



## MINISTRY OF LABOUR AND SOCIAL SECURITY

### **CAREER OPPORTUNITY**

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position:-

#### **Supervisor (GMG/AM 3) (VACANT)**

Applications are invited from suitably qualified officers to fill the position of **Supervisor (GMG/AM 3) (Vacant) within the Work Permit Unit- North Street**

#### **Job Purpose:**

To administer the Foreign Nationals and Commonwealth Citizens Employment Act of 1964 which serves as a regulating mechanism and a guideline for the implementation of the Work Permit Process. This position examines and conducts research on the applications with a view to verifying information submitted.

#### **Key Outputs:**

- Reports
- Give technical advice
- Make recommendations regarding work permits to be issued.
- Interviews for marriage exemptions
- Letters of marriage exemptions
- Letters of work permit exemptions
- Work permit cards
- Submissions to Work Permit Committee.

#### **Key Responsibility Areas:**

- Conduct research of organizational/individual history to determine number of work permits granted duration of the work permit as well as stipulation of any conditions.
- Provide findings to work permit committee to inform deliberations
- Give advice to organizations/individual regarding requirements to obtain work permits
- Request additional information from organizations/individuals applying for work permit if necessary.
- Process work permit exemptions for all eligible categories of workers.
- Process marriage exemptions as necessary.
- Interview expatriates and their Jamaica spouses to determine eligibility for marriage exemption. Issue marriage exemption certificate letters
- Ensure that a filing system is maintained for marriage exemptions.
- Ensure the maintenance of a marriage exemption register.
- Prepare a list of work permits processed on a daily basis.
- Sign letters/work permit cards marriage exemption certificates as required.

- Maintain dialogue with Director, Work permit regarding outstanding matters in relation to the processing of work permit.
- Liaise on a regular basis with the investigators regarding matters to be investigated.
- Prepare Reports including statistical information on periodic basis on work permits processed and submit to Director, Work Permit.
- Assist in organizing and conducting public education seminars islandwide to provide general information to the public about the work of the Work Permit Unit.

**Performance Standards:**

- Letters prepared must be done in required format and must be done accurately.
- Database must be current
- Recommendations must be well and well-informed and based on facts.
- Submissions must be comprehensive and well informed based on relevant information.

**Special conditions associated with the job:**

- Typical office environment, no adverse conditions.
- Local traveling required.

**Required Competencies (Core and technical to be specified):**

- Good interpersonal skills
- Good oral and written communication skills
- Proficiency in the use of the relevant software applications
- Must be a team player
- Must be highly confidential

**Minimum Required Education and Experience**

- A First Degree in Management or Administration
- Five Years Experience

**Specify licensing or certification necessary for the job**

- Labour Officers Identifications
- Valid Drivers License

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Friday, August 29, 2025** addressed to

Senior Director, Human Resource Management and Development  
Ministry of Labour and Social Security,  
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: [resume@mlss.gov.jm](mailto:resume@mlss.gov.jm)  
The complete job descriptions may be viewed on our website at:- [www.mlss.gov.jm](http://www.mlss.gov.jm)  
**Please note that only shortlisted persons will be contacted.**