



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 220 **OSC Ref. C.6528¹⁰**

9th September, 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 **Ministry of Science, Energy and Technology (MSET)**:

1. **Director, Rural Electrification and House-wiring (SOG/ST 9)**, in the **Rural Electrification and House-wiring Branch, Programme Implementation Division**, salary range \$3,127,032 - \$3,717,058 per annum and any allowance(s) attached to the post.
2. **Application Development Specialist (MIS/IT 6)**, in the **Information Systems Branch, Corporate Services Division**, salary range \$2,056,235 - \$2,444,217 per annum and any allowance(s) attached to the post.
3. **Communications Manager (MCG/IE 5)**, in the **Communications and Public Relations Branch, Corporate Services Division**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
4. **Licensing, Examinations and Registration Officer (GMG/SEG 2)**, in the **Government Electrical Regulator (GER) Department**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
5. **Administrative Assistant (GMG/AM 2)**, in the **Government Electrical Regulator (GER) Department**, salary range \$986,421 – \$1,172,544 per annum and any allowance(s) attached to the post.

1. Director, Rural Electrification and House-wiring (SOG/ST 9)

Job Purpose

Under the direction and the leadership of the Chief Technical Director, the Director, Rural Electrification and House-wiring takes lead in energy project design specifications, administration and implementation. The Director is therefore responsible for coordinating and managing projects to achieve intended objectives/outcomes and deliver efficient services in areas of design specifications and requirements, administration of projects implementation; overseeing the management of projects to smooth conclusion the thorough coordination of various stakeholders. The Director will also work closely with the Director of Finance to ensure that project accounts are managed and executed as per agreement and Government guidelines and policy initiative. Additionally, the Director ensures community stakeholder engagements to facility implementation and to encourage formal access to electrical infrastructure and other energy solutions.

Key Responsibilities

Technical/Professional

- Under the instructions and guidance of the Chief Technical Director ensures the implementation of projects/programmes;
- Collaborates with the Technical Project Officers to determine scope, design specification and Budget for approval;
- Ensures the necessary approval/sign-off for the project proposals by the relevant Technical Team/Chief Technical Director;
- Reviews project proposal/design briefs/TORS and determine project implementation schedule and timelines with contractors; in collaboration with relevant managers and stakeholders,

- Translates requirement for service energy solutions systems updates, expansion of services and the incorporation into the National Grid through consultations with key stakeholders;
- Oversees project implementation ensuring effective communication among the Team through the conduct of meetings and effective issues management mechanism to address issues that may arise in a manner that minimizes disruption to the overall project timeline, cost and benefit;
- Implements systems to monitor the work of Project Teams to ensure they operate within established standards and timelines;
- Adjudicates problems/issues that may arise, and makes decisions within scope of the project or escalates early to next level of management in order to minimize potential disruption to project;
- Monitors project deliverables ensuring they are on target and within Budget; revises schedule and reports early any potential deviation in order that timely adjustments and reporting can be made;
- Coordinates project 'close out activities' ensuring that project deliverables have been realised;
- Prepares relevant close out documents for approval and participates in close out exercise;
- Co-ordinates post-completion evaluation including documenting experiences gained on projects as feedback for future use;
- Participates in the contract tendering process and the evaluation and selection of service providers as required;
- Maintains effective relationship with stakeholders throughout the administration and implementation of projects;
- Contributes to the preparation of technical papers, Cabinet Submissions and other technical documentation;
- Prepares proposals for the provision of services to potential clients as part of business development opportunities;
- Keeps abreast of energy solution trends and makes recommendations as appropriate for adapting/implementing solutions especially in cases where they may reduce cost and enhance the potential of implementation in areas where traditional solutions may not be possible;
- Assists in the development of proposals for capital projects and provides relevant information to support negotiations with national and international agency partners in securing financial and technical assistance for the projects;
- Develops proposals and execute end to end for special projects as assigned;
- Participates in the procurement of the services of consultants, equipment and supplies to support in the management and implementation of projects, as necessary;
- Works with contractors to determine agree on project changes and intervention to ensure project goals are achieved;
- Develops evaluation methods to assess programme strengths and identify areas for improvements;
- Ensures the maintenance of a database to track expenditures of all projects and provides up-to-date status of all projects being implemented by the Ministry / GOJ to ensure these are used in keeping with the project proposals and the financial regulations governing project funds;
- Develops a system of community engagement where energy solution programmes are to be implement;
- Ensures the engagement of the Communications Unit in developing *handing over* ceremonies for specified projects;
- Works with the Communications Unit to develop advertorial on energy programmes/drives being undertaken by the Government;
- Devices system to reduce the potential of pilfer;
- Oversees the development of implementation of community sensitization sessions;
- Ensure the administration of contracts/agreements to regularize informal electricity supplies and to get household on the formal grid through house the house wiring programme;
- Collaborates with the ICT for the utilization of information technology to manage the warehouse activities ensuring synergies.

