



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

10<sup>th</sup> 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 **Island Traffic Authority, Ministry of Transport and Mining**:

1. **Head - Human Resource Management and Administration (One (1) year Contract)**  
\$3,968,000 per annum and travelling of \$1,697,148 per annum and any other allowance(s) attached to the post.
2. **Administrative Assistant – Office of Director General (One (1) year Contract)**  
\$1,500,000 per annum and travelling of \$362,472 per annum and any other allowance(s) attached to the post.
3. **Administrative Secretary – Human Resource Management and Administration Division (One (1) year Contract)** \$1,500,000 per annum and travelling of \$362,472 per annum and any other allowance(s) attached to the post.

#### **1. Head - Human Resource Management and Administration**

##### **Job Purpose**

To provide strategic leadership and oversight of the Human Resource Management and Administration Division of the Island Traffic Authority (ITA) ensuring compliance with all legislation and regulations governing the functional areas of responsibility. This includes, developing and implementing policies that support the achievement of the ITA's Strategic Objectives, and ensuring that all Divisions within the ITA are provided with effective and efficient corporate services. In addition, the incumbent is responsible for planning, directing, coordinating and monitoring the activities of the Human Resource Management and Administration Division in order to ensure that objectives and targets are met.

##### **Key Responsibilities**

#### **1. To provide expert policy advice.**

- Provide strategic leadership and direction towards the coordinated development of Human Resource Management and Administration;
- Oversees the development and implementation of modernized corporate policies and services and ensures that they remain responsive to the changing needs and requirements of the ITA;
- Provides policy interpretation and technical advice to the Director General and Unit Heads to ensure effective co-ordination of the ITA's functions, and compliance with government rules and regulations;
- Initiates innovation or changes in internal management practices, systems and policies with a view to improving efficiency and reducing costs;
- Disseminates information to staff regarding changes in policies, procedures and other matters to ensure that high levels of compliance are maintained;
- Prepares Corporate and Operational Plan/Budget for the Human Resource Management and Administration Division.

#### **2. To co-ordinate the development and implementation of a comprehensive human resource strategy within the ITA in order to facilitate the achievement of the corporate objectives.**

- Assists with the development of the organizational structure for the new ITA;
- Assists with the transition and change management processes;
- Develops and implements the Human Resource Management and Development Policies and Procedures Manual;
- Develops and implements the Training Policy;

- Co-ordinates the development and implementation of a comprehensive human resource strategy to support the recruitment, retention, welfare, training, development and performance assessment of staff, within the guidelines of the Government's human resources policy and as stipulated in the approved Human Resource Policy and Procedures Manual;
  - Oversees the implementation of training and development programmes for staff thereby ensuring that a skilled workforce is provided and the strategic objectives of the ITA are satisfied;
  - Guides the restructuring of Divisions, Branches and Units to meet the changing requirements of the corporate objectives and strategies as identified in the Corporate Planning process;
  - Provides consultation to senior management in the re-design of key positions to ensure that their contributions to the overall plans are optimized;
  - Co-ordinates the implementation of organizational changes and modernization measures necessary to strengthen the ITA's ability to fulfil its responsibilities;
  - Implements the requisite policies and procedures to guide the management of disciplinary and grievance matters.
- 3. To oversee the provision of Information Technology Systems to transform and modernise the operations of the ITA.**
- Ensures the development and implementation of an information systems strategy for the ITA;
  - Promotes the use of information technology as an agent to transform and modernize the ITA's operations and strategies;
  - Ensures the design and development of new enabling technologies to support key initiatives that cut across the ITA.
- 4. To co-ordinate the records management function of the ITA in order to ensure that reliable and accurate information is provided to support the decision-making process and for the general public in keeping with best practices in records management.**
- Oversees the provision of public access to records/information in keeping with the legislative requirements such as the Access to Information Act;
  - Participates in the development/establishment of appropriate policies, standards and general procedures relating to the review, appraisal, retention, tracking and retrieval of records, disposal, storage, maintenance and other aspects of records management;
  - Assists in the establishment of a performance measurement mechanism for the Records Management System to identify whether or not the information is being managed efficiently and demonstrate value for money.
- 5. To oversee the provision/development of timely and cost-effective public relations and communication strategies for the ITA.**
- Oversees the provision of an effective public relations programme for the ITA;
  - Ensures that appropriate communication and knowledge management systems are in place to facilitate the dissemination of accurate and timely information within the ITA and to the media/general public;
  - Ensures the provision of leadership and guidance to all Units and Departments within the ITA on communications and public affairs matters.
- 6. To lead and manage the Property and Administration Branch in the achievement of the strategic objectives that supports the efficient and effective operation of the ITA.**
- Monitors the development and implementation of emergency procedures for the protection of staff members and property throughout the ITA;
  - Ensures that safety and health standards are maintained by recommending equipment and safety measures to be pursued by staff;
  - Ensures the provision of efficient and cost effective transportation of documents and staff on the ITA's business.
  - Conducts reviews of security systems and procedures and ensures security personnel are in place for the protection of staff and property during and after working hours.
- 7. Oversees the management of assets and inventory & the procurement of goods and services**
- Co-ordinates all asset and facilities related matters for the ITA to ensure the centralization of fixed assets information for effective monitoring and control.
  - Conducts reviews of the inventory system to ensure effective usage, control and monitoring of inventory items, which include office supplies, furniture and equipment.
  - Directs the preparation of the ITA Quarterly Contracts Awards (MQCA) Reports.

