367,109

Level 2

w.e.f. 01/04/2015	\$880,864	\$904,660	\$928,456	\$952,252	\$976,048	\$999,844	\$1,023,640	\$1,047,436
w.e.f. 01/04/2016	\$907,290	\$931,800	\$956,310	\$980,820	\$1,005,329	\$1,029,839	\$1,054,349	\$1,078,859

Level 1

w.e.f. 01/04/2015	\$709,003	\$727,889	\$746,774	\$765,660	\$784,546	\$803,432	\$822,318	\$841,203
w.e.f. 01/04/2016	\$730,273	\$749,726	\$769,177	\$788,630	\$808,082	\$827,535	\$846,988	\$866,439

SALARY SCALE SCHEDULE

Ministry of Health
Registrar General's Department

	Basic Salary	
	Minimum p.a.	Maximum p.a.
Level 1		
w.e.f. 01/04/2015	\$4,309,357	\$5,213,112
w.e.f. 01/04/2016	\$4,438,638	\$5,369,506
Level 2A		
w.e.f. 01/04/2015	\$2,802,727	\$3,904,617
w.e.f. 01/04/2016	\$2,886,808	\$4,021,756
Level 2B		
w.e.f. 01/04/2015	\$2,573,166	\$3,583,233
w.e.f. 01/04/2016	\$2,650,361	\$3,690,730
Level 3		
w.e.f. 01/04/2015	\$2,031,404	\$2,527,254
w.e.f. 01/04/2016	\$2,092,346	\$2,603,072
Level 4		
w.e.f. 01/04/2015	\$1,261,715	\$1,858,572
w.e.f. 01/04/2016	\$1,299,567	\$1,914,329
Level 5		
w.e.f. 01/04/2015	\$802,594	\$1,169,891
w.e.f. 01/04/2016	\$826,672	\$1,204,987

SALARY SCALE SCHEDULE

Ministry of Health Registrar General's Department

	Minimum	Basic Salary	Maximum
	p.a.		p.a.
Level 6			
w.e.f. 01/04/2015	\$528,187		\$733,725
w.e.f. 01/04/2016	\$544,033		\$755,737
Level 7			
w.e.f. 01/04/2015	\$417,332		\$522,131
w.e.f. 01/04/2016	\$429,852		\$537,795

SALARY SCALE SCHEDULE

**Ministry of Industry, Investment, Agriculture & Fisheries
Companies Office of Jamaica**

Level 1

w.e.f. 01/-/4/2015	\$4,113,024	\$4,282,409	\$4,451,795	\$4,621,180	\$4,790,566	\$4,959,951	\$51,299,337	\$5,298,722	\$5,468,108	\$5,637,493
w.e.f. 01/04/2016	\$4,236,415	\$4,410,882	\$4,585,349	\$4,759,816	\$4,934,283	\$5,108,750	\$5,283,217	\$5,457,684	\$5,632,151	\$5,806,618

Level 2A

w.e.f. 01/04/2015	\$3,418,500	\$3,538,148	\$3,661,983	\$3,790,152	\$3,922,807	\$4,060,106	\$4,202,209	\$4,349,287
w.e.f. 01/04/2016	\$3,521,055	\$3,644,292	\$3,771,842	\$3,903,857	\$4,040,492	\$4,181,909	\$4,328,276	\$4,479,765

Level 2B

w.e.f. 01/04/2015	\$2,935,666	\$3,057,140	\$3,178,615	\$3,300,089	\$3,421,563	\$3,543,037	\$3,664,512	\$3,785,986
w.e.f. 01/04/2016	\$3,023,736	\$3,148,854	\$3,273,973	\$3,399,092	\$3,524,210	\$3,649,329	\$3,774,447	\$3,899,566

Level 3

w.e.f. 01/04/2015	\$2,281,579	\$2,359,447	\$2,437,316	\$2,515,184	\$2,593,052	\$2,670,920	\$2,748,789	\$2,826,657
w.e.f. 01/04/2016	\$2,350,026	\$2,430,231	\$2,510,435	\$2,590,639	\$2,670,844	\$2,751,048	\$2,831,252	\$2,911,457

