



## 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. 273**

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

**3<sup>rd</sup> 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 be assigned to/ fill the following posts in the **Ministry of Transport and Mining**:

1. **Director, Public Relations and Communication (MCG/IE 5) – (Vacant)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Information/Public Education Supervisor (MCG/IE 4) (Not Vacant)**, salary range \$1,601,259 – \$1,903,394 per annum and any allowance(s) attached to the post.
3. **Senior Laboratory Technician (SOG/ST 4) (Not Vacant)**, salary range \$1,061,136 – \$1,261,358 per annum and any allowance(s) attached to the post.

#### **1. Director, Public Relations and Communication (MCG/IE 5)**

##### **Job Purpose**

Reporting to the Director, Corporate Services, the incumbent will be required to serve as an advisor to the Permanent Secretary on public and governmental affairs and recommends courses of action on matters that often involve complex and sensitive issues that may have national and international impacts. The incumbent will also have the responsible to manage, design, plan, execute and evaluate complex media programmes not only to make the various groups of clients aware of the Ministry's activities, programmes, services requirement and responsibilities, but also to foster involvement and inclusiveness in order to achieve the Ministry's Vision, Mission and goals.

##### **Key Responsibilities**

- Formulates and implements the Ministry's Communication Strategy and Customer Service Programme, utilizing the mass media and public fora to foster greater understanding and public awareness of the Ministry's objectives and policies;
- Monitors the Ministry's programmes and policies;
- Develops Communication initiatives for radio, television and print media in consultation with Government Information Agencies;
- Prepares and disseminates information to the media, public and private organizations and the general public;
- Develops the Ministry's periodicals and other publications;
- Advises the Permanent Secretary on Communication strategies to sensitize staff about policy decisions, activities and developments within the Ministry;
- Co-ordinates and develops Communication strategies for the Ministry in collaboration with portfolio Agencies;
- Prepares the Minister for presentation to Parliament, Cabinet and Committees;
- Organizes press briefings, receptions, conferences and other special events on behalf of the Ministry;
- Prepares speeches for the Minister/Permanent Secretary and Senior Director;
- Ensures media coverage for the Ministry's functions;
- Attends meetings and prepares reports;
- Prepares and monitors Unit's Budget;
- Produces special publications on behalf of the Ministry such as Annual Reports, feature articles and advertisements;
- Advises the Minister on the consequences of the Ministry's action which may impact stakeholders;

- Establishes and maintains effective working relationships with representatives of the media;
- Arranges and co-ordinates press conferences, seminars and consultations;
- Oversees the development of press releases and interviews to all types of media, in a bid to educate stakeholders and the public in general on the Ministry's policies, procedures and activities;
- Manages the preparation and publication of the Ministry's Year Book and other publications such as the Organization's Citizen's Charter;
- Represents the Ministry at meetings with representative of various Government, Ministries, Departments, Agencies and interest groups of other clients;
- Enhances and maintains a positive corporate image of the Organization to the public;
- Manages internal communication channels;
- Performs other related functions assigned.

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

- Excellent knowledge of communication programme planning and communication media
- Excellent knowledge of Customer Service principles and techniques
- Excellent knowledge of modern public relations practices and techniques
- Excellent knowledge of the Ministry's policies and programmes
- Excellent oral and written communication skills
- Knowledge of computer applications and use of visual and other presentation skills
- Good problem solving techniques
- Excellent interpersonal skills
- Excellent leadership skills
- Excellent organizational skills
- Initiative
- Team work and co-operation

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

- Bachelor's Degree in Media and Communications
- Specialized training in Public Relations
- Five (5) years' experience as a Communications/Public Relations Practitioner.
- Experience in events planning
- Expertise in planning, developing and implementing PR strategies

## **2. Information/Public Education Supervisor (MCG/IE 4)**

### **Job Purpose**

To advance the interest and reputation of the Mines and Geology Division by effectively representing its policies, programmes, services and activities to the general public; as well as to manage and administer the operations of the Library under the supervision of the Commissioner, Mines and Geology.

### **Key Responsibilities**

- Formulates and implements Public Relations Programmes utilizing the print and electronic media to promote the Division's image, its role and objectives;
- Develops initiatives for radio, television and print media in consultation with Government Information Agency;
- Prepares and disseminates information to the media, public and private organizations and the general public;
- Develops and establishes a system for the production and preservation of information, education and communication material;
- Participates in exhibitions including presentations to schools and other institutions to showcase/promote the work of the Ministry/Division;
- Advises the Commissioner, Mines and Geology on Public Relations issues;
- Assists with the placement of advertisements;
- Develops Budgets, Corporate, Operational and Work Plans;

- Assists with the preparation of speeches/papers for the Commissioner and other staff;
- Plans, organizes, co-ordinates and directs all programmes and activities of the Department;
- Prepares estimates of expenditures for the Library Section;
- Participates in the Collection Development Programme;
- Compiles and maintains information files and indexes to facilitate the effective retrieval and dissemination of information;
- Conducts research on material for publication relating to displays and other functions;
- Produces Annual Reports for the Division.

### **Human Resource**

- Participates in the staffing and Performance Management and Appraisal procedure for staff;
- Leads the identification and development of individual performance goals as determined by the Corporate Plan;
- Provides leadership to junior staff through effective object setting, delegation and communication;
- Recommends training for staff;
- Provides guidance to staff through coaching, mentoring and training and providing assistance and support as needed;
- Ensures that junior staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry;
- Performs other related functions assigned by the Commissioner from time to time.

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

- Excellent knowledge of communication programme planning and communication media
- Excellent knowledge of Customer Service principles and techniques
- Excellent knowledge of modern Public Relations practices and techniques
- Excellent knowledge of the Division's policies and programmes
- Excellent oral and written communication skills
- Knowledge of computer applications and use of visual and other presentation skills
- Good problem solving techniques
- Excellent interpersonal skills
- Excellent leadership skills
- Excellent organizational skills
- Initiative
- Team work and co-operation

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

- Bachelor's Degree in Media and Communications
- Specialized training in Social Media Marketing/Public Relations is desirable
- Three (3) years' experience as a Communications/Public Relations Practitioner.
- Experience in events planning
- Expertise in planning, developing and implementing PR strategies

## **3. Senior Laboratory Technician (SOG/ST 4)**

### **Job Purpose**

To carry out analysis of soils, rocks, water and other types of samples using instrumental and other analytical techniques. To provide other support services to ensure an efficiently functioning analytical facility.

### **Key Responsibilities**

#### **Technical**

- Determines common cations on various sample type using Atomic Absorption Spectroscopy (AAS), Optical Emission Spectroscopy (OES), Graphite Furnace and Cold Vapor AAS;

- Determines common anions, including nitrates, phosphates etc, using Colorimetrics or Spectrophotometric procedures including UV-visible Spectrometry and Continuous Flow Automated Analyzers (FIA);
- Determines common anions Ion Chromatography;
- Performs calibration and accuracy verification checks on testing equipment;
- Performs quality control checks on each sample batch analyzed;
- Updates databases, inventories and logs books that are required for efficient functioning of the laboratories;
- Performs sample digestion, chemical preparations and wet chemical analysis;
- Registers samples submitted to the Laboratory for analysis

#### **Management/Administrative**

- Produces analytical reports and invoices for samples analyzed
- Procures gases, chemicals and other supplies which are needed for day-to-day functioning of the Laboratories;
- Assists with training of junior laboratory staff in the use and maintenance of common laboratory equipment, Titrimetrics, Gravimetric and Spectrophotometric Analytical techniques.

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

- Working knowledge of the principles and practice of analytical chemistry
- Sound knowledge of experimental chemistry
- Working knowledge of instrumental methods of analysis
- Excellent problem solving techniques
- Excellent knowledge of standard laboratory safety practices and emergency procedures
- Knowledge of the relevant computer applications
- Laboratory quality assurance
- Excellent interpersonal skills
- Excellent leadership skills
- Excellent organizational skills
- Initiative
- Team work and co-operation

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

- Bachelor's Degree in Chemistry or any other closely related qualification.

Applications accompanied by résumés should be submitted **no later than Monday, 16<sup>th</sup> November, 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.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**