Management/Administrative

- Assists with the development and monitoring of the Operational Plan and Budget for the Projects, ensuring that they are consistent with the strategic direction of the Ministry;

- Participates in the quarterly and annual Performance Review to assess the achievements of the Ministry and the Unit;
- Prepares and submits performance and other reports as required;
- Represents the Ministry at in meetings and different fora as assigned;
- Performs any other related duty assigned by the Chief Technical Director.

Required Knowledge, Skills and Competencies

- Sound project management skills
- Good appreciation of GOJ electrification policies
- Sound technical knowledge of energy solutions
- Appreciation of design engineer with particular reference to electricals
- Good appreciation of technical material inventory management
- Ability to work with multiple stakeholders
- Demonstrated experience in Budget and financial management related to projects
- Excellent critical and creative thinking and analytical skills

Minimum Required Qualification and Experience

- Master's Degree in Project Management, Management, Business/Public Administration, or related Social Science.
- Six (6) years' experience, with at least three (3) years at the middle management level working on project implementation.
- Certification in Project Management.

2. Application Development Specialist (MIS/IT 6)

Job Purpose

Under the general direction of the Director, Management Information Systems, the Application Development Specialist provides technical support and advice to users/clients across multiple locations, platforms and technologies in the Ministry of Science, Energy and Technology (MSET).

Key Responsibilities

- Develops and monitors mechanisms to manage the following phases of the application development lifecycle: Design, gather requirements; code and test application; and perform user tests;
- Provides management for short and long-term planning sessions to ensure understanding of business goals and direction;
- Provides strategic input from a business and ICT perspective;
- Leads the assessment of client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to prioritize immediate business needs and recommends options, risks, and cost vs. benefits;
- Leads development and communicates business requirements and functional specifications for the design and implementation of business solutions;
- Analyzes client operations to understand their strengths and weaknesses to determine opportunities for improvements;
- Provides recommendations for business process redesign/reengineering and documentation as needed for new technology;
- Reviews and approves feasibility studies and draft proposals for evaluation by appropriate users and executive staff members;
- Reviews, edits and approves Business Case Test Plans;
- Monitors testing process to ensure that business results are adequately tested with minimal risk;
- Ensures test strategies involve appropriate integration and process components;
- Investigates business problems and develops recommendations for resolution;
- Identifies need for technical assistance to help in problem resolution;
- Keeps clients informed of problems, issues, and resolutions.
- Monitors and analyzes performance metrics to ensure client satisfaction and expectations;
- Provides technical advice, guidance, and constructive feedback to guide the decision-making process;

- Establishes measurable individual and team objectives that are aligned with business and Ministry goals;
- Devises mechanisms to documents and presents performance assessments;
- Promotes the usage of International Institute of Business Analysis Framework, Knowledge Areas and Techniques;
- Manages the development and implementation of change control processes for the development team to follow;
- Manages the development and deployment of new applications, systems software, and/or enhancements to existing applications throughout the Ministry;
- Ensures that development projects meet business requirements and goals, fulfill end-user requirements, and identify and resolve systems issues;
- Manages the collaboration of analysts, designers, and system owners in the testing of new software programmes and applications;
- Designs, develops and installs enhancements and upgrades to systems and application software;
- Updates and modifies the technical platforms concerning the management of the Ministry's web-presence in close collaboration with the Corporate Communications and PR Branch;
- Manages and provides direction for the application development team/consultants in support of business operations;
- Oversees the review and analyses of existing applications' effectiveness and efficiency, and develops strategies for improving or leveraging these systems;
- Provides research and makes recommendations on software products and services in support of procurement and development efforts;
- Provides ad-hoc reporting and decision support required for management decision processes, strong resources and capacity planning experiences;
- Generates appropriate communication, process and educational plans for mitigating the disruption of change;
- Coaches and transfers knowledge to all team members as required.

