



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 235** **OSC Ref. C. 4857<sup>15</sup>**

21<sup>st</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 **Ministry of Transport and Mining**:

1. **Senior Research Officer (SOG/ST 6)**, salary range \$1,592,427 – \$1,892,895 per annum and any allowance(s) attached to the post.
2. **Research Officer (SOG/ST 5)**, salary range \$1,271,811 – \$1,511,784 per annum and any allowance(s) attached to the post.
3. **Librarian Assistant (PIDG/LA 1)**, salary range \$651,608 – \$774,557 per annum and any allowance(s) attached to the post.

#### **1. Senior Research Officer (SOG/ST 6)**

##### **Job Purpose**

Under the supervision of the Transport Planner, the incumbent is responsible for providing the Ministry with the capability to conduct detailed demand driven research studies to inform policy recommendations.

##### **Key Responsibilities**

###### **Management/Administrative**

- Participates in meetings and workshops on strategic planning and policy issues
- Represents the Ministry on various committees, councils, conferences, workshops etc.
- Edits and proofreads documents and prepares research papers;
- Prepares draft annual Work Plan of research studies to be conducted for consideration.
- Assists in the preparation of various reports as needed.

###### **Technical and Professional**

- Participates in the development of a National Transport Strategy to guide the development of the transport system on a national level;
- Assists with the preparation of a five year infrastructure Development Plan;
- Assists with research activities to support the revision of the National Transport Policy, 2007;
- Identifies topical/priority areas for research and presents skeletal outlines for considerations;
- Plays the lead role in the Draft Research Programme and participates in the implementation of these programmes for the Ministry;
- Prepares detailed Terms of Reference for approved research studies.
- Conducts approved research studies;
- Establishes an in-house Research Repository/Databank to house all research studies undertaken by the Ministry;
- Reviews and comments on reports, proposals, policy papers and other documents as assigned.
- Assists in the preparation of Executive Summaries and abstract documents;
- Assists with the assessment of plans from Departments and Agencies for conformity with established policies, directives and overall strategic objectives;
- Compiles and analyses data to strengthen the capacity of statistical databases;
- Conducts background checks to ensure credibility and reliability of reports et;.

- Conducts and assists with data collection, entry, reduction and analysis for a range of studies and researches;
- Assists in the development of macro-economic modeling/research capabilities to facilitate monitoring/recommendations for Sectors such as Transport and Infrastructure under the Ministry's portfolio;
- Conducts research to provide data for inclusion in documents, such as draft bills, cabinet Submissions, Development Plans etc;
- Liaise with members of the public and other Government Ministries, Departments and Agencies to obtain various types of information;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption where necessary to enhance the Ministry' planning and Policy Development functions;
- Conducts field investigations on transport matters and prepare reports;
- Participates in the development of the Transport Statistics database and Geographic Information System;
- Investigates complaints, follows-up on suggestions and submit relevant recommendations for action (respond to citizens' complaints, to land related matters from Legal Unit, to land related matters from the NLA, etc.)

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

#### **Technical**

- Excellent research skills
- Excellent quantitative skills
- Ability to design and conduct research
- Knowledge and skills in relevant computer software used in research work
- Excellent data analysis and presentation skills

#### **Core**

- Excellent supervisory skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Good problem solving and decision making skills
- Good teamwork and co-operation skills
- Good interpersonal skills
- Ability to exercise initiative
- Adaptability

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

- Bachelor of Science Degree in Economics, Management, Public Administration
- Three (3) years working experience in research

## **2. Job Title: Research Officer (SOG/ST 5)**

### **Job Purpose**

Under the supervision of the Senior Research Officer, the incumbent is responsible for analyzing and generating written reports from data collected to shape policies or examine the effectiveness of existing policies.

