



HOUSING AGENCY OF JAMAICA LIMITED (HAJL)

Invites applications for the following position

MANAGING DIRECTOR

Corporate Mission Statement:

The mission of the Housing Agency of Jamaica Limited is to provide affordable housing solutions and services to potential homeowners and agencies through product innovation, excellent customer service and strategic partnerships delivered by highly motivated employees.

Job Summary:

Reporting to the Board of Directors, the Managing Director is the head of entity who is accountable to the Board and oversees all aspects of the Agency, to include project management for all housing developments, financial management, human resource management and strategic management. The incumbent manages all the Agency's resources in order to achieve its mission of contributing to the improved quality of life of all Jamaicans through social transformation by providing quality, affordable shelter solutions with security of tenure.

The incumbent will have responsibility for:

- Planning, directing and controlling the operations of the Agency in accordance with agreed Government policies and procedures and directives of the Board.
- Leading the development and managing the implementation of the Corporate Strategic and operational plans and providing general business advice to the Board of Directors
- Ensuring that housing development takes place in accordance with the National Development Plan
- Recommending the annual budget for Board approval and prudently managing the Agency's resources within those budgetary guidelines according to current laws and regulations
- Managing the preparation of accurate and timely financial reports for the Board of Directors, parent Ministry and Ministry of Finance, as well as reporting on the fiscal soundness and operational effectiveness of the Agency
- Overseeing projects and project alliances to ensure that partnership arrangements are maintained and timely and comprehensive reporting to external partners and stakeholders are done
- Establishing and maintaining credibility throughout the Agency and with the Board as a developer of sound and sustainable solutions to business challenges.

The ideal candidate should have:

Education/ Experience/Specialized Techniques:

- Master's degree in Business Administration, Finance, Engineering, Urban Planning or equivalent from an accredited tertiary institution
- Bachelor's Degree in Management, Finance, Engineering or equivalent
- Knowledge of Government's housing policy
- Expert knowledge of Operations Management Principles
- Comprehensive knowledge of the trends and developments in the Housing market
- Sound knowledge of relevant Environmental Laws and Regulations
- At least ten (10) years' experience in management position, of which at least five (5) years must be at a senior management level.
- Experience in strategic planning, operations management and customer service.
- Advanced Training in Project Management would be an asset
- Knowledge of the Public Bodies Management and Accountability Act

Required Skills and Specialized Techniques

- A strategic visionary with sound leadership, planning, technical and analytical skills and strong operational focus
- An extraordinary blend of commercial acumen, technical and operational knowledge and a proven track record for achieving desired outcomes and influencing change
- A confident communicator who is pragmatic and consistent, with a definite ability to lead and motivate others
- Sound judgment and a team-building approach that cultivates confidence
- Excellent negotiating skills, decision making, problem solving and analytical skills

Applications and resumes` should be sent to Boardchairman@hajl.gov.jm no later than Thursday, April 22, 2021 addressed to:

Chairman of the Board
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5

*****HAJ thanks all applicants for their interest; however, only those short listed for an interview will be contacted.**