



We invite all suitably qualified candidates to apply for the post of **Director Technical Services & Zone Planning (GMG/SEG 4)**

Salary Range: \$6,333,301 - \$8,517,586 per annum.

Job Purpose

To maintain the quality and ensure the sustainable growth of the SEZ environment.

Strategic Focus

- To influence the development and implementation of strategies, policies, and procedures to support the execution and maintenance of the Authority's infrastructure development initiatives
- To identify and acquire target Zone Sites
- To ensure effective and efficient design and execution of complex infrastructure development projects undertaken by the Authority
- To maintain relationships with internal and external partners and stakeholders
- To develop a strong and capable Technical Services & Zone Planning team
- To determine and provide resources needed for the establishment, implementation, maintenance, and continual improvement of the quality management system.

Qualifications & Experience

- Undergraduate degree in Civil Engineering, Architecture, Urban Planning or closely related technical design fields and/or extensive experience
- Minimum ten (10) years of progressive experience in a related field
- A minimum for 3 years in a management position
- Experience in dealing with delicate and confidential issues
- Experience working with reputed international infrastructure development organizations will be a plus

Specific Knowledge & Skills

- Contract management
- Executive or professional certification in Project Management
- Experienced in the planning and implementation of infrastructural development projects,
- Knowledge of applicable building regulations
- Cost analysis

- Finance for Non-finance Managers
- Full computer literacy and skill in the use of typical Microsoft Office products with particular skill in the use of MS Project

Job duties and Responsibilities

To influence the development and implementation of strategies, policies, and procedures to support the execution and maintenance of the Authority's infrastructure development initiatives

- Provide multidisciplinary recommendations on issues and prepare specialized data, technical reports, position papers, negotiating briefs to influence policy changes in areas such as transportation, land use, environmental or construction
- Master plan review and evaluation
- In relation to the LHI master plan, identify target zone sites
- Develop and agree on the concept for the site
- Conduct initial (Gate 0) feasibility studies
- Participate in developing Gate 0 Business Cases for target zone sites
- Obtain Gate 0 approval from Evaluation Committee

To identify and acquire target Zone Sites

- Develop and implement strategies related to the design, management, construction, and delivery of the Authority's projects

To ensure effective and efficient design and execution of the complex infrastructure development projects undertaken by the Authority

- Negotiate with relevant MDA's and private property owners to secure land and or easements
- Serve as primary coordinator and provide oversight for technical and environmental site assessments for future development, including master plan delivery for lands vested in the Authority for SEZ infrastructure projects
- Develop detailed design and apply for relevant permits
- Develop Gate 1 economic justification for target site (includes costs of supporting developments)
- Seek internal Gate 1 Approval
- Negotiate contracts and service level agreements and direct consultants/contractors for special projects, ensuring reliable, effective and quality services are delivered on time and within budget
- Collaborate and coordinate the planning and implementation of capital projects and infrastructure with MDAs and stakeholders
- Plan, organize, control, integrate and evaluate the work of internal staff and that of consultants and contractors assigned as Unit staff
- Develop, implement and monitor project plans and budgets to achieve planned goals and performance standards
- Plan, prioritize, monitor and control business, technical, fiscal and administrative functions relevant to the Unit's and the Authority's success
- Conducts project planning and review meetings and provides project status updates to steering committees

To maintain effective relationships with internal and external partners and stakeholders. To facilitate MOU's

- Effectively manage stakeholder relationships (both internal and external) by building and maintaining cooperative relationships, influencing through the provision of expertise and ensuring that appropriate consultation processes are managed to deliver the required outcomes
- Serve as one of the main JSEZA representatives when collaborating with MDAs, local or international investors
- Liaise with MDAs, internal and external stakeholders

To develop a strong and capable Technical Services & Zone Planning team

- Coordinate timely meetings to ensure alignment of focus, detect and provide early warning of emerging issues, and identify process improvement needs for the Unit
- Demonstrate and promote a goal-oriented performance culture that depicts strong integrity and ethical behaviour.
- Identify any competency and or skills gaps that must be addressed
- Assess the performance of direct reports
- Work with the Division Director and Head of Performance Management & Training (in HR), to ensure availability of training and development interventions needed to fill identified training and development gaps

Control of Documented Information

- Maintain documented information required by the International Standard to support the Authority's Quality Management System.
- Ensure documented information are available and suitable for use and is adequately protected.

Demonstrate Leadership and Commitment to the Quality Management Systems Policy

- Committing to continual improvement and updating of the Quality Management Systems Policy
- Communicates the Quality Management Systems Policy and ensuring it is maintained as documented information, understood and applied within the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate.
- Ensuring the promotion of customer focus throughout the organization aligned with the Authority's Quality Management Systems Policy.

Applications accompanied by résumés should be submitted **no later than Monday, 18 November 2024 to:**

**Director, Human Resource Management & Development
Special Economic Zone Authority
13 Waterloo Road
Kingston 10**

Email: hrunit@jseza.com

Please note that only shortlisted applicants will be contacted.