- Ensures that submissions to the Procurement Committee conform to the approved policies and procedures, and advises the Director General of the decisions of the Committee.

## **8. Human Resource Responsibilities**

- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training.
- Develops and implements a succession planning programme to ensure continuity of skills and competencies in the ITA and personal development and career advancement of employees.
- Provides guidance to subordinates through coaching, mentoring, training and providing assistance and support as needed.
- Ensures that training and other needs of employees are adequately identified and addressed.

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

#### **Technical**

- Sound knowledge of GOJ's Human Resource Management and Development Framework and Regulations
- Sound knowledge of the Public Procurement Regulatory Framework
- Sound knowledge of Government Administration and Financial Accounting
- Sound knowledge of the strategic planning process
- Sound knowledge of the ITA's policies and procedures
- Sound knowledge of Industrial Relations practices
- Excellent people management skills
- Sound knowledge of the ICT applications in business functions
- Good strategic management skills
- Excellent employee relations skills

#### **Core Competencies**

- Excellent leadership skills
- Sound decision making skills
- Excellent problem solving skills
- Excellent oral and written communication skills
- Integrity/ethics
- Sound negotiation skills
- Emotional intelligence
- Sound planning and organizing skills

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

- Master's Degree in Human Resource Management, Business Administration with a focus on Human Resource Management or equivalent qualifications
- At least ten (10) years' experience at the senior management level

### **Special Conditions associated with the Job**

- Normal office environment
- Island-wide travel will be required

## **2. Administrative Assistant – Office of Director General**

### **Job Purpose**

To perform and coordinate a wide variety of complex and confidential administrative and secretarial activities as required by the daily operations in the Director General's Office.

### **Key Responsibilities**

- Coordinates office activities, develops and recommends office procedures and systems and ensures smooth office operation;
- Assembles and compiles material for contract and budget preparation;
- Maintains the office Budget through the preparation of invoices, monitoring of expenditures and preparation/maintenance of budget reporting/management documents;
- Researches and analyzes data and prepares draft reports on routine administrative matters;

- Researches, compiles and summarizes a variety of informational or statistical materials as required;
- Follows up assignments given to management staff by the Director General and provides status reports to the Director General;
- Coordinates the flow of paperwork, including periodic and special reports between the Office of the Director General and the various Divisions;
- Types draft and finished documents and reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage;
- Responds to requests, inquiries and complaints from stakeholders and the general public; refers persons to the relevant authorities where deemed necessary and follows through on the resolution of issues;
- Arranges travel schedule, reservations and accommodations for the Director General;
- Manages the Director General's appointment diary including liaising with internal and external personnel as necessary;
- Organizes meetings by notifying participants, making room arrangements, and preparing agendas, presentation materials and required informational materials;
- Accompanies the Director General to meetings and tasks, transcribes and distributes Minutes;
- Attends meetings on behalf of the Director General and reports on their outcome;
- Arranges conferences and other events as directed by the Director General;
- Receives and screens visitors to the Director General;
- Screens incoming calls and redirects them as appropriate; places calls for the Director General;
- Receives and distributes incoming mail; reviews and evaluates mail to identify those items requiring priority attention from the Director General;
- Arranges for the distribution of outgoing mail;
- Organizes and maintains various administrative reference and follow-up files of a confidential nature; purges files as requested or as dictated by retention policies;
- Supervises and coordinates the work of subordinate staff and monitors their performance vis-à-vis established objectives and standards;
- Undertakes, in conjunction with the Human Resources Section, various human resource functions including but not limited to making recommendations for employment, promotions and transfers for direct report(s), performance appraisals and vacation scheduling for the staff in the Executive Office;
- Plans and conducts regular and ad hoc meetings with subordinates to inform them of changes to current standards, policies and practices and to resolve any problems which may arise;
- Performs other related functions assigned from time to time by the Director General.

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

#### **Technical**

- Sound knowledge of office practices and procedures
- Good knowledge of the organization's policies and operations
- Good knowledge of record keeping and records/file management techniques
- Knowledge of the operation of standard office equipment
- Working knowledge of relevant computer packages including Spreadsheet, Word Processing, presentation, drawing and statistical software
- Knowledge of basic statistical analysis

#### **Core**

- Excellent speedwriting and typing skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Good time management and organizing skills
- Good analytical skills
- Ability to work with details
- Good judgment and initiative

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

- Bachelor's Degree in Administrative or equivalent qualifications
- At least five (5) years' experience in an administrative position including two (2) years' at a supervisory level

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

- Normal office environment
- Required to travel to meetings locally to take Minutes
- May be required to work beyond normal work hours from time to time to meet deadlines

### **3. Administrative Secretary - Human Resource Management and Administration Division**

#### **Job Purpose**

To perform and coordinate a wide variety of complex and confidential administrative and secretarial activities as required by the daily operations in the Office of the Head of Human Resource Management and Administration.

#### **Key Responsibilities**

- Co-ordinates office activities, develops and recommends office procedures and systems and ensures smooth office operation;
- Assembles and compiles material for contract and Budget preparation;
- Maintains the office Budget through the preparation of invoices, monitoring of expenditures and preparation/maintenance of budget reporting/management documents;
- Researches and analyzes data and prepares draft reports on routine administrative matters;
- Researches, compiles and summarizes a variety of informational or statistical materials as required;
- Follows up assignments given to management staff by the Head of Human Resource Management and Administration and provides status reports to the Head of Human Resource Management and Administration;
- Coordinates the flow of paperwork, including periodic and special reports between the Office of the Head of Human Resource Management and Administration and the various Branches and Units;
- Types draft and finished documents and reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage
- Responds to requests, inquiries and complaints from stakeholders and the general public; refers persons to the relevant authorities where deemed necessary and follows through on the resolution of issues;
- Arranges travel schedule, reservations and accommodations for the Head of Human Resource Management and Administration;
- Manages the Head of Human Resource Management and Administration's appointment diary including liaising with internal and external personnel as necessary;
- Organizes meetings by notifying participants, making room arrangements, and preparing agendas, presentation materials and required informational materials;
- Accompanies the Head of Human Resource Management and Administration to meetings and tasks, transcribes and distributes Minutes;
- Attends meetings on behalf of the Head of Human Resource Management and Administration and reports on their outcome;
- Receives and screens visitors to the Head of Human Resource Management and Administration;
- Screens incoming calls and redirects them as appropriate; places calls for the Head of Human Resource Management and Administration;
- Receives and distributes incoming mail; reviews and evaluates mail to identify those items requiring priority attention from the Head of Human Resource Management and Administration;
- Arranges for the distribution of outgoing mail;
- Organizes and maintains various administrative reference and follow-up files of a confidential nature; purges files as requested or as dictated by retention policies;
- Supervises and coordinates the work of subordinate staff and monitors their performance vis-à-vis established objectives and standards;
- Performs other related functions assigned from time to time by the Head of Human Resource Management and Administration.

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

##### **Technical**

- Sound knowledge of office practices and procedures
- Good knowledge of the organization's policies and operations
- Good knowledge of record keeping and records/file management techniques
- Knowledge of the operation of standard office equipment

- Working knowledge of relevant computer packages including Spreadsheet, Word Processing, presentation, drawing and statistical software
- Knowledge of basic statistical analysis

#### **Core**

- Excellent speedwriting and typing skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Good time management and organizing skills
- Good analytical skills
- Ability to work with details
- Good judgment and initiative

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

- Bachelor's Degree in Administrative or equivalent qualifications
- At least five (5) years' experience in an administrative position including two (2) years' at a supervisory level

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

- Normal office environment
- Required to travel to meetings locally to take Minutes
- May be required to work beyond normal work hours from time to time to meet deadlines

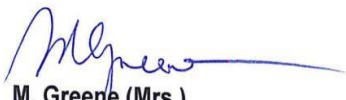
Applications accompanied by Résumés should be submitted **no later than Tuesday, 22<sup>nd</sup> September, 2020 to:**

**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.**

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