



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 213 **OSC Ref. C.5850¹³**

29th June, 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/fill the following posts in the **Ministry of Economic Growth and Job Creation**:

1. **Senior Policy and Monitoring Officer (GMG/SEG 3)** – in the **Land Policy and Administration Branch – (Vacant)**, salary range \$2,453,125-\$2,915,995 per annum and any allowance(s) attached to the post.
2. **System Development and Programming Manager (MIS/IT 6)** – in the **Information Communication and Technology Branch – (Not Vacant)**, salary range \$2,056,235-\$2,444,217 per annum and any allowance(s) attached to the post.
3. **Network Communications and Security Specialist (MIS/IT 5)** – in the **Information Communication and Technology Branch – (Vacant)**, salary range \$1,856,491-\$2,206,784 per annum and any allowance(s) attached to the post.
4. **Director, Performance Management and Appraisal (GMG/SEG 1)** – in the **Human Resource Management and Development Branch – (Not Vacant)**, salary range \$1,577,167-\$1,874,755 per annum and any allowance(s) attached to the post.

1. Senior Policy and Monitoring Officer (GMG/SEG 3)

Job Purpose

Under the general directions of the Senior Director, Land Policy and Monitoring, the incumbent is responsible for providing support in the preparation and revision of policies regarding Land Management and Administration and to monitor the implementation of Land Management policies, project and programmes by the relevant entities.

Key Responsibilities

Management/Administrative:

- Develops Individual Work Plan based on alignment with Operational Plan of the Branch;
- Prepares Reports as required;
- Participates in and organizes meetings, seminars, workshops and conferences as required;
- Participates in the Strategic Planning and Budgeting processes of the Division by recommending key areas of focus based on analysis and monitoring.

Technical/Professional:

- Formulates, reviews and evaluates strategic policy initiatives, including analysis and reporting on performance;
- Assists in providing analysis and general advice on policies and strategies;
- Conducts research; gathers and analyses research data (policies);
- Liaises with Office of the Parliamentary Counsel and relevant authorities;
- Interprets strategic policy initiatives and negotiate required implementation outcomes with stakeholders;
- Takes the necessary steps to amend legislation based on liaisons with relevant Agencies, within the Branch's Portfolio and undertakes evaluation of research findings;
- Liaises with agencies/entities regarding needed revisions to existing policies based on evaluation of their current relevance and adequacy;
- Participates in the analytical review of papers and reports as required;
- Researches and evaluates the effectiveness of current strategies regarding Land Management through various qualitative and quantitative methodologies;

- Works with existing and new networks to develop expertise and joint approaches to advancing Land Management issues;
- Participates in monitoring of agencies/entities within the Land Sector;
- Assists in the development of policy instruments;
- Monitors implementation of policies and policy changes and evaluates their effectiveness in achieving the desired outcome;
- Assists in developing guidelines and strategies for specialized land related programmes;
- Conducts stakeholder consultations to foster comprehensive understanding and solutions to Land Management issues and to develop policies with input from relevant stakeholders;
- Prepares Cabinet Submissions, Notes and Briefs;
- Provides advice and prepares and presents reports to the Senior Director, Committees and Executive Management;
- Works with the Senior Director in developing recommendations to support the Ministry's position on emerging and/or contentious issues;
- Assists in the development of systematic and realistic Monitoring Plans that capture quantitative and qualitative data to report on performance indicators;
- Organizes and co-ordinates lessons learnt, workshops/review of programme and Work Plans with partners and other stakeholders;
- Facilitates documentation and reporting of assessments, data, lessons learnt and best practices for internal and external sharing;
- Keeps abreast of trends and best practices regarding Land Management to inform relevant policies and legislation;
- Represents the Ministry at meetings/conferences as directed by the Senior Director.

Human Resource:

- 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 Branch through the development of procedural manuals and other duties prescribed within the framework;
- Assists to prepare and conduct presentations on the role of the Branch/Unit for the Ministry's Orientation Programme;
- Performs any other related duties that may be assigned by the Senior Director.

Required Knowledge, Skills and Competencies

- Knowledge of policy analysis
- Knowledge of research techniques with excellent research skills
- Knowledge of monitoring and evaluation techniques and principles
- Knowledge, experience and familiarity with land related issues and management skills
- An understanding of public policy, environment, agriculture, and land use issues and how they are implemented within the structure of Government
- General computer proficiency
- Proven ability to organize projects with keen attention to detail and deadlines
- Excellent oral and written communication skills
- Excellent planning, organizing, analytical, problem solving and decision-making skills
- Excellent time management
- Good interpersonal skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Land Management//Geography, Economics or related field;
- Training in research and monitoring and evaluation techniques;
- Five (5) years' experience in the field of land management/policy development preferably in the Public Sector;
- Experience/training in Project Management and Land Law would be an asset.

2. System Development and Programming Manager (MIS/IT 6)

Job Purpose

Under the general direction of the Director, Information Communication Technology, the incumbent is responsible for designing, developing and implementing software solutions to enable the different Units/Divisions and users in the Ministry to carry out their functions effectively and efficiently.

Key Responsibilities

- Contributes to the preparation of the Division's Strategic Plan, Budget and other administrative functions;
- Participates as a member of the Management Team in planning, problem resolution and reviewing the Section's performance;
- Provides guidance to the Director of Information Communication Technology and Managers on matters relating to software development and acquisition;
- Represents the Organization at meetings, conferences and other functions related to ICT;
- Deputizes in the absence of the Director, Information and Communication Technology;
- Manages supervisees to ensure that support is available to the staff as required under Shared Services;
- Designs, develops and implements software solutions for use in the Ministry;
- Evaluates the Ministry's software solutions against established Industry benchmarks for performance, security, stability, user friendliness, etc. and plans and implements improvements to the systems where necessary;
- Plans and implements upgrades and modifications to existing systems to accommodate changing user needs and technology in a dynamic environment;
- Evolves the existing software systems application in various areas;
- Translates business requirements into maintainable, robust and efficient software systems;
- Leads the conducting of Unit testing and integration testing for functionality and limits;
- Develops Systems Specifications/Requirements Documents for the new and current software applications;
- Conducts fact-finding and analysis to provide input to requirements and participates in the development of a design system;
- Prepares high quality detailed system design specifications from a conceptual design such as the result of programme efforts produced by the system specified by user requirement;
- Conducts research into new software packages/platforms/systems and makes recommendations to the ICT Director;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Standardizes the development of Software solutions on a bankable, easy to support and maintain platform;
- Communicates proactively and collaborates with external and internal customers to analyze information needs and functional requirements and delivers various