



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 57**  
**OSC Ref. C. 4857<sup>16</sup>**

12<sup>th</sup> February, 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 be assigned to the post of **Director, Road Safety (GMG/SEG 3) (Not Vacant)** in the **Ministry of Transport and Mining**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

**Job Purpose**

To administer the provisions of the Road Traffic Act and Regulations to ensure safety on the Nation's Roads and to:

- Provide for the development of programmes, materials, project and activities for the effective advancement of Road Safety Education in schools;
- Promote and foster a multi-agency approach to the advancement of Public Education programmes in communities island wide;
- Promote and advance Road Safety Education in schools through literature, projected aids, demonstrations and joint programmes with the Ministry of Education, Youth and Information;
- Garner Private Sector support for the programmes of Road Safety through direct involvement and sponsorship by way of financial and material resources;
- Develop, organize and implement research programmes for the determination of social, physical, behavioural, environmental and demographic factors influencing traffic accidents;
- Identify accident prone areas/locations and provide timely reports to inform remedial measures required;
- Maintain an Automated Traffic Accidents Database System for the input, processing and retrieval of accidents data and the provision of reports;
- Foster the maintenance of and support for the physical and legislative instruments that enforce traffic safety and accountability.

**Key Responsibilities**

- Liaises with Public and Private Sector entities and garner their support for participation in and or sponsorship of major Road Safety Programmes;
- Establishes a working relationship with the Ministry of Education, Youth and Information through which to advance Road Safety Education in schools and developed academically approved literature for children at all levels;
- Facilitates the development of Strategic and Operational Plans of the Unit;
- Directs and monitors the Unit's short, medium and long term Promotional Plans to promote Public Education on Road Safety matters;
- Interacts with the police high command on major issues relating to traffic management, The Road Traffic Act and Law enforcement;
- Directs and controls all the functional activities of the Road Safety Unit;
- Oversees the timely preparation of Traffic Accident Reports and reports associated with various field studies and Research Programmes;
- Approves and directs Research Programmes and field studies for the determination of the remedial measures/solutions to concerns or critical situations within the traffic environment;
- Ensures the regular updating of the Traffic Accident Database and direct the timely production of Traffic Accident reports.

**Human Resource**

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment of staff for the Unit;

- Provides for staff awareness of and adherence to the policies, procedures and regulations of the Road Safety Unit;
- Organizes and execute training and workshops to develop competence and technical expertise within the Unit;
- Develops/execute succession planning arrangements for good management transition within the organization;
- Performs other related duties and responsibilities as may be determined by the Permanent Secretary from time to time.

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

#### **Technical Competencies**

- Excellent knowledge of the Road Traffic Act & Regulations
- Good communication and interpersonal skills - ability to deliver addresses at short notice
- Working knowledge of Government accounting principles and ability to prepare Recurrent and Capital Budgets
- Good negotiating and persuasive skills - ability to win decisions and influence support
- Sound knowledge of Public Sector management and administration
- Sound knowledge of the science of traffic accidents and methods of investigation
- Excellent diagnostic and statistical skills
- Strong analytical skills

#### **Core Competencies**

- Good literary skills in order to produce editorials and road safety literature
- Working knowledge of relevant computer applications and systems
- Excellent interpersonal and people management skills
- Teamwork and Co-operation
- Excellent problem solving and decision making skills
- Effective planning and forecasting skills
- Excellent oral and written communications skills
- Ability to cope under pressured working condition and to meet deadlines
- Ability to supervise, motivate and direct members of staff

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

- First Degree in Civil Engineering, Management Studies or Traffic Management
- Diploma in comparable qualification in Management/ Road Safety Management
- Three (3) years' experience working in a related field in the public sector

### **Special Condition Associated with the Job**

- May be required to work extended hours
- Island-wide travel will be required

Applications accompanied by résumés should be submitted **no later than Friday, 26<sup>th</sup> February, 2021 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**