Level 4

w.e.f. 01/04/2015	\$1,867,004	\$1,932,349	\$1,999,981	\$2,069,981	\$2,142,430	\$2,217,415	\$2,295,025	\$2,375,350
w.e.f. 01/04/2016	\$1,923,014	\$1,990,320	\$2,059,981	\$2,132,080	\$2,206,703	\$2,283,938	\$2,363,875	\$2,446,611

Level 4A

w.e.f. 01/04/2015	\$1,357,135	\$1,412,950	\$1,468,766	\$1,524,581	\$1,580,397	\$1,636,212	\$1,692,028	\$1,747,843	\$1,803,659	\$1,859,474
w.e.f. 01/04/2016	\$1,397,849	\$1,455,339	\$1,512,829	\$1,570,319	\$1,627,809	\$1,685,299	\$1,742,788	\$1,800,278	\$1,857,768	\$1,915,258

SALARY SCALE SCHEDULE

**Ministry of Industry, Investment, Agriculture & Fisheries
Companies Office of Jamaica**

Level 4B

w.e.f. 01/04/2015	\$1,027,666	\$1,062,093	\$1,096,521	\$1,130,948	\$1,165,375	\$1,199,803	\$1,234,230	\$1,268,657	\$1,303,085	\$1,337,512
w.e.f. 01/04/2016	\$1,058,496	\$1,093,956	\$1,129,416	\$1,164,876	\$1,200,337	\$1,235,797	\$1,271,257	\$1,306,717	\$1,342,177	\$1,377,637

Level 5

w.e.f. 01/04/2015	\$864,522	\$890,685	\$916,849	\$943,012	\$969,176	\$995,339	\$1,021,503	\$1,047,666
w.e.f. 01/04/2016	\$890,458	\$917,406	\$944,354	\$971,303	\$998,251	\$1,025,199	\$1,052,148	\$1,079,096

Level 6

w.e.f. 01/04/2015	\$700,256	\$722,931	\$745,606	\$768,281	\$790,956	\$813,631
w.e.f. 01/04/2016	\$721,264	\$744,619	\$767,974	\$791,329	\$814,685	\$838,040

Level 7A

w.e.f. 01/04/2015	\$595,601	\$618,712	\$641,824	\$664,935	\$688,047	\$711,158
w.e.f. 01/04/2016	\$613,469	\$637,274	\$661,079	\$684,883	\$708,688	\$732,493

Level 7B

w.e.f. 01/04/2015	\$443,016	\$463,739	\$484,463	\$505,186	\$525,910	\$546,633
w.e.f. 01/04/2016	\$456,306	\$477,652	\$498,997	\$520,342	\$541,687	\$563,032

SALARY SCALE SCHEDULE

Ministry of Justice
 Administrator General's Department

	Basic Salary	
	Minimum p.a.	Maximum p.a.
Grade 9		
w.e.f. 01/04/2015	\$5,552,718	\$6,928,897
w.e.f. 01/04/2016	\$5,719,299	\$7,136,764
Grade 8		
w.e.f. 01/04/2015	\$4,242,071	\$5,290,588
w.e.f. 01/04/2016	\$4,369,333	\$5,449,306
Grade 7		
w.e.f. 01/04/2015	\$2,664,990	\$4,042,353
w.e.f. 01/04/2016	\$2,744,940	\$4,163,624
Grade 6		
w.e.f. 01/04/2015	\$1,930,397	\$3,019,658
w.e.f. 01/04/2016	\$1,988,309	\$3,110,248
Grade 5		
w.e.f. 01/04/2015	\$1,012,155	\$1,986,038
w.e.f. 01/04/2016	\$1,042,520	\$2,045,619
Grade 4		
w.e.f. 01/04/2015	\$893,634	\$1,615,974
w.e.f. 01/04/2016	\$920,443	\$1,664,453

SALARY SCALE SCHEDULE

Ministry of Justice
Administrator General's Department

	Basic Salary	
	Minimum	Maximum
	p.a.	p.a.
Grade 3		
w.e.f. 01/04/2015	\$735,763	\$1,230,823
w.e.f. 01/04/2016	\$757,836	\$1,267,748
Grade 2		
w.e.f. 01/04/2015	\$691,806	\$907,816
w.e.f. 01/04/2016	\$712,560	\$935,050
Grade 1		
w.e.f. 01/04/2015	\$417,332	\$706,260
w.e.f. 01/04/2016	\$429,852	\$727,448

SALARY SCALE SCHEDULE

**Ministry of National Security
Passport Immigration and Citizenship Agency**

	Minimum p.a.	Maximum p.a.
Level 10		
w.e.f. 01/04/2015	\$4,606,992	\$5,989,090
w.e.f. 01/04/2016	\$4,745,202	\$6,168,762
Level 9		
w.e.f. 01/04/2015	\$3,711,188	\$4,453,426
w.e.f. 01/04/2016	\$3,822,524	\$4,587,028
Level 8A		
w.e.f. 01/04/2015	\$3,199,300	\$3,839,160
w.e.f. 01/04/2016	\$3,295,279	\$3,954,335
Level 8		
w.e.f. 01/04/2015	\$2,943,356	\$3,532,027
w.e.f. 01/04/2016	\$3,031,657	\$3,637,988
Level 7		
w.e.f. 01/04/2015	\$2,405,874	\$2,887,048
w.e.f. 01/04/2016	\$2,478,050	\$2,973,660
Level 6		
w.e.f. 01/04/2015	\$1,919,580	\$2,303,496
w.e.f. 01/04/2016	\$1,977,167	\$2,372,601

SALARY SCALE SCHEDULE

**Ministry of National Security
Passport Immigration and Citizenship Agency**

	Minimum p.a.	Maximum p.a.
Level 5		
w.e.f. 01/04/2015	\$1,535,872	\$1,819,920
w.e.f. 01/04/2016	\$1,581,948	\$1,874,518
Level 4		
w.e.f. 01/04/2015	\$1,126,154	\$1,347,408
w.e.f. 01/04/2016	\$1,159,938	\$1,387,830
Level 3		
w.e.f. 01/04/2015	\$884,963	\$1,052,355
w.e.f. 01/04/2016	\$911,512	\$1,083,926
Level 2		
w.e.f. 01/04/2015	\$682,062	\$808,875
w.e.f. 01/04/2016	\$702,524	\$833,141
Level 1		
w.e.f. 01/04/2015	\$541,818	\$640,582
w.e.f. 01/04/2016	\$558,073	\$659,799

SALARY SCALE SCHEDULE

**Ministry of Economic Growth & Job Creation
National Works Agency**

	Minimum p.a.	Maximum p.a.
Level 10		
w.e.f. 01/04/2015	\$4,447,540	\$5,547,423
w.e.f. 01/04/2016	\$4,580,966	\$5,713,846
Level 9		
w.e.f. 01/04/2015	\$3,474,025	\$4,330,530
w.e.f. 01/04/2016	\$3,578,246	\$4,460,446
Level 8		
w.e.f. 01/04/2015	\$2,575,395	\$3,207,244
w.e.f. 01/04/2016	\$2,652,657	\$3,303,461
Level 7		
w.e.f. 01/04/2015	\$1,920,144	\$2,388,181
w.e.f. 01/04/2016	\$1,977,748	\$2,459,826
Level 6		
w.e.f. 01/04/2015	\$1,452,109	\$1,803,135
w.e.f. 01/04/2016	\$1,495,672	\$1,857,229
Level 5		
w.e.f. 01/04/2015	\$1,152,566	\$1,428,706
w.e.f. 01/04/2016	\$1,187,143	\$1,471,567

SALARY SCALE SCHEDULE

**Ministry of Economic Growth & Job Creation
National Works Agency**

	Minimum p.a.	Maximum p.a.
Level 4		
w.e.f. 01/04/2015	\$890,466	\$1,101,082
w.e.f. 01/04/2016	\$917,180	\$1,134,114
Level 3		
w.e.f. 01/04/2015	\$726,828	\$891,535
w.e.f. 01/04/2016	\$748,633	\$918,281
Level 2		
w.e.f. 01/04/2015	\$586,503	\$716,128
w.e.f. 01/04/2016	\$604,098	\$737,612
Level 1		
w.e.f. 01/04/2015	\$433,611	\$525,014
w.e.f. 01/04/2016	\$446,619	\$540,764

SALARY SCALE SCHEDULE

Economic Growth & Job Creation Forestry Department

Level 10

w.e.f. 01/04/2015	\$4,108,650	\$4,393,920	\$4,679,190	\$4,964,460	\$5,249,730	\$5,535,000
w.e.f. 01/04/2016	\$4,231,910	\$4,525,738	\$4,819,566	\$5,113,394	\$5,407,222	\$5,701,050

Level 9

w.e.f. 01/04/2015	\$3,097,500	\$3,249,975	\$3,402,450	\$3,554,925	\$3,707,400	\$3,859,875
w.e.f. 01/04/2016	\$3,109,425	\$3,347,474	\$3,504,524	\$3,661,573	\$3,818,622	\$3,975,671

Level 8

w.e.f. 01/04/2015	\$2,359,200	\$2,474,760	\$2,590,320	\$2,705,880	\$2,821,440	\$2,937,000
w.e.f. 01/04/2016	\$2,429,976	\$2,549,003	\$2,668,030	\$2,787,056	\$2,906,083	\$3,025,110

Level 7

w.e.f. 01/04/2015	\$1,843,200	\$1,932,960	\$2,022,720	\$2,112,480	\$2,202,240	\$2,292,000
w.e.f. 01/04/2016	\$1,898,496	\$1,990,949	\$2,083,402	\$2,175,854	\$2,268,307	\$2,360,760

Level 6

w.e.f. 01/04/2015	\$1,403,904	\$1,471,699	\$1,539,494	\$1,607,290	\$1,675,085	\$1,742,880
w.e.f. 01/04/2016	\$1,446,021	\$1,515,850	\$1,585,679	\$1,655,508	\$1,725,337	\$1,795,166

Level 5

w.e.f. 01/04/2015	\$1,035,303	\$1,084,668	\$1,134,033	\$1,183,398	\$1,232,763	\$1,282,129
w.e.f. 01/04/2016	\$1,066,362	\$1,117,208	\$1,168,054	\$1,218,900	\$1,269,746	\$1,320,592

SALARY SCALE SCHEDULE

**Economic Growth & Job Creation
Forestry Department**

Level 4

w.e.f. 01/04/2015	\$950,576	\$995,705	\$1,040,834	\$1,085,962	\$1,131,091	\$1,176,220
w.e.f. 01/04/2016	\$979,093	\$1,025,576	\$1,072,059	\$1,118,541	\$1,165,024	\$1,211,507

Level 3

w.e.f. 01/04/2015	\$735,679	\$770,063	\$804,447	\$838,831	\$873,215	\$907,599
w.e.f. 01/04/2016	\$757,750	\$793,165	\$828,581	\$863,996	\$899,412	\$934,827

Level 2

w.e.f. 01/04/2015	\$529,500	\$553,575	\$577,650	\$601,725	\$625,800	\$649,875
w.e.f. 01/04/2016	\$545,385	\$570,182	\$594,980	\$619,777	\$644,574	\$669,371

Level 1

w.e.f. 01/04/2015	\$422,500	\$441,225	\$459,950	\$478,675	\$497,400	\$516,125
w.e.f. 01/04/2016	\$435,175	\$454,462	\$473,749	\$493,035	\$512,322	\$531,609

SALARY SCALE SCHEDULE

**Economic Growth & Job Creation
National Environment & Planning Agency**

Level 11

w.e.f. 01/04/2015	\$5,391,742	\$5,614,398	\$5,837,054	\$6,059,710	\$6,282,365	\$6,505,021	\$6,727,677
w.e.f. 01/04/2016	\$5,553,494	\$5,782,830	\$6,012,165	\$6,241,501	\$6,470,836	\$6,700,172	\$6,929,507

Level 10

w.e.f. 01/04/2015	\$3,934,358	\$4,096,290	\$4,258,221	\$4,420,153	\$4,582,084	\$4,744,016	\$4,905,947
w.e.f. 01/04/2016	\$4,052,389	\$4,219,178	\$4,385,968	\$4,552,757	\$4,719,547	\$4,886,336	\$5,053,125

Level 9

w.e.f. 01/04/2015	\$3,037,506	\$3,162,069	\$3,286,632	\$3,411,195	\$3,535,757	\$3,660,320	\$3,784,883
w.e.f. 01/04/2016	\$3,128,631	\$3,256,931	\$3,385,231	\$3,513,530	\$3,641,830	\$3,770,130	\$3,898,429

Level 8

w.e.f. 01/04/2015	\$2,343,606	\$2,439,256	\$2,534,906	\$2,630,556	\$2,726,206	\$2,821,856	\$2,917,506
w.e.f. 01/04/2016	\$2,413,914	\$2,512,434	\$2,610,953	\$2,709,473	\$2,807,992	\$2,906,512	\$3,005,031

Level 7

w.e.f. 01/04/2015	\$1,884,484	\$1,961,004	\$2,037,525	\$2,114,045	\$2,190,565	\$2,267,086	\$2,343,606
w.e.f. 01/04/2016	\$1,941,019	\$2,019,834	\$2,098,650	\$2,177,466	\$2,256,282	\$2,335,098	\$2,413,914

Level 6

w.e.f. 01/04/2015	\$1,333,539	\$1,387,103	\$1,440,667	\$1,494,231	\$1,547,795	\$1,601,359	\$1,654,923
w.e.f. 01/04/2016	\$1,373,545	\$1,428,716	\$1,483,887	\$1,539,058	\$1,594,229	\$1,649,400	\$1,704,571

SALARY SCALE SCHEDULE

**Economic Growth & Job Creation
National Environment & Planning Agency**

Level 5

w.e.f. 01/04/2015	\$1,035,111	\$1,076,241	\$1,117,370	\$1,158,500	\$1,199,630	\$1,240,759	\$1,281,889
w.e.f. 01/04/2016	\$1,066,164	\$1,108,528	\$1,150,891	\$1,193,255	\$1,235,619	\$1,277,982	\$1,320,346

Level 4

w.e.f. 01/04/2015	\$730,333	\$757,930	\$785,527	\$813,124	\$840,721	\$868,318	\$895,915
w.e.f. 01/04/2016	\$752,243	\$780,668	\$809,093	\$837,518	\$865,943	\$894,368	\$922,792

Level 3

w.e.f. 01/04/2015	\$567,045	\$587,839	\$608,632	\$629,426	\$650,219	\$671,013	\$691,806
w.e.f. 01/04/2016	\$584,056	\$605,474	\$626,891	\$648,308	\$669,726	\$691,143	\$712,560

Level 1

w.e.f. 01/04/2015	\$397,332	\$411,887	\$426,442	\$440,997	\$455,552	\$470,108	\$484,664
w.e.f. 01/04/2016	\$409,252	\$424,244	\$439,236	\$454,228	\$469,220	\$484,211	\$499,204

SALARY SCALE SCHEDULE

Economic Growth & Job Creation National Land Agency

	Minimum	Maximum
	p.a.	p.a.
Level 10		
w.e.f. 01/04/2015	\$4,517,967	\$5,971,732
w.e.f. 01/04/2016	\$4,653,506	\$6,150,884
Level 9A		
w.e.f. 01/04/2015	\$3,863,608	\$4,683,786
w.e.f. 01/04/2016	\$3,979,516	\$4,824,299
Level 9		
w.e.f. 01/04/2015	\$3,191,642	\$4,134,623
w.e.f. 01/04/2016	\$3,287,391	\$4,258,662
Level 8A		
w.e.f. 01/04/2015	\$2,818,773	\$3,914,246
w.e.f. 01/04/2016	\$2,903,337	\$4,031,673
Level 8		
w.e.f. 01/04/2015	\$2,358,761	\$3,051,989
w.e.f. 01/04/2016	\$2,429,524	\$3,143,549
Level 7		
w.e.f. 01/04/2015	\$1,813,165	\$2,227,978
w.e.f. 01/04/2016	\$1,867,559	\$2,294,818

SALARY SCALE SCHEDULE

**Economic Growth & Job Creation
National Land Agency**

	Minimum p.a.	Maximum p.a.
Level 6		
w.e.f. 01/04/2015	\$1,339,245	\$1,687,214
w.e.f. 01/04/2016	\$1,379,422	\$1,737,831
Level 5		
w.e.f. 01/04/2015	\$1,048,817	\$1,335,112
w.e.f. 01/04/2016	\$1,080,281	\$1,375,166
Level 4		
w.e.f. 01/04/2015	\$834,640	\$1,035,260
w.e.f. 01/04/2016	\$859,679	\$1,066,318
Level 3		
w.e.f. 01/04/2015	\$688,317	\$863,264
w.e.f. 01/04/2016	\$708,967	\$889,161
Level 2		
w.e.f. 01/04/2015	\$541,996	\$672,290
w.e.f. 01/04/2016	\$558,256	\$692,459
Level 1		
w.e.f. 01/04/2015	\$441,073	\$546,405
w.e.f. 01/04/2016	\$454,305	\$562,797

SALARY SCALE SCHEDULE

**Ministry of Education, Youth & Information
Child Development Agency**

	Minimum	Maximum
	p.a.	p.a.
Level 8		
w.e.f. 01/04/2015	\$4,148,887	\$5,174,109
w.e.f. 01/04/2016	\$4,273,354	\$5,329,332
Level 7		
w.e.f. 01/04/2015	\$2,722,492	\$3,391,115
w.e.f. 01/04/2016	\$2,804,167	\$3,492,848
Level 6		
w.e.f. 01/04/2015	\$2,083,573	\$2,592,466
w.e.f. 01/04/2016	\$2,146,080	\$2,670,240
Level 5		
w.e.f. 01/04/2015	\$1,563,545	\$1,942,432
w.e.f. 01/04/2016	\$1,610,451	\$2,000,705
Level 4		
w.e.f. 01/04/2015	\$1,117,797	\$1,385,246
w.e.f. 01/04/2016	\$1,151,331	\$1,426,803

SALARY SCALE SCHEDULE

Ministry of Education, Youth & Information Child Development Agency

	Minimum	Maximum
	p.a.	p.a.
Level 3		
w.e.f. 01/04/2015	\$906,007	\$1,115,510
w.e.f. 01/04/2016	\$969,428	\$1,193,596
Level 2		
w.e.f. 01/04/2015	\$667,580	\$818,000
w.e.f. 01/04/2016	\$714,311	\$875,260
Level 1B		
w.e.f. 01/04/2015	\$484,059	\$593,116
w.e.f. 01/04/2016	\$498,581	\$610,909
Level 1A		
w.e.f. 01/04/2015	\$435,608	\$490,000
w.e.f. 01/04/2016	\$448,676	\$504,700

SALARY SCALE SCHEDULE

**Office of the Prime Minister
Jamaica Information Service**

	Minimum	Maximum
	p.a.	p.a.
Grade 1		
w.e.f. 01/04/2015	\$4,180,090	\$4,228,090
w.e.f. 01/04/2016	\$4,305,493	\$4,354,933
Grade 2		
w.e.f. 01/04/2015	\$2,286,705	\$2,334,705
w.e.f. 01/04/2016	\$2,355,306	\$2,404,746
Grade 3		
w.e.f. 01/04/2015	\$1,585,268	\$1,633,268
w.e.f. 01/04/2016	\$1,632,826	\$1,682,266
Grade 4		
w.e.f. 01/04/2015	\$996,008	\$1,044,008
w.e.f. 01/04/2016	\$1,025,888	\$1,075,328
Grade 5		
w.e.f. 01/04/2015	\$708,579	\$776,579
w.e.f. 01/04/2016	\$729,836	\$799,876

SALARY SCALE SCHEDULE

Office of the Prime Minister
Jamaica Information Service

	Minimum	Maximum
	p.a.	p.a.
Grade 6		
w.e.f. 01/04/2015	\$516,466	\$584,466
w.e.f. 01/04/2016	\$531,960	\$602,000
Grade 7		
w.e.f. 01/04/2015	\$430,135	\$498,135
w.e.f. 01/04/2016	\$443,039	\$513,079
Grade 8		
w.e.f. 01/04/2015	\$455,608	\$523,608
w.e.f. 01/04/2016	\$469,276	\$539,316

SALARY SCALE SCHEDULE

**Office of the Cabinet
Management Institute for National Development**

Level 11

w.e.f. 01/04/2015	3,613,989	3,836,863	4,059,738	4,282,612	4,505,486	4,728,360	4,951,235	5,174,109
w.e.f. 01/04/2016	3,722,409	3,951,969	4,181,529	4,411,089	4,640,650	4,870,210	5,099,770	5,329,330

Level 10

w.e.f. 01/04/2015	2,722,492	2,875,320	3,028,148	3,180,976	3,333,804	3,486,632	3,639,460	3,792,288
w.e.f. 01/04/2016	2,804,167	2,961,580	3,118,992	3,276,405	3,433,818	3,591,231	3,748,644	3,906,057

Level 9

w.e.f. 01/04/2015	2,499,617	2,639,709	2,779,802	2,919,894	3,059,987	3,200,079	3,340,172	3,480,264
w.e.f. 01/04/2016	2,574,606	2,718,900	2,863,195	3,007,490	3,151,785	3,296,079	3,440,374	3,584,669

Level 8

w.e.f. 01/04/2015	2,108,340	2,226,074	2,343,807	2,461,541	2,579,274	2,697,008	2,814,741	2,932,475
w.e.f. 01/04/2016	2,171,590	2,292,856	2,414,122	2,535,388	2,656,654	2,777,920	2,899,186	3,020,452

Level 7

w.e.f. 01/04/2015	1,729,453	1,825,536	1,921,619	2,017,702	2,113,785	2,209,868	2,305,951	2,402,034
w.e.f. 01/04/2016	1,781,337	1,880,302	1,979,268	2,078,233	2,177,199	2,276,164	2,375,130	2,474,095

Level 6

w.e.f. 01/04/2015	1,350,567	1,424,999	1,499,432	1,573,864	1,648,296	1,722,728	1,797,161	1,871,593
w.e.f. 01/04/2016	1,391,084	1,467,749	1,544,414	1,621,079	1,697,744	1,774,409	1,851,074	1,927,739

SALARY SCALE SCHEDULE

**Office of the Cabinet
Management Institute for National Development**

Level 5

w.e.f. 01/04/2015	1,114,319	1,175,252	1,236,184	1,297,117	1,358,049	1,418,982	1,479,914	1,540,847
w.e.f. 01/04/2016	1,147,749	1,210,510	1,273,271	1,336,032	1,398,793	1,461,554	1,524,315	1,587,076

Level 4

w.e.f. 01/04/2015	929,275	978,491	1,027,706	1,076,922	1,126,138	1,175,354	1,224,569	1,273,785
w.e.f. 01/04/2016	957,153	1,007,846	1,058,538	1,109,231	1,159,923	1,210,616	1,261,308	1,312,001

Level 3

w.e.f. 01/04/2015	768,805	808,851	848,897	888,943	928,989	969,035	1,009,081	1,049,127
w.e.f. 01/04/2016	791,869	833,117	874,364	915,611	956,859	998,106	1,039,353	1,080,601