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall Plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

Human Resource Responsibilities

- Participates in preparation and implementation of presentations on the role of Division/Unit for the orientation/onboarding programme;
- Contributes and maintains a harmonious working environment.
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Customer and quality focus skills
- Teamwork and co-operation skills
- Integrity
- Compliance
- Interpersonal skills
- Change management
- Good knowledge of automated software and system management tools
- Good knowledge of system and software quality assurance best practices and methodologies
- Good knowledge of core software applications, including Oracle JDE/Fusion, marketing tools, Microsoft Office and application development tools
- Good knowledge of programming languages, including MS SQL, C#.Net, ASP.Net, MVC, IBM iSeries, DB2, JavaScript, JQuery, CSS, and other Web Technologies
- Knowledge of database design and file management techniques
- Knowledge of network and operating systems including Window Server and Desktop OS
- Knowledge of network hardware, protocols, and standards
- Good knowledge of SDLC methodologies such as Waterfall, Lean, and Scrum, etc.
- Principles of project estimation and planning
- Principles of project management, time management and problem-solving
- Ability to monitor and report on programme/project budgets

- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or another project tool

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, ICT, Management Information Systems or a related discipline;
- Specialized training in Software Design or Business Analysis;
- Four (4) years related experience, with at least two (2) years in an Application Development role.

3. Communications Manager (MCG/IE 5)

Job Purpose

Under the general direction of the Senior Director – Corporate Communications & PR, the Communications Manager, is responsible for assisting in the efficient delivery of the Ministry of Science, Energy and Technology's communications strategy and programmes. This includes coordinating and development of publications and speeches; and the Management of MSET's Web presence and social media platforms.

Key Responsibilities

Technical/Professional

- Assists in the development and delivery of the MSET's media and communications strategies;
- Analyses requirements and proposals on ways to integrate advocacy and communication strategies into all aspects of the MSET's policies, programmes and projects;
- Assists in the definition, implementation and evaluation of an Integrated Communication Plan for the MSET that builds awareness of the organisation's Mandate and Vision;
- Prepares and conducts communications needs assessments for the MSET Divisions, projects and programmes;
- Creates, implements, and maintains effective branding strategies and standards for the MSET;
- Manages the organisation's Media and Corporate Communications buying Budgets and operations, including but not limited to print publications, targeted digital media, and social media advertising;
- Devises, implements, and maintains an effective Web presence for the MSET in partnership with the MIS Branch;
- Formulates, implements, and maintains rewarding and efficient search engine optimization and search engine marketing strategies to enhance the MSET's searchability;
- Devises, implements, and maintains engaging social media strategies for the MSET;
- Assists in the research and crafting of speeches and presentation for the Minister, PS, CTDs and senior executives in support of the core functions of the MSET;
- Designs and publishes a MSET's e-newsletter containing relevant news and pictures from across the organisation, including its Departments and Agencies;
- Devises, implements, and maintains an effective and efficient print publication strategy, including the establishment of Editorial Committee;
- Designs and prints/publishes appropriate promotional items such as brochures, graphics, videos, slide shows, booths, and more, to aid with events, etc.;
- Captures and maintains an archive of marketable digital imagery including high-quality MSET logos and graphics, and photography and videography of ministry operations, assets, and employees;
- Devises, implements, and maintains an effective internal marketing campaign for employees of the MSET;
- Assists in the planning of MSET's community events as directed by the PS, Principal Director - Corporate Services or other senior executives;
- Collaborates with appropriate Corporate Executive Managers and Senior Divisional Marketing Managers to ensure continuous improvement and to ensure that adjustments to strategy are made as needed and in a timely fashion;

- Keeps informed of developments in Corporate Communications and Government management to support the Ministry operating with initiative and innovation.

Management/Administrative

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Prepares and delivers presentations as needed.

Human Resource

- Participates in preparation and implementation of presentations on the role of Division/Unit for the orientation/onboarding programme;
- Contributes and maintains a harmonious working environment;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Customer and quality focus
- Teamwork and cooperation
- Integrity
- Compliance
- Interpersonal skills
- Change management
- Good knowledge of the media & communication landscape
- Good knowledge of communication strategies and techniques
- Ability to foster and maintain a good working relationship with the media
- Good understanding of the machinery of Government, political processes and the requirements of Ministers and other officials
- Advanced IT skills in relation to Word, PowerPoint, and Publisher

Minimum Required Qualification and Experience

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Four (4) years' experience in a Media and communications environment.

