



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 98**

**OSC Ref. C.4857<sup>15</sup>**

**8<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 **Minerals/Mining Policy and Community Relations Analyst (GMG/SEG 3) – (Not Vacant)** in the **Ministry of Transport and Mining**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Principal Director, Mining/Minerals Policy and Development, the incumbent is responsible for promoting good relations between the Minerals Portfolio and the general public, improving the Minerals/Mining Sector's public image, evaluating and reviewing Mining Policies and Programmes in the Ministry and its Agencies and providing Technical Support to the Division's promotion, policy, planning and development processes.

### **Key Responsibilities**

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

- Undertakes research and analysis relevant to the development of the Ministry's Mining Portfolio;
- Analyzes the feasibility of proposed and existing policies to drive the transformation of the Mining Sector and in collaboration with the Minerals Economist, determines their economic and social impact on Government's priorities;
- Develops briefs on Mining issues and provides options for decisions by the Principal Director;
- Promotes the Mining Portfolio through various interventions such as the 'Mining/Minerals in Schools Programme', workshops, exhibitions, field trips, National Minerals Week and other fora;
- Maintains partnerships with Government Ministries and Agencies, other associated regional and international agencies on matters related to promoting and developing Jamaica's objectives under the Minerals Portfolio;
- Maintains partnerships with Government of Jamaica (GoJ) entities, communities, minerals/mining companies and other stakeholders to promote good community relations between the Minerals/Mining Sector, host communities and the Jamaican public;
- Organizes tours of mineral operations and mineral producing regions to familiarize the Honourable Minister, the Permanent Secretary and other parties with the Industry's activities and ascertain the extent to which declared sustainability criteria are being achieved;
- Proposes strategies and mechanisms of promotion of investment of mining products;
- Maintains excellent communication with Private and Public Sector entities in the Minerals/Mining Portfolio;
- Develops, implements and reviews projects and programmes to facilitate the climate proofing of Minerals/Mining Sector businesses;
- Acts as the Division's focal point on climate change and the integration of adaption to climate change and resilience into the Minerals/Mining Sector;
- Accesses information on relevant seminars, workshops and other fora to be conducted, advises Divisions, Agencies and members of the Private Sector and where appropriate, arranges for individual and group participation;
- Tracks the implementation and assesses the impact of the Bauxite Community Development Project (BCDP) in consultation with the Jamaica Bauxite Institute (JBI);
- Plans and co-ordinates Investor Conferences, Promotional Meetings and other related fora to discuss issues relating to the Industry and deepening operators and partners' knowledge of economic and incentive matters pertinent to the Industry in consultation with the Principal Director;
- Maintains close contact with the Mining and Quarrying Association of Jamaica (MQAJ) and other Private Sector bodies to obtain feedback on the impact of policies aimed at the

Minerals/Mining Sector and to ensure that the organizations and their members develops, implements and reviews community relations protocols;

- Pursues an active programme to help Minerals Sector companies demonstrate increased levels of corporate social responsibility;
- Co-ordinates the orderly and timely flow of accurate and rigorously analyzed information on minerals/mining matters for the attention of the Principal Director;
- Promotes and co-ordinates activities associated with the African, Caribbean and Pacific States (ACP), European Union (EU)/United Nations Development Programme's (UNDP) 'Minerals for Development Project', Minerals and Stone Craft Project and other significant projects within the Mining/Minerals Portfolio;
- Leads the analysis of Minerals/Mining policy issues and recommends policy options to the Principal Director;
- Executes policy research and analysis of research tools to be applied in the development of Mining policies;
- Drafts Cabinet Submissions;
- Prepares reports on the implementation of Cabinet decisions and the current status of programmes and projects in the Minerals/Mining portfolio;
- Brings Inter-Sectoral policy issues to the attention of the Principal Director and proposes measures by which they can be effectively addressed;
- Participates in stakeholder consultations to resolve conflicts;
- Prepares policy papers and briefs on matters impacting mining and related portfolio matters;
- Identifies and brings to the attention of the Principal Director policy matters that are lagging;
- Analyzes and comments on studies prepared by the Ministry and its Agencies and provides information to assist with decision making and to determine the advisability of adopting new measures;
- Ensures all segments of the Minerals Sector implements measures to improve community interaction and public relations in respect to mitigating possible negative impacts of minerals-related operations;
- Provides technical support to the Ministry's Mining/Minerals Sector policy, development and promotion processes.

#### **Administrative**

- Participates in the Division's policy visioning, planning and development sessions;
- Prepares reports, as required and develops and recommends to the Principal Director, an active Communication Plan for the Minerals Portfolio, especially in respect to implementing the National Minerals Policy and the Mining and Quarrying Sector Plan: Vision 2030 Development Plan;
- Provides the Secretariat for the Bauxite Lands Land Titling Committee (BLLTC) and the Bauxite Subdivision Appeal Committee (BSAC);
- Performs other duties as may be assigned from time to time.

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

##### **Core:**

- Good oral and written communication skills
- Good report writing and public speaking skills
- Customer and Quality Focus skills
- Ability to work in a team
- Sound integrity
- Good interpersonal skills
- Good change management skills

##### **Technical:**

- Strategic vision
- Good analytical thinking skills
- Excellent problem solving and decision making skills
- Ability to use initiative
- Good planning and organizing skills
- Goal/result oriented
- Knowledge of GoJ policies and programmes
- Good knowledge of policy analysis
- Good knowledge of promoting and fostering excellent community relations
- Ability to conduct research, analyze data and make logical conclusions

- Ability to establish and maintain cooperative working relationship with all segments of the Ministry, its Agencies, Mining companies and the general public

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

- Bachelor's Degree in Public Administration, Communications, Community Relations, Policy Analysis or related field;
- Training in Policy Planning, Research and Policy Analysis;
- Five (5) years' experience in community relations, public relations, communications, promotions and minerals and mining-related activities;
- Experience in organizing stakeholder including consultations, workshops and conferences.

Applications accompanied by résumés should be submitted **no later than Thursday, 21<sup>st</sup> May, 2020 to:**

**Director, Corporate Services  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10**

**Email: [hr@mtw.gov.jm](mailto:hr@mtw.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.**

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