



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 57

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12th 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, 26th February, 2021 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**