4. Licensing, Examinations and Registration Officer (GMG/SEG 2)

Job Purpose

Reporting to the Manager Licensing, Examinations & Registration, the Licensing, Examinations & Registration Officer has responsibility for coordinating the examination process as well as processing applications for candidates for licensing and registration as Inspectors and Electricians respectively.

Key Responsibilities

Management/Administrative

- Participates in the preparation of the Annual Operational Plan for the Department to support the achievement of the Regulator's strategic objectives;
- Provides input into the preparation of the Annual Budget for the Department to support the achievement of the Department's strategic objectives; takes corrective action where necessary to improve performance;
- Supports the implementation of operational policies for the Department in keeping with the strategic objectives of the Regulator;
- Develops Individual Work Plan based on strategic alignment with the Department's Operational Plan;
- Provides input for the development of Operational Plans;
- Represents the organisation, as appropriate, at various local, regional and international conventions, workshops and meetings on policy or regulatory matters.

Technical/Professional

- Liaises with tertiary and vocational institutions for the preparation of training material;
- Liaises with regulatory agencies and/or electrical experts to understand any changes to electrical standards or regulations;
- Provides support to the Committee of Examiners and panel of electrical experts including tertiary and vocational institutions in the preparation of study guides;
- Processes requests from candidates for Licensed Inspectors and Registered Electricians;
- Co-ordinates and publicizes examinations.
- Responds to queries on examinations.
- Updates the electronic system with all examination related information.
- Prepares periodic reports- general and specific.
- Coordinates meetings for the Committee of Examiners.
- Participates in consultations with industry stakeholders as required.
- Keeps abreast of trends in the industry and programmes of study for electricians and makes recommendations for enhancing the curriculum.
- Provides technical advice to the Manager Licensing, Examinations and Registration and the Committee of Examiners on matters related to the examination process.
- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Excellent customer service skills
- Excellent interpersonal skills
- Ability to work well in a team as well as alone
- Results-oriented
- Knowledge of the Electricity Act and Regulations
- Good stakeholder management and relationship building skills
- Good analytical skills
- Good project management skills
- Good problem solving and decision-making skills
- Good planning and organization skills
- Sound knowledge of records and information management techniques
- Ability to prepare reports, formulate positions on issues, articulate opinions concisely conveying necessary information and make and defend recommendations
- Ability to work well in a team as well as alone
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's degree in Business Administration, Education, or related discipline.
- At least 3 years' experience in a similar environment.

5. Administrative Assistant (GMG/AM 2)

Job Purpose

Reporting to the Manager Customer Affairs, the Administrative Assistant is responsible for providing administrative and secretarial services to support the effective and efficient operations of the Department.

Key Responsibilities

Technical/Professional

- Drafts letters and replies to correspondence on behalf of the Manager; ensures that all incoming documents requiring the Manager's approval/signature are in order, and ensures that the documents thereafter are dispatched;

- Maintains the Manager's calendar; highlights critical important matters/issues for discussion and action;
- Establishes and maintains a log for all incoming/outgoing correspondence; takes action as directed and where required; follows-up on correspondence;
- Arranges meetings, records and produces Minutes for meetings;
- Arranges functions and events as required; ensures all logistical arrangements are in place for meetings;
- Develops and maintains an accurate and up-to-date filing/document management system for easy retrieval of documents;
- Assists with the preparation of documents (newsletters, brochures, handouts) as required.
- Prepares reports as required;
- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Excellent customer service skills
- Excellent interpersonal skills
- Ability to work well in a team as well as alone
- Results-oriented
- Good organisational skills.
- Administrative management skills
- Problem-solving decision making and analytical skills
- Good report writing skills
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications
- Good events planning and management skills
- Excellent records and information management skills
- Knowledge of organizational policies and procedures

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or equivalent
- At least 2 years' experience in a similar position

Applications accompanied by Résumés should be submitted **no later than Tuesday, 22nd September, 2020 to:**

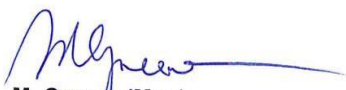
**Director,
Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building, 2nd Floor
36 Trafalgar Road
Kingston 10**

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.


M. Greene (Mrs.)
for Chief Personnel Officer (acting)