



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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31st July, 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 fill the following **vacant** posts in the **Energy Division, Ministry of Science, Energy and Technology (MSET)**:

1. **Senior Director, Energy Economics and Planning (GMG/SEG 5)** – salary range \$3,564,000 – \$4,236,476 per annum and any allowance(s) attached to the post.
2. **Senior Energy Engineer (SOG/ST 8)** – salary range \$2,457,386 – \$2,921,059 per annum and any allowance(s) attached to the post.
3. **Project Co-ordinator (GMG/SEG 2)** – salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

1. Senior Director, Energy Economics and Planning (GMG/SEG 5)

Job Purpose

Under the direction of the Principal Director, the Senior Director, Energy Economics and Planning, is responsible for the management of:-

- The development of the Energy Division's Operational Plan and the Energy Economics and Planning Unit Plan and Budget
- National Integrated Energy Planning
- National Integrated Resource Planning
- National Energy Balances
- The use of conventional energy sources and advice on fuel diversification strategies
- The preparation of National Fuel Optimization, Strategy and advice on National Strategic Reserves
- Energy Targets and Indicators
- Energy Information, Statistics and Economics
- Energy and Electricity load (Demand) Modeling and Forecasting
- Energy Modeling and Policy Impact Assessment
- Fiscal and economic analyses of energy options and systems
- Energy Sector monitoring and evaluation
- Ongoing review of tariffs, licenses and applicable fees, including taxation within the Petroleum and Electricity Sectors
- Energy data and validation
- Electricity production costing
- Energy price forecasting
- Stakeholders' consultation

Key Responsibilities

Strategic Management:

- Manages the co-ordination, preparation and monitoring of the Energy Division's Operational Plan and the Energy Economics and Planning Unit Plan:-
- Ensures the timely co-ordination, preparation and monitoring of the Energy Division's and Energy Economics and Planning Unit's Budget;
- Manages the activities of the Energy Economics and Planning Unit;
- Oversees the activities of the Energy Division in the absence of the Principal Director, Energy;
- Conducts Unit staff meetings;

- Organizes, coordinates and chairs Quarterly Energy Committee Meetings;
- Attends and participates in Senior Management Meetings.

Technical/Professional:

- Manages the development, implementation and maintenance of the National Energy Information System (NEIS);
- Represents Jamaica at local, regional and international energy-related events;
- Provides technical energy data and advice to the general public as well as to local and foreign consultants, researchers and potential investors;
- Manages the maintenance of the Energy Economic Information System (SIEE); monitors the preparation of the Annual Energy Report and other selected information relevant to planning and ensures that they are available for decision making and research purposes;
- Ensures the preparation and updating of energy models geared toward forecasting energy demand and informing policy decisions;
- Provides guidance in the design and review of existing systems and formats to capture vital energy data and time-series information on power plant configurations, electricity generation, energy consumption, imports and petroleum sales by company, inter alia;
- Monitors and conducts periodic reviews of the Energy Database Management Information System (EDMIS) to ensure timely updates of information and accuracy;
- Reviews and authorizes the finalization of all energy-related graphs and statistics emanating from the Unit for accuracy, consistency prior to dissemination;
- Prepares and/or reviews technical reports, briefs, Ministry Papers, Cabinet Submissions and addresses energy and policy related queries;
- Reviews and approves the designing and conducting of energy surveys;
- Reviews reports on development relevant to energy prices and suppliers of energy re: local and international energy market;
- Coordinates the provision of inputs in the preparation or updating of Jamaica's National Energy Policy and addendum policies;
- Identifies data requirements for the Energy Sector and improves existing Energy Data capturing systems to support energy modeling, analyses and reporting;
- Fosters sub-regional and regional integration and energy planning by serving as Liaison Officer to the Caribbean Energy Information System (CEIS) as well as SIEE Advisor for the Energy Economic Information System (SIEE) and by preparing and making available relevant documents and Energy Statistics for Jamaica;
- Performs duties as CARICOM Focal Point on Energy through regular and timely liaison with the Energy Desk at the Secretariat as well as the preparation and or review of regional energy-related documents;
- Liaises with other Ministries/Agencies whose policy-making responsibilities have impact on energy in respect of electricity, public transportation, renewable energy and the environment;
- Fosters harmonization of related activities and supply relevant data to support policy formulation;
- Advises potential investors of the policies and programmes geared to encourage Private Sector initiatives in the development of the Country's energy resources;
- Follows up with sponsors to encourage continued sponsorship of the Caribbean Energy Information System (CEIS) Update – Quarterly Magazines;
- Solicits from various institutions/individuals for publication, energy-related articles for inclusion in the CEIS-Update and submits same to the CEIS Regional Focal Point located at SRC for publication;
- Follows-up on the progress of the implementation of regional initiatives and provides feed-back to relevant persons/organizations which might require pertinent information from time to time.
- Reviews and presents energy data and information relating to the performance of the Sector as a contribution to the Minister's Annual Sectoral Debate in Parliament;
- Reviews and presents contributions to the Throne Speech and the Prime Minister's Budget presentation on Energy;
- Fosters collaborative networking amongst major energy importing, consuming, and distributing entities, both of the Public and Private Sector levels to enhance timely supply and exchange of vital statistics and other relevant information;
- Supports policy development, energy conservation and efficiency, public awareness and petroleum safety mechanisms, through constant dialogue/liaison with small and large groupings of Public and Private Sector Stakeholders;
- Provides oversight on assigned energy project(s) to ensure stringent monitoring of expenditure, implementation schedule and project deadlines;

- Performs the role of Project Sponsor by:
 - Having overall responsibility for Energy Integrated Planning including Integrated Resource Planning
 - Championing Electricity Integrated Resource Planning projects with other agencies
 - Managing contractual matters related to contract work orders, change orders beyond the project plan and co-ordination with other Jamaican Agencies
 - Authorizing changes in project scope and phase-end reviews
- Supports the Director of Planning in the handling of contractual matters related to contract work orders, change orders beyond the project plan and co-ordinates with other Jamaican Agencies.
- Ensures that the Electricity Integration Resource Planning is done within the context of a National Energy Integrated Resource Plan and that the Electricity Integrated Resource Planning project deliverables are verified by qualified personnel.
- Attends important meetings with other agencies, as agreed with the Principal Director, Energy.
- Considers the Energy Planning Management Plan and makes recommendations for approval of the Management Plan and Budget for Energy Planning, including Electricity Integrated Resource Planning to the Principal Director for Energy.
- Reviews the project periodically with the Principal Director, Energy;
- Monitors inter-agency and third party feedback throughout the Integrated Resource Planning Project and ensures that feedback is provided to the Electricity Integrated Resource Planning Team.
- Ensures that Integrated Resource Planning Team members keep abreast of new developments, techniques and methods in Electricity Integrated Resource Planning and supports team member involvement in workshops and training (when applicable).
- Recommends for approval of the project deliverables, including project close-out, ensuring that all learnings and ideas for improvement are captured for broader internal communication and use in later projects.
- Supports the Planning Director by making decisions in matters having contractual implications and /or budgetary consequences.
- Defines Integrated Electricity Planning goals for Planning Team Members' development of professional capabilities.
- Liaises with MSET's Legal Unit for advice on the viability of complex power or non-tariff transmission contracts particularly those involving non-standard customer transactions.
- Develops and maintains National Energy Balances of sources and consumptions (historical, current and projections) under review and advises on their correlation with the National Energy Policy Prescriptions;
- Develops Planning Objectives and Metrics
- Validates energy supplies technologies and feasibility studies such as:-
 - Environmental Impacts – NEPA compliance management interface with stakeholders, including but not limited to JPS
 - Transmission and Distribution Planning Studies
 - Validation of Electricity Sales and Load Forecasting
- Updates Energy Statistics, Analyses and Information with the relevant comparisons locally, regionally and globally
- Conducts Research, Document Findings and Analyses (Local, Regional and International Comparisons) and Publishes in order to keep stakeholders informed of challenges and opportunities should be Highlighted
- Conduct economic and sensitivity analyses, modeling and demand forecasting for the Energy Sector to enhance planning and assesses the impact and effectiveness of various policy decisions on the Energy Sector.
- Liaises with stakeholders to ensure that an adequate Fiscal and Economic Incentives/Disincentives Regime is in place to support the implementation of the National Energy Policy;
- Ensures that up to date Valuation and Validation Impact Assessment; including Environmental Impact is routinely done and reported.

Human Resource:

- Monitors and evaluates the performance of direct reports prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of staff and recommends transfers, promotions, terminations and leave in accordance with established human resource policies and procedures;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Ministry's goals;
- Ensures that training and other professional development needs of staff are identified and adequately addressed;
- Provides leadership and guidance to staff through effective objective setting, delegation, communication, coaching, and mentoring;
- Ensures that members of the Division are aware of and adhere to the general policies, procedures and regulations of the Ministry and wider Civil Service;
- Provides on-the-job training for the economists, data processor and unit secretary in certain energy concepts and terminologies etc.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills.
- Customer and quality focus.
- Good interpersonal skills.
- Good problem solving, decision making, planning, analytical and organizing skills.
- Goal/result oriented.
- Thorough knowledge of the Public Sector environment and the machinery of Government.
- Knowledge of the Public Service Regulations and Staff Orders
- Detailed knowledge of the policy development, evaluation and implementation process; energy management, and corporate planning.
- Strong research, analytical, and negotiating skills with an expressed professional and multi-disciplinary approach.
- Ability to simultaneously manage multiple assignments/projects, work under pressure and meet tight deadlines and a demonstrated ability to interface with persons of varying backgrounds.
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations.
- Ability to work collaboratively with partners across the public sector and international development partners
- Excellent report writing skills.

Minimum Required Qualification and Experience

- Master's Degree in Public Sector Management, Public Policy, Business Administration, Economics, Mathematics, Statistics or equivalent from an accredited tertiary institution; **plus** five (5) years' experience at a senior management level in the public sector in an organization of similar size and complexity;
- OR**
- First Degree in Public Sector Management, Public Policy, Business Administration, Economics, Mathematics, Statistics, or equivalent from an accredited tertiary institution; **plus** seven (7) years' experience at a senior management level in the public sector in an organization of similar size and complexity.

2. Senior Energy Engineer (SOG.ST 8)**Job Purpose**

The incumbent is responsible for planning, co-ordinating, directing, managing, executing and implementing policy initiatives, programmes and projects which are aimed at fostering renewable energy, energy conservation and efficiency, as well as, conducting pre-feasibility and feasibility studies on energy efficiency and renewable energy projects and provide advice and guidance on the implementation of these projects thus fostering the exploration and development of new and renewable energy sources.

In addition, provides managerial oversight for the administration and processing of electricity licenses. Provide technical support in the development of legislations, regulations, standards and technical processes, programmes and special committees.

Publishes assessments, case studies, analyse technical documents and to facilitate external stakeholders and establish technical committees comprising of internal and external stakeholders.

Providing technical support to the Generation Procurement Entity in the capacity as Director, Electricity Procurement.

