



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 148
OSC Ref. C. 5850¹²

30th April, 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 Senior Monitoring Officer (GMG/SEG 3)** in the **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

Under the direct supervision of the Director, Water Monitoring, the incumbent is responsible to monitor, assess and evaluate the project development and implementation of water and wastewater systems, and conduct site visit to ensure proper standards and adherence to Ministry's policies, GOJ Regulations and established guidelines.

Key Responsibilities

Management/Administrative:

- Contributes to the establishment of operational objectives and guidelines for monitoring activities;
- Participates in meetings, seminars and conferences pertinent to role/function;
- Contributes to the development of the Branch's Annual Budget, Strategic and Operational Plans;
- Assists with the overall development of the Ministry's plans and programmes to advance the Strategic Objectives of the Ministry.

Professional/Technical:

- Contributes to the activities related to the development of water and wastewater projects executed by the Ministry, such as preparation of a Rural Water Master Plan;
- Assesses all technical proposals from the Ministry's Water Agencies and external Consultants/Financiers to ensure technical feasibility and consistency with Ministry and regulatory guidelines;
- Conducts site visits to assess Ministry and Agency projects;
- Co-ordinates and monitors all water supply projects and programmes;
- Collaborates with and provides guidance to external consultants;
- Represents the Ministry at Site Meetings of all projects undertaken by the Agencies of the Ministry;
- Advises the Senior Director, Chief Technical Director and Permanent Secretary of possible cost overruns, delays and whether the Ministry is receiving value for money;
- Represents the Ministry on Technical Steering Committees related to project preparation and execution by Agencies;
- Works closely with the Water Sector Agencies and other key stakeholders to ensure proper co-ordination of activities in respect of project planning and execution;
- Keeps the Ministry and Agencies abreast of cost effective and efficient technologies in the construction of water supply and sewerage systems;
- Conducts investigations of planned/proposed project development sites;
- Monitors implementation of projects to ensure cost effectiveness, conformity to design specifications and standards;
- Prepares reports, briefs and submissions for the Ministry, Cabinet and Parliament related to the monitoring of the Water Agencies;
- Reviews payment requests and recommends payment on contracts.

Human Resource:

- Participates in the recruitment of staff for the Branch;
- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Contribute to the development and implementation of Succession Planning Framework in collaboration with the Human Resource Management and Development Branch through the development of Procedural Manuals and other duties prescribed within the framework;

- Prepares and conducts presentations on role of Branch at seminars and briefings, such as the Ministry's Orientation Programme.

Required Knowledge, Skills and Competencies

- Working knowledge of the Water Sector Policy and regulatory framework
- Understanding and appreciation of the Ministry's policy direction
- Knowledge of the water and construction Sectors
- Knowledge of Project Management.
- Knowledge of the GOJ Procurement Guidelines and Procedures
- Working knowledge of standard computer applications
- Knowledge of research methodologies
- Excellent communication, presentation and interpersonal skills
- Possesses strong organizational skills
- Possesses initiative
- Team-oriented
- Is task-oriented and results-driven
- Management, leadership and team-building capabilities

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Administration, Public Sector Management or Management Studies or a similar area;
- Training in Project Management and Monitoring and Evaluation Techniques would be an asset;
- Three (3) years professional experience in a related capacity.

Applications accompanied by résumés should be submitted **no later than Thursday, 13th May, 2021 to:**

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

Email: human.resources@megic.gov.jm

Subject: Senior Monitoring Officer (GMG/SEG 3)

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**