



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 234 **OSC Ref. C. 6608⁸**

21st 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/assigned the following posts in the **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Principal Director, Entertainment Policy Development and Monitoring (GMG/SEG 6) (Not Vacant) – September 2020 to July 2022**, salary range \$4,148,351 – \$4,931,086 per annum and any allowance(s) attached to the post.
2. **Director, Information/Documentation and Access Services (GMG/SEG 3) (Vacant) Corporate and Liaison Services Division**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

1. Principal Director, Entertainment Policy Development and Monitoring (GMG/SEG 6)

Job Purpose

Under the general direction of the Chief Technical Director, the Principal Director - Entertainment Policy Development and Monitoring is responsible for developing and implementing policies and programmes to encourage and facilitate investment and sustained growth within the Entertainment Industry.

Key Responsibilities

Management/Administrative

- Participates in the Ministry's Strategic Planning process by preparing and monitoring the Division's Operational Plan and Budget, ensuring that the work of the Division is carried out according to plan and agreed targets;
- Leads the formulation of the Entertainment Policy to support the work of the Industry for sustainable growth and development; reviews and makes recommendations for policy changes where necessary, to maintain relevance to the Strategic Objectives of the Ministry.

Technical/Professional

- Oversees and ensures the effective administration and management of programmes and projects as it relates to local, regional and international entertainment policy, free movement of entertainment practitioners, incentives to the Sector, Event and entertainment standards and the establishment of appropriate monitoring and evaluation systems;
- Collaborates with key Ministries, Agencies, Departments, NGOs and the Private Sector to develop, implement and monitor mechanisms for the development and enhancement of the Entertainment Industry including incentives, exemption regimes, regulations and registration of entertainment practitioners;
- Develops mechanisms to facilitate an enabling business environment for entertainment practitioners through the advocacy, lobbying and monitoring of international trade agreements;
- Initiates and maintains strategic alliances with potential partners in local, regional and international markets to increase investment in the Entertainment Industry, foster job creation and foreign exchange earnings.

Human Resource Management Responsibilities

- Develops and manages the overall performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance.

Required Knowledge, Skills and Competencies

Technical/Core

- Excellent knowledge of local, regional and international cultural and entertainment products and services
- Excellent knowledge of Jamaica's Creative Industries
- Knowledge of the machinery of Government (policies/programmes) and steps in the legislative process;
- Strong customer and quality focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems
- Excellent oral and written communication skills
- Strategic vision and analytical thinking
- Problem solving and decision making skills
- Team work and cooperation
- Planning and organizing
- Good negotiating skills
- Leadership and people management skills
- Ability to manage external relationships

Minimum Required Qualification and Experience

- Master's Degree in Cultural Studies, Social Sciences, Public Administration or its equivalent from a recognized tertiary institution;
- Training in Statistical Techniques, Policy Analysis, Cultural Policy Administration, Planning and Research;
- Training in Human Resource Management/Supervisory Management;
- A minimum of five (5) years' experience in a managerial position in Cultural Management or Administration or related field.

OR

- First Degree in Cultural Studies, Social Sciences, Public Administration or its equivalent from a recognized tertiary institution;
- Training in Cultural Policy Administration, Planning and Research;
- Training in Human Resource Management/Supervisory Management;
- A minimum of eight (8) years' experience in a cultural management or administration or related field with at least five (5) years at the managerial level.

2. Director, Information/Documentation and Access Services (GMG/SEG 3)

Job Purpose

Under the general direction of the Senior Director, Corporate and Liaison Services, the Director, Information/Documentation and Access Services oversees and provides Records and Information Management services and access to official Government records to stakeholders in keeping with the Mandate and Mission of the Ministry.

Key Responsibilities

Management/Administrative

- Participates in the development and implementation of the Corporate/Operational Plan and Budget for the Division;
- Establishes, implements and updates the Ministry's Records and Information Management policies and procedures in accordance with international standards;
- Develops and implements policies and procedures for the Records Management Programme;
- Prepares and submits performance and other reports as required;
- Supervises the activities of the Registry.

Technical/Professional

- Maintains classification system;
- Implements and maintains system to provide access to official Government records;
- Establishes and monitors customer feedback mechanism to ensure that customer service provided is in keeping with established standards;

- Provides technical advice to staff on Records and Information Management and the relevant legislation.

Human Resource Management

- Develops and manages the overall performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance.

Required Knowledge, Skills and Competencies

- Sound knowledge of Government of Jamaica (GoJ) administration, regulations, policies and procedures especially as it relates records management and Access to Information
- Excellent knowledge of records and information management
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems
- Excellent customer service skills and quality focus
- Excellent oral and written communication skills
- Excellent problem solving and decision making skills
- Excellent leadership and people management skills
- Good planning and organizing skills
- Good ethical principles and sound integrity
- Good interpersonal and analytical thinking skills
- Ability to work as part of a team and cooperative
- Ability to effectively manage external relationships

Minimum Required Qualification and Experience

- First Degree in Records and Information Management/Management Studies/Public Administration or its equivalent from a recognized tertiary institution.
- Training in Records Management
- Training in Supervisory Management/Human Resource Management
- At least six (6) years' experience in records management

Applications accompanied by Résumés should be submitted **no later than Friday, 2nd October, 2020 to:**

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

Email: hrmd@mcges.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**