



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 104**

**OSC Ref. C.5850<sup>12</sup>**

**12<sup>th</sup> May, 2020**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Director, Water Policy (GMG/SEG 4) – (during the period July 9, 2020 to September 3, 2020)** in the **Water Policy and Monitoring Branch, Ministry of Economic Growth and Job Creation**, salary range \$3,032,763 - \$3,605,002 per annum along with any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Senior Director, Water Policy and Monitoring, the incumbent is responsible for co-ordinating reviews of the Water Sector Policy Strategies and Action Plans and recommending new and revised policies and initiatives, assessing congruence among policies and international agreements and providing research on relevant issues.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Collaborates on the Division/Branch's Strategic Business Plan, Operational Plan and Budget;
- Organizes and participates in meetings, seminars and workshops and international conferences;
- Prepares and delivers presentations in relation to portfolio area;
- Co-ordinates actions arising from decisions within Steering Committees.

#### ***Technical/Professional:***

- Analyzes and evaluates the feasibility of proposed policies and their economic, social and/or environmental impact and provides feedback;
- Evaluates options and makes recommendations for new policies;
- Undertakes research and analysis in order to prepare policy papers which defines strategies and approaches;
- Monitors trends in policies regarding water and waste water management;
- Investigates specific problems and issues related to portfolio area and conducts quantitative analysis and secondary research as required;
- Analyzes impact of trends on Government policy and proposes recommendations;
- Revises existing policies based on analysis of changing environment, needs of stakeholders and emerging best practices;
- Compiles information and prepares draft responses to questions asked in the Houses of Parliament;
- Prepares position papers regarding water and waste water management systems for national and international groups;
- Recommends policy review schedule for approval by the Senior Director;
- Evaluates International Agreements ratified which affects water and wastewater management and assess obligations under these agreements and their impact on the Sector;
- Identifies need for legislative changes to allow for the implementation of policies and makes appropriate recommendations;
- Provides monthly progress reports to the Senior Director on the activities being undertaken;
- Co-ordinates and assesses the effectiveness of policies in the Water Sector Agencies and ensures conformity with Government priorities;
- Assists with monitoring of strategies and plans in the Sector to ensure they are in line with the objectives of the National Development Plans and in keeping with the guidelines for the policy process;

- Liaises with Water Agencies regarding implementation of policy direction new legislation review of legislation;
- Liaises with other Technical Portfolio Divisions/Branches to provide support and facilitate information sharing on lessons learnt and best practices;
- Prepares draft speeches, correspondence and Cabinet papers for Ministers;
- Analyzes and comments on studies prepared within statutory bodies and provides information to assist with decision making and/or to determine the advisability of adopting new measures;
- Co-ordinates consultations between Public and Private Sector groups to clarify contentious policy issues in order to generate greater understanding and acceptance of Government policies;
- Performs other related duties as assigned.

#### ***Human Resource:***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Contributes to the development and implementation of Succession Planning Framework in collaboration with the Human Resource Management and Development Branch through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Branch for the Orientation programme.

#### **Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Good problem solving skills
- Ability to work in a team
- Ability to use initiative
- Confidentiality
- Knowledge of GoJ policy development process
- Knowledge of water and waste water management policies and legislation
- Excellent research and analytical skills
- Knowledge of relevant computer applications

#### **Minimum Required Qualification and Experience**

- Master's Degree in Public Policy, Public Sector Management/Public Administration or related Social Science Degree/Natural Resource Management;
  - Training in policy analysis, development and assessment;
  - Four (4) years' experience in policy development analysis;
- OR**
- First Degree in Public Policy, Public Sector Management/Public Administration or related Social Science Degree/Natural Resource Management;
  - Training in policy analysis, development and assessment;
  - Six (6) years' experience in an analytical field, preferably in policy development.

#### **Special Conditions Associated with the Job**

- May be required to work long hours;
- Policy consultations will necessitate travelling to various parishes.

Applications accompanied by résumés should be submitted **no later than Tuesday, 26<sup>th</sup> May, 2020 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
The Towers, 7<sup>th</sup> Floor  
25 Dominica Drive  
Kingston 5**

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.gov.jm)

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)  
for Chief Personnel Officer