Key Responsibilities

Management/Administration:

- Develops of the Annual budget and Operational Plan for technical programmes which will include electricity demand-side management and electricity generation from renewable energy and conventional sources of energy;
- Develops and publishes of technical requirements and guidelines;
- Provides technical support to the Principal Director and other officers in the Energy Division;
- Develops and publishes fact sheets or information documents for technical programmes including case studies;
- Manages the facilitation and organization of technical training offered by the Ministry and monitors and disseminates information on technical training offered by key stakeholders including the OLADE CAPEV Trainings;
- Manages the Electricity Licenses applications process including applications for IPPs, Net Billing, Power Wheeling and Auxiliary Connections;
- Manages the preparation of technical documents including Terms of References.
- Manages the development and publishing of Investment Projects Appraisals and Feasibility Studies;
- Liaising with internal and external stakeholders including consultants and contractors;
- Facilitates, establishes and manages Steering Committees, Enterprise Team and any special committee established by the Unit including Committee for the Review of Energy Technologies for Tax Incentives (CRETI);
- Attends meetings and site visits;
- Prepares Annual Budget for energy conservation and efficiency;
- Prepares Operational Plan for energy conservation and efficiency;
- Submits proposals for the acquisition of equipment for the Unit/Division;
- Represents the Ministry at meetings/seminars as required.

Technical/Professional:

- Establishes a database to perform monitoring and evaluation functions of Electricity Licences;
- Performs technical functions relating to the appointment as Director of Electricity Procurement for the Generation Procurement Entity by:
 - Conducting research and evaluation of programmes and projects
 - Preparing and providing reports to the members of the Generation Procurement Entity
 - Providing technical support and advisory in the implementation of the Integrated Resource Plan (IRP) which includes the development of an execution plan and drafting/reviewing tender documents
 - Evaluating electricity generation proposals
 - Conducting field visits of proposed existing generation facilities
 - Attending technical and board meetings including providing status updates.
- Conducts reviews and evaluation of Power Purchase Agreements;
- Performs Commercial Contracts Management;
- Conducts due diligence for Electrical Standards and Codes;
- Monitors power system losses reduction (Transmission and Distribution) and develop programmes in partnership with key stakeholders;
- Assesses of Power Systems Infrastructures (Generation, Transmission and Distribution) and advise on preventative and/or corrective measures to be taken;
- Conducts Ongoing review of Merit Order Dispatch System and process and evaluate Economic Load dispatch performance;
- Advises on project concepts, feasibilities and development;
- Supports Project reviews, assessments and consultations;

- Reviews existing pieces of legislation and standards to ensure that they remain relevant;
- Reviews and comments on reports made by both local and international consultants;
- Conducts Energy Audits of Government and non-Government entities from time-to-time as requested by :-
 - Analyzing data to determine current energy consumption
 - Recommending ways to conserve energy and ultimately expenditures
 - Preparing a comprehensive report on each audit conducted
 - Liaising with energy-related Statutory Bodies with regards to the implementation of projects arising from agreements with third parties. This involves monitoring and compliance with all relevant standards
 - Undertaking preliminary studies and projects relating to safety and environmental impact that will be fully protected while ensuring the adequacy of energy supplies
 - Providing technical assistance to persons or entities, desirous of constructing an energy generating facility using new and renewable sources of energy.

Human Resource:

- Manages the welfare and development of staff through effective performance management, coaching, mentoring and training;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Ensures that direct reports are aware of, and adhere to the policies, procedures and regulations of the Division and the Ministry.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Customer and quality focus
- Good interpersonal skills
- Good problem solving, decision making, planning, analytical and organizing skills
- Goal/result oriented
- Report Writing, public speaking and presentation skills.
- Research and analytical skills
- Sound knowledge and experience in most aspects of Engineering, Engineering Management, Energy Management and Health Safety and Environmental (HSE) Management.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Engineering or Natural Sciences from an accredited tertiary institution; plus
- Graduate-level training in Business Administration or Engineering Management; and
- Minimum of three (3) years' work experience at the management level.

3. Project Co-ordinator (GMG/SEG 2)

Job Purpose:

Liaise with internal and external parties to organize the various components needed to initiate, run and conclude major projects. Duties include coordinating schedules and activities and tracking progress and results.

