



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 153 **OSC Ref. C. 4857¹⁶**

10th May, 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 **Chief Technical Director (GMG/CTD) (Not Vacant)** in the **Ministry of Transport and Mining**, salary range \$5,715,510 – \$6,793,449,945 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Permanent Secretary, the incumbent is responsible for directing the policy, research and evaluation functions of the Ministry throughout all stages of the policy process, thereby ensuring a co-ordinated approach to policy making and implementation across government, while providing on-going leadership and direction for the Directorate.

Key Responsibilities

Management/Administrative

- Carries out the day-to-day management of the Division, providing leadership to maintain a culture of high performance and customer orientation in all Units of the Division;
- Ensures the alignment of Unit and Operational Plans with the Strategic Objectives and priority programmes of the Ministry;
- Participates in the development of the strategic direction of the Ministry;
- Prepares and submits documents/information/reports related to performance or other administrative matters relating to the Division within the requested parameters;
- Develops, implements and maintains policies and procedures to guide the operations of the Units within the span of control;
- Develops and implements mechanism to foster effective communication within/between the Units, Agencies and Sectors on whom the services impact;
- Monitors and reviews the performance of the Research, Analysis and Evaluation and Policy Units within the Division to ensure agreed performance targets are achieved.

Technical/Professional

- Provides required advice and supports the Ministers and the Permanent Secretary in setting the strategic direction and priorities of the Ministry;
- Participates in the formulation/review of policies and legislation to improve and or harmonize the activities of the Ministry and its Agencies. Reviews and comments on policy and legislation to ensure that they correspond with overall Government policy;
- Oversees the implementation of policy and legislative changes relating to functions within the Ministry's span of control;
- Monitors the implementation of policies and recommends changes where necessary to achieve desired results;
- Monitors and co-ordinates the formulation of policies and the preparation of supporting Cabinet Submissions, Cabinet Notes and Policy Papers;
- Manages the execution of policies, strategies and Action Plans, taking into consideration the current institutional framework and the existing legislation, Government plans and strategies;
- Reviews and monitors the implementation of Cabinet Decisions related to the Ministry's portfolio to determine whether policy objectives and targets are being met and recommends corrective action where applicable;
- Leads and manages the development of a co-ordinated and integrated Transport and Mining policy and strategy shaped by operational needs and constraints which are aligned with the Government's Strategy for development;
- Participates in the formulation/review of policies and legislation to improve and or harmonize the activities of the Ministry and its Agencies; oversees the implementation of policy and legislative changes relating to functions within the span of control;
- Prepares Ministry Papers and Submissions to high level committees involved in the

- formulation of National policies;
- Leads the Ministry in all activities and functions on policy matters;
- Identifies key issues and priorities on all policy matters that need to be brought to the attention of the Permanent Secretary and the Minister in a timely manner;
- Ensures the development of standards governing the design, construction and maintenance of roads in Jamaica;
- Ensures the establishment of systems for the efficient administration of the Country's transportation Network and Mining Sectors;
- Oversees the operations of the Research and Evaluation Unit, balancing the use of its resources between different Policy Units and other priority areas as determined by the Research, Analysis and Evaluation Unit;
- Develops the national five (5) year Infrastructure Programme for the Ministry;
- Liaises with all entities involved in planning, development and land use to ensure that Transportation and Development Plans are sustainable and in conformance with the policy position of the Ministry;
- Manages and co-ordinates the formulation of policies and preparation of supporting Policy Papers and Cabinet Submissions by the Policy Division;
- Directs the review and analysis of project evaluation, contract award and procurement reports;
- Participates in/leads negotiations with donor agencies and partners as required;
- Reviews and comments on policy and legislations to ensure that they correspond with overall Government policy;
- Provides advice and approval on all developments in the Country that impacts the Sector;
- Represents the Ministry at local, regional and international conventions, workshops and meetings on policy issues as agreed with the Permanent Secretary.

Human Resource Management

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Human Resource Management and Development Division to develop and implement a Succession Planning Programme for the Department to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies and addresses the welfare and development needs of staff in the Division;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Ministry's goals;
- Keeps staff informed and aware of the policies, procedures and regulations of the Division and the Ministry;
- Performs other related duties and responsibilities as may be determined by the Permanent Secretary from time to time.

Required Knowledge, Skills and Competencies

Technical

- Excellent knowledge of Government and administrative systems and public policy
- Extensive knowledge of the application of planning, research and analysis techniques to transport, works and housing matters
- Knowledge of the technical processes, regulatory framework and standards governing systems and services related to the transport and minerals sector
- Excellent skills in the preparation, negotiation and awards of contracts, Public/Private partnership and international agreements
- Proficiency in the use of relevant computer applications
- Strong presentation skills

Core

- Excellent leadership skills
- Excellent interpersonal and people management skills
- Teamwork and Co-operation
- Excellent analytical and problem solving skills

- Excellent planning and organizing skills
- Excellent oral and written communications skills
- Ability to cope under pressured working condition and to meet deadlines

Minimum Required Qualification and Experience

- Master's Degree in Public Administration/Public Sector Management, Social Policy, Engineering or other related field; along with
- Evidence of professional development in strategic management and leadership; and
- Ten (10) years' experience at a senior level.

Applications accompanied by résumés should be submitted **no later than Friday, 21st May, 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.



Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer