



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 16**

**OSC Ref. C.5850<sup>12</sup>**

**18<sup>th</sup> January, 2021**

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, Works Policy Monitoring (GMG/SEG 3)** in the **Works Policy Branch, 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**

The Director, Works Policy Monitoring, will monitor the implementation of projects and programmes of the Works Infrastructure and Port Development Agencies. The incumbent is required to monitor the commitments in the Construction Industry Policy of Jamaica and collaborate with works infrastructure Agencies for policy and project development, implementation, monitoring and evaluation. The position is also required to attend to all works monitoring matters within the Ministry, as well as provide technical and general information to the Minister, Minister of State, Permanent Secretary and Chief Technical Director.

### **Key Responsibilities**

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

- Participates in the development and co-ordination of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Recommends for approval, the Project Funding for Agencies in keeping with established guidelines;
- Provides Status Reports on implementation of projects and programmes;
- Represents the Ministry at various meetings and fora;
- Assists with the overall development of the Ministry's plans and programmes to advance the Strategic Objectives of the Ministry.

#### ***Technical/Professional:***

- Develops a Monitoring and Assessment Plan as the framework for the monitoring and assessing of programmes, projects and strategies;
- Develops performance indicators and criteria for the monitoring and assessment of Ministry, Agencies and Departments engaged in Works Infrastructure and Ports Development;
- Participates in negotiations with International Lending Agencies on project funding;
- Organizes and directs monitoring of Ministries, Departments and Agencies involved in projects and programmes related to the Works Infrastructure and Ports Development;
- Monitors the implementation of Works Infrastructure and Ports Development policies, legislation, strategies, programmes and projects and makes recommendations to the Ministry and its Agencies;
- Conducts impact assessments and prepares recommendations for the Ministry and relevant stakeholders;
- Recommends programmes and project redesign based on findings emanating from monitoring and evaluation activities;
- Monitors the performance of Agencies and Departments against the programmes and objectives outlined in their Strategic Plans;
- Analyzes Annual Reports and Financial Statements of Agencies and facilitates compliance with GoJ Guidelines reporting through feedback and the preparation of Cabinet Notes;
- Provides technical advice and guidance to the Ministry's Agencies in facilitating the attainment of Ministry Objectives;
- Reviews and comments on project proposals and agreements;
- Reviews and endorses procurement procedures of Agencies;
- Conducts site visits to keep informed of the programmes and project's progress;
- Prepares monitoring reports with mitigating strategies based on findings from site visits;
- Prepares Reports on results of Monitoring and Evaluation exercises;

- Utilizes Monitoring and Evaluation findings to inform proposals for development/and or revision of Works Infrastructure and Ports Development policies, regulation and standards;
- Collaborates with the Policy and Research Team to inform policy development;
- Prepares briefs and submissions for the Ministry, Cabinet and Parliament related to monitoring of the Works Infrastructure and Ports Development;
- Represents the Ministry at Parliament Sub-Committee Meetings, Cabinet Sub-Committee Meetings, PIOJ Project Development Meetings and MOFP Project Funding Meetings;
- Organizes, facilitates and participates in Project Steering Committee Meetings.

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

- Excellent project management, implementation and evaluation skills
- Risk Analysis skills
- Excellent knowledge of the Construction and Port Sectors
- Knowledge of the Ministry's policy direction
- Excellent negotiating skills
- Knowledge of Ministry or Central Government's operational procedures
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent organizing skills
- Excellent team-building skills
- Excellent leadership and management skills
- Competence in public speaking/presentation

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

- Master's Degree in Public Administration/Management Studies/Construction Management /Public Sector Management/ Public Policy Development or similar field;
  - Training in Project Management;
  - Training in Monitoring and Evaluation Techniques;
  - Three (3) years' experience in a similar capacity;
- OR**
- Bachelor's Degree in Public Administration/Management Studies/Construction Management/Public Sector Management/Public Policy Development or a similar Degree;
  - Training in Project Management;
  - Training in Monitoring and Evaluation Techniques;
  - Five (5) years' experience in a similar capacity.
- Experienced in research methodologies;
  - Experienced in the use of standard computer applications and analytical tools such as Microsoft Projects.

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

- Exposure to outdoor conditions in rural areas when travelling to visit project sites. Community unrest as a result of bad roads, impassable bridges and the negative impact on citizens as a result of the implementation of work infrastructure projects.
- Pressure from various stakeholders with an interest in the Works Infrastructure and Ports Development.
- Extended working hours.

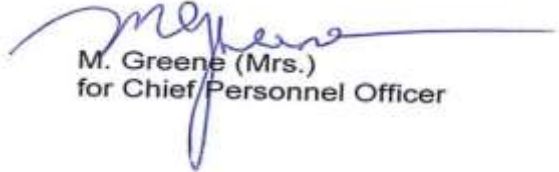
Applications accompanied by résumés should be submitted **no later than Friday, 29<sup>th</sup> January, 2021 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
7<sup>th</sup> Floor, the Towers  
25 Dominica Drive  
Kingston 5**

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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