



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITIES

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position within the National Insurance Investment Secretariat (National Insurance Fund):-

Director, Real Estate (GMG/SEG 5) (VACANT), Salary: - \$7,716,512.00 per annum

JOB PURPOSE

To lead the establishment and implementation of the policy framework and operating guidelines governing the management of the acquisition, development, disposition and maintenance of the Real Estate portfolio of the Fund. To direct and conduct periodic review and investment analysis towards prudent portfolio diversification, targeted income flow and optimum yield, appropriately aligned to the strategic objective of the Fund.

KEY OUTPUTS

- Real Estate Portfolio reports produced
- Real Estate Portfolio Budget prepared
- Lease Agreements prepared and executed
- Investment Proposals analyzed and reports presented
- Operational Plan for the Real Estate Branch prepared
- Property Analysis completed
- Risk Assessment and Placement of Insurance Coverage Completed
- Preventative and Corrective Maintenance Programme instituted
- Property management policies and procedures developed and implemented
- Staff review and appraisal completed
- Bi-annual valuation of Real Estate portfolio completed
- Federal and State Returns completed (United States of America)

KEY PERFORMANCE STANDARDS

- Reports produced at a professional standard and within stated timeframes
- Annual projected property financial and investment targets maintained within budget
- Lease Agreements prepared and executed within agreed time frame
- Portfolio Investment reviews and performance measurements completed with set guidelines
- Operational plan submitted as scheduled
- Property Analysis accurate and complete
- Risk assessment and placement of insurance completed as targeted
- Preventative and Corrective Maintenance completed as scheduled
- Policy and procedures developed according to standards
- Projects are completed within budget and on time
- Bi- annual valuation completed as scheduled
- Assets are adequately insured within agreed timeline

KEY RESPONSIBILITIES

Management & Administrative Responsibilities

- Prepares and costs the Operational Plan for the Branch;
- Participates in strategic planning meetings of the Fund;
- Participates in the preparation of budget reports, work disposal plans and fiscal forecasts required to deliver programme;
- Analyses resource, budgets and work plans to determine the best combination of human and technical resources to accomplish set objectives;
- Develops and reviews short-term and long-term plans to achieve the most effective delivery of services;
- Ensures staff is aware of and operates in accordance with all the relevant laws, policies, regulation and procedures;
- Compiles and submits requisition for office and human resources for the Branch;
- Maintains effective working relations with internal and external stakeholders and customers, ensuring that the Branch provides a consistently high level of service to them;
- Develops and recommend to the National Insurance Advisory Board (NIB) annual operational plan and budget that support the short, medium and long term strategy of the NIF;

- Ensures that the day-to-day affairs of the NIF's Real Estate are properly managed;
- Provides the proper guidance to the staff members of the Real Estate Branch in keeping with the vision, mission and strategy of NIF;
- Ensures that all Federal and State filings (in the USA), returns and compliance reports are completed on time;
- Participates in the development and implementation of the NIF's overall strategic plan and ensures that the targets are achieved;
- Oversees the implementation of the property management policies and procedures and ensures that they are adhered to.

Human Resource Management Responsibilities

- Participates in the recruitment of staff for the Branch and ensures that they are aware of and adhere to the policies and procedures of the Division;
- Conducts periodical reviews of supervisees in accordance with work plans; completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Provides leadership and guidance to the staff through objective setting, coaching, mentoring and training; providing assistance and support when needed;
- Develops and maintains effective cooperative working relationships with staff;
- Ensures that staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Initiates and participates in disciplinary proceedings relating to staff members within the Unit and implements corrective measures;
- Ensures that all NIF values- especially integrity- are embraced by all staff members;
- Fosters teamwork, a harmonious working environment and promotes collaborative working;
- Assists in the day-to-day management and administration of the National Insurance Investment Secretariat;
- Provides leadership to the staff of the Real Estate Branch through effective organizing, planning, monitoring, delegation, motivation and communication;
- Provides guidance to property staff in technical areas, procedures, in-house training and identify relevant external training programs;

Technical/Professional Responsibilities

- Conducts market research of the real estate market;
- Conducts property portfolio analysis to assess the performance of the overall property portfolio, the sub-sectors and individual properties;
- Liaises with external professionals such as architects, quantity surveyors, land surveyors engineers and lawyers from time to time for specific professional services;
- Prepares Heads of Agreement for leases, maintenance and contracts, terms of references for special projects and the engagement of professional services
- Interprets lease language, terms and conditions and translate that information into the Branch's database
- Commissions and evaluates valuation reports for accounting, insurance, acquisition and disposition purposes;
- Prepares valuation reports on the individual properties comprised in the portfolio for accounting purpose;
- Prepares property investment analysis with proposals for the NIF Advisory Board and management of the Secretariat;
- Prepares submissions for the Ministry of Finance and the Public Service and Cabinet submissions on property related matters;
- Prepares analytic reports and advice to the NIF Advisory Board, Permanent Secretary, Principal Director, Investments on real estate investments and other related matters;
- Represents the interest of the NIF on the Boards of subsidiaries as a Director of the following companies:
 - Resort Beach Development Company Ltd.;
 - Cleveland Developments Ltd.;
 - NIF Resort Management Limited;
 - Portmore Commercial Development Company Ltd.;
 - Osprey Developers Company Ltd;
 - Osprey Developers (USA) LLC, Strata Corporations and other management committees.

Other Responsibilities

- Performs other related duties as assigned.

REQUIRED COMPETENCIES

- Excellent knowledge of the laws, regulations and the development procedures relating to real estate
- Excellent knowledge in property investment and financial analysis, and budgeting
- Excellent knowledge of the built environment
- Knowledge of the Government Procurement Policy
- Excellent oral and written communications skill
- Excellent negotiation and problem solving skills
- Excellent leadership and interpersonal skills

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Masters of Science in Estate Management, Management, Economics or equivalent qualification.
- Certificate in Land Valuation
- Five (5) years' experience in property portfolio management or equivalent qualification

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Dictated by the nature of the job responsibility, the working condition may vary widely, with long working hours extending over weekends, and involving travelling for long distances as well as the associated challenging physical environments in which the duties may be required to be performed.

AUTHORITY

- Approve vendors and service providers
- Recommend and approve for payment of invoices and other contractual obligations
- Negotiate leases and service contracts
- Implement property procedures and policies
- Co-Sign cheques of over \$500M
- Co-sign equity and fixed income trade confirmation

Applications accompanied by resumes should be submitted no later than **Friday, July 17, 2026,** attention:-

**Senior Director Human Resource Management and Development
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4
Email: resume@mlss.gov.jm**

Please note that only shortlisted persons will be contacted.