Key Responsibilities:

Management/ Administrative

- Assists in the establishment of Project Management Systems that support compliance with contractual obligations, recording and reporting responsibilities and effective delivery of projects;
- Maintains client relationships including liaison, negotiation and communication with key stakeholders;
- Provides a high level of professional customer service to clients and key stakeholders;
- Coordinates programs to support the timely provision of project milestones and tasks;
- Assists in the establishment of processes and procedures in support of project management and other core activities of the Ministry;

- Assists in the identification of potential gaps and/or obstacles that may compromise the success of projects, troubleshooting, and presenting appropriate strategies to overcome barriers to improve overall project effectiveness and outcomes;
- Prepares key documents and written reports on behalf of the Ministry and/or project activities;
- Researches and sources a range of information, as required, relevant to the conduct of the Ministry's and/or project activities;
- Obtains and provides information required by implementing entities to help them analyse the feasibility of initiatives and projects;
- Develops (or guides the development of) and maintains Information Management Systems related to the development and implementation of a monitoring and evaluation system for initiatives/projects to ensure common measurement against National Development objectives and targets;
- Provides the following services to the Project Management Unit and the Energy Division:
 - Supports in the definition, design and implementation of priority initiatives and projects
 - Tracks and reports functions related to the monitoring and evaluation of the initiatives with overall national objectives as well as those of the PMU and the Ministry
 - Supports the preparation (documentation and reports) for monthly meetings and annual summits/workshops/retreats of the PMU as required;
- Prepares and provides regular initiative/project updates (on status/impact/issues) to the director and relevant stakeholders;
- Obtains information, facilitates consultations and assists the Director and other resource/technical team members to undertake the strategic review and alignment of the strategic initiatives/projects under the purview of the Ministry;
- Assist as required, with the elaboration and refinement of project implementation plans for the Ministry's strategic initiatives/projects based on directives received;
- Provides content for periodic reports to stakeholders;
- Performs tasks required to ensure the adequate tracking of the execution of initiatives/projects in accordance with the Monitoring and Evaluation Plan, such as obtaining performance metrics;
- Develops and distributes reports and tracking templates and follow-up with MDAs as required;
- Organizes and provides all necessary administrative and technical support to PFT Council and Working Team Meetings – including liaising with chairpersons; preparing meeting agendas; confirming attendance; preparing and circulating relevant documentation; recording and distributing Minutes and action items; and follows-up on implementation.
- Provides necessary technical support to the Director– including follow-up on action items and their implementation; preparing and circulating relevant documentation.

Technical

- Obtains and collates project information to facilitate the assessment of strategic alliance of priority initiatives and special projects derived from the OLADE, IDB, World Bank and other international funding agencies;
- Provides support to implementing entities in the definition, design and implementation of national initiatives and projects;
- Conducts detailed analyses of data collected and presents findings;
- Develops a detailed plan of action, in collaboration with the relevant parties including targets and deadlines;
- Carries out technical research and develops project briefs and reports as required;
- Performs other related functions assigned from time to time;

Required Competencies:

- Good oral and written communication skills
- Customer and quality focus
- Good interpersonal skills
- Good problem solving, decision making, planning, analytical and organizing skills
- Goal/result oriented
- Knowledge of Staff Orders for the Public Service and Public Service Regulations
- Excellent knowledge of Government Procurement and the Financial Administration and Audit Act.

- Report Writing, public speaking and presentation skills
- Research and analytical skills

Minimum required Education and Experience:

- Bachelor of Science Degree in Business Administration, Public Administration or related field from an accredited tertiary institution; plus
- Certification/Training in Project Management;
- Two (2) years' experience working in a project management environment.

Applications accompanied by résumés should be submitted **no later than Friday, 14th August, 2020 to:**

Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building, 2nd Floor
36 Trafalgar Road
Kingston 10

Email: **careers@mset.gov.jm**

Additional details may be viewed on the Ministry's Website: **www.mset.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