



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 274 **OSC Ref. C. 5850¹²**

3rd November, 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 vacant post of **Director, Environment Policy Monitoring (GMG/SEG 3)** in the **Ministry of Economic Growth and Job Creation**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Director, Environment Policy Development & Monitoring, the Director, Environment Policy Monitoring is responsible for developing and monitoring strategies relating to Environmental Management and reviewing the initiatives within Environment Agencies, in order to assess the impact of existing policies and legislation and feasibility of proposed strategies meeting the intended objective.

Key Responsibilities

- Participates in meetings, seminars, international and local fora, conferences and workshops as required;
- Presents Environment Information at public interest, governmental, international or other meetings;
- Contributes to the development of Strategic/Operational Plans and Budgets for the Division;
- Prepares and delivers presentations regarding the Monitoring and Evaluation findings to required internal and external stakeholders;
- Assists in the monitoring of the performance of Agencies/Departments under the Environmental Portfolio of the Ministry;
- Develops Monitoring Frameworks and Plans;
- Participates in pilot testing and implementation of the Monitoring and Evaluation System and instruments in Environmental Agencies (e.g. Forestry Department, NEPA, the Climate Change Division and the Meteorological Service);
- Establishes a monitoring system, in conjunction with other Divisions and Agencies under the Ministry's portfolio, including the development of strategies, methodologies, tools, and indicators for monitoring and assessing the quality of outputs and activities of specific policy processes including the management, co-ordination, effectiveness and resource mobilization;
- Prepares findings and recommendations based on usage of Monitoring and Evaluation techniques such as benchmarking, impact assessments, Ex ante Distributional Analysis, Cost Benefit Analysis, Causality Framework, Process Evaluations, Impact Evaluations and Executive Evaluations;
- Performs reviews, studies and evaluations of ongoing policy and implementation processes of national multi-sectoral responses to environmental considerations;
- Conducts thorough research on best practices to inform Environmental strategies, policies and legislation;
- Prepares Annual Reports regarding Environmental Management activities, implementation of strategies and effects of these strategies on improving national development;
- Participates in regional/international negotiations on Environmental matters and communicates Jamaica's position;
- Prepares Country's reports in relation to various multilateral Environmental agreements and acts as the Country's liaison with the respective secretariats;

- Participates in the monitoring of the Country's Environmental/Climate Change ratings based on internationally recognized tools and institutes strategies and measures, where necessary, to ensure specified targets and goals are achieved;
- Monitors the implementation of relevant Vision 2030 National Outcomes and related goals as well as the Medium-Term Framework and institutes strategies, where necessary, to ensure established targets are achieved;
- Conducts regular monitoring of the Environmental Management Projects;
- Leads the development of a Public Education programme for the promoting of Environment Management and Climate Change strategies and activities;
- Establishes technical steering committees/working groups;
- Assists in the development and revision of Environment and Climate Change policies and legislation;
- Reviews and assesses the Annual Reports of the Ministry's Environmental Agencies, including NEPA and the Forestry Department;
- Prepares Cabinet Submission, Notes, Ministry Papers, letters, briefs and other related documents;
- Provides technical advice to the Director Environment Policy Development and Monitoring, Senior Director Environment and Risk Management, Chief Technical Director, Permanent Secretary and Director General as required;
- Undertakes periodic review of the implementation and operation of the monitoring and evaluation system including the preparation of best practices and lessons learned.

Required Knowledge, Skills and Competencies

- Excellent analytical skills to evaluate and provide solutions
- Excellent written and oral communication skills
- Excellent negotiating skills
- Excellent Leadership and Management skills.
- Excellent decision-making and problem-solving
- Competence in Public Speaking/Presentation
- Ability to work as part of a team, with importance on cross-functional team working and sharing information
- Excellent knowledge of programme monitoring and evaluation processes
- Excellent knowledge of environment policies, strategies and International Agreements
- Excellent Research and Consultative Skills
- Excellent Project Management, Implementation and Evaluation Skills
- Risk Assessment Skills.
- Sound knowledge of international trends and the changing environment.
- Technical Report Writing Skills
- Knowledge of Ministry or Central Government's operational procedures
- Knowledge of GOJ legislation procedures
- Basic knowledge in preparation of Cabinet Submissions, Briefs, and Reports
- Experienced in the use of standard computer applications and analytical tools such as Microsoft Projects.

Minimum Required Qualification and Experience

- Bachelors Degree in Natural Sciences or related discipline
Post graduate training in monitoring and evaluation techniques
At least five (5) years related experience

OR

- Master's Degree in Natural Sciences or related discipline
Post graduate training in monitoring and evaluation techniques
Three (3) years related experience

Applications accompanied by résumés should be submitted **no later than Monday, 16th November, 2020 to:**

**Senior Director
Human Resource Management & Development
Ministry of Economic Growth & Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5.**

Email: human.resources@megic.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