



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 96**  
**OSC Ref. C.4857<sup>16</sup>**

**15<sup>th</sup> March, 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 **Senior Land Transport Policy Officer (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**

The incumbent, under the general direction of the Senior Director, Transport Policy (International and Land), will be responsible for formulating, reviewing and advising on Transport Infrastructural Policies, as well as liaising with the Ministry's Portfolio Agencies to ensure that policies and programmes are implemented and monitored.

### **Key Responsibilities**

- Reviews and researches Sub-sector issues that require policy changes, including outcomes from local and international conventions, legislation, technology changes and other developments;
- Assists in providing transportation input to the policy development process, including Regional and International strategies;
- Assists with the monitoring of the effectiveness of the Transport Plan and related policy;
- Drafts policy statements, documents and paper for submission as required, to support changes in policy, legislation and regulations for the Sub-sector;
- Prepares Briefs, reports and meeting notes as required for the Minister/Permanent Secretary or other senior officers, to provide policy advice and support the policy process;
- Liaises with the Attorney General's Chambers to obtain advice on legislation, policy changes and interpretation;
- Participates in the development of the National Transport Plan including the development of policy and Action Plans and other documents for implementation in collaboration with key stakeholders and other Agencies, in keeping with the Ministry's Corporate and Operational Plans;
- Facilitates and encourages stakeholder participation in the formulation of policy via public meetings;
- Undertakes socio-economic surveys to inform programmes aimed at transport works;
- Provides information and assists in the preparation and review of the Unit's Budget;
- Facilitates the tabling of the Annual Reports and Audited Financial Statements for various portfolio Agencies in the Houses of Parliament;
- Liaises with Government Ministries and Agencies to achieve co-ordination, collaboration and integration of Government policies;
- Conducts environmental scanning to inform proposals relating to transportation projects;
- Keeps up-to-date with current Transportation Technology research and analysis techniques and participates in research work;
- Designs and develops systems and processes to monitor the effectiveness and outcome of legislative and regulatory measures;
- Investigates and responds to public queries regarding transport issues and problems;
- Monitors the impact of implemented Transport Policies;
- Participates in Local, Regional and International Conventions, workshops and meetings on Sub-sector Transport or Infrastructure Policy issues;
- Participates in working teams and committees that include the Ministry's and Agency's staff, Private Sector input and consultancy expertise as required;
- Performs any other related functions as prescribed.

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

### ***Technical:***

- Sound background in policy development
- Excellent knowledge of Government's policy formulation, monitoring and evaluation processes and parliamentary procedures
- Knowledge of transport policy objectives, operations and planning processes
- Good understanding of the legislative process
- Knowledge of prevailing social and economic factors impacting the Transport Sector
- Knowledge of relevant environment standards and regulations
- Strong research and consultative skills
- Experience in the use of the relevant computer applications

### ***Core:***

- Excellent leadership and interpersonal skills
- Good problem-solving and analytical skills
- Excellent organizing skills
- Ability to work on own initiative
- Ability to work in a team
- Excellent oral and written communication skills

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Sector Management, Public Administration, Public Policy or Development or any other equivalent qualification;
- Training in policy formulation and management is advantageous;
- Related experience in policy development and analysis is desirous.


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