Level 2

w.e.f. 01/04/2015	469,180	492,105	515,029	537,954	560,879	583,804	606,728	629,653
w.e.f. 01/04/2016	483,255	506,868	530,481	554,094	577,706	601,319	624,932	648,545

Level 1

w.e.f. 01/04/2015	433,521	454,408	475,295	496,182	517,068	537,955	558,842	579,729
w.e.f. 01/04/2016	446,527	468,040	489,554	511,067	532,581	554,095	575,608	597,122

LIST OF ABOLISHED POSTS

Ministry of Economic Growth and Job Creation

National Land Agency

Corporate Services Division

Finance & Accounts - Disbursements

No. of Posts	Posts	Classification	Remarks
1	Supervisor, Disbursements	LEVEL 7	Post [# 301332] incorrectly created now abolished with effect from September 1, 2012.
1			

Operations Branch - Estate Management/Corporate Legal Complex

No. of Posts	Posts	Classification	Remarks
1	Office Manager	LEVEL 5	Post [# 301326] incorrectly created now abolished with effect from September 1, 2012.
1	Accounting Clerk	LEVEL 3	Post [# 301327] incorrectly created now abolished with effect from September 1, 2012.
2			
3	Total- Corporate Services Division		

Surveys & Mapping Division

Cadastral Mapping Branch - Field Mapping

No. of Posts	Posts	Classification	Remarks
2	Senior Surveyor Draughtsman	LEVEL 3	Two (2) posts [#s 301329-30] incorrectly created now abolished with effect from September 1, 2012.
2			
2	Total- Surveys & Mapping Division		
5	Total- National Land Agency		

Ministry of Industry, Commerce, Agriculture & Fisheries

Companies Office of Jamaica

Business & Legal Operations

No. of Posts	Posts	Classification	Remarks
1	Compliance Officer	GRADE 5	Post [# 141750] abolished with effect from June 1, 2015.
1			
1	Total- Business & Legal Operations		
1	Total- Companies Office of Jamaica		

LIST OF ABOLISHED POSTS

Ministry of National Security Passport, Immigration and Citizenship Agency

Corporate Service Division

ICT Services - Technical Services

No. of Posts	Posts	Classification	Remarks
1	Software Support Technician	LEVEL 3	Post [# 295276] abolished with effect from June 1, 2016.
1			

Information Communication and Technology (ICT) Services

No. of Posts	Posts	Classification	Remarks
1	System Administrator	LEVEL 4	Post [# 295264] abolished with effect from June 1, 2016.
1			
2	Total- Corporate Service Division		

Internal Audit

No. of Posts	Posts	Classification	Remarks
1	Administrative Assistant	LEVEL 3	Post [# 295032] abolished with effect from June 1, 2016.
1			
1	Total- Internal Audit		

Investigation & Surveillance

No. of Posts	Posts	Classification	Remarks
2	Fixed Location Officer	LEVEL 6	Two (2) posts [#s 295039 & 295040] abolished with effect from June 1, 2016.
2			
2	Total- Investigation & Surveillance		

Operations Division

Customer Services

No. of Posts	Posts	Classification	Remarks
1	Customer Service Point Manager	LEVEL 6	Post [# 296528] abolished with effect from June 1, 2016.
1			

Immigration Services (Western)- Seaport Ocho Rios

No. of Posts	Posts	Classification	Remarks
1	Operations Manager, Seaport	LEVEL 6	Post [# 295220] abolished with effect from June 1, 2016.
1			

LIST OF ABOLISHED POSTS

Ministry of National Security

Passport, Immigration and Citizenship Agency

Operations Division

Passport Services - Passport Production

No. of Posts	Posts	Classification	Remarks
1	Quality Control Technician	LEVEL 4	Post [# 296520] abolished with effect from June 1, 2016.
1			
3	Total- Operations Division		
8	Total- Passport, Immigration and Citizenship Agency		

GRAND TOTAL 14