### **Key Responsibilities**

- Participate in design and implementation of Research Programmes including design proposal, design survey, instruments, data entry and analysis;
- Collects, analyzes and interprets qualitative and quantitative data;
- Uses appropriate and creative methods to design and manage research projects;
- Applies a variety of research techniques to gather relevant information, including document analysis, surveys, case studies and interviews
- Conducts research to inform policy process, development of standards and to provide data for inclusion in documents, such as draft Bills, Cabinet Submission etc;
- Liaises with members of the public and other Government Departments to obtain various types of information, compile information and produce initial draft;
- Circulates drafts for comments and organizes workshops/seminars to obtain feedback and incorporates same in revisions of the final document;

- Participates in the execution of Impact Assessment studies as the needs arises, and prepares the relevant reports;
- Conducts field investigations on Transport matters and prepares reports;
- Represents the Ministry on various committees, councils, etc;
- Prepares reports on research/studies and activities in the relevant draft and final report format;
- Reviews and provides feedback on reports, proposals and other documents, as assigned;
- Participates in the development of the Transport Statistics and Geographic Information System databases through data collection, entry and reduction;
- Manipulates and analyzes datasets for presentation in appropriate format;
- Presents and disseminates results, both orally and in writing;
- Offers research based briefings and advice, which may involve Action Plans.

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

#### **Technical**

- Ability to undertake applied research
- Ability to produce clear findings and reasoned recommendations
- Excellent knowledge of Research methodologies and techniques
- Numerical and computational analytical techniques
- Ability to multi-task and prioritize among conflicting demands
- Excellent knowledge and use of relevant computer applications
- Good data analysis and presentation skills

#### **Core**

- Excellent problem solving and decision making skills
- Good interpersonal and people management skills
- Excellent communication skills
- Good teamwork and co-operation skills
- Excellent planning and organizing skills
- Good customer and quality focus skills
- Accountability
- Adaptability
- Integrity

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

- Bachelor of Science Degree in Social Science or other relevant discipline.
- One (1) year working experience.
- Awareness of social issues and Local Government would be an asset.

### **3. Librarian Assistant (PIDG/LA 1)**

#### **Job Purpose**

Under the direct supervision of the Information/Public Education Supervisor the incumbent is responsible for providing library and research services for the organization. The incumbent also maintains the Library, its collections and ensuring that information is accessible to the public upon request.

#### **Key Responsibilities**

- Assists in preparing estimates of expenditure for the Library;
- Sorts and indexes periodicals received;
- Accessions incoming material;
- Maintains promotional stocks (I.e. Brochures, Banners and all branded material);
- Prepares Work Plan;
- Analyses staff requests to determine information needed;
- Keeps abreast of current professional practices and developments in the field;
- Promotes and develops systems for appropriate classification, cataloguing and indexing;
- Maintains an updated computerized Library Database;
- Undertakes on-going purging of library material;
- Maintains a collaborative network with other Libraries and Information Units;

- Develops a Collection Development Plan to guide acquisition of data;
- Maintains an up to date compilation of newspaper clippings;
- Cuts, mounts and assigns subject headings to newspaper clippings;
- Makes photocopies, binds and scans materials on behalf of clients;
- Mounts internal and external exhibitions;
- Sells maps and publications and records sales;
- Produces rock cards;
- Implements Library policies and procedures;
- Develops convenient, accessible Library and Information Services;
- Reviews resource matters to determine needed information;
- Compiles list of overdue material by borrowers;
- Prepares reports related to Library and Information Services;
- Provides effective access to Library collections and resources;
- Performs original cataloguing and classification of print, audio-visual and electronic Resources;
- Develops and maintains special indexing systems and files for special collections;
- Maintains the Organization of library materials.

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

#### **Core**

- Excellent team work and cooperation
- Good Interpersonal skills
- Excellent oral and written communication skills
- Customer and quality focus
- Compliance

#### **Technical**

- Excellent information and records management
- Excellent knowledge of Management Information Systems and Tools
- Excellent knowledge of Library Operations
- Research and evaluation
- Managing the client interface

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

- Certificate in Library Technical Education
- Four (4) CXC or GCE "O" Levels Certificate Subjects inclusive of Mathematics and English.
- Two (2) years' experience working in a Library would be an asset.

Applications accompanied by résumés should be submitted **no later than Friday, 2<sup>nd</sup> October, 2020 to:**

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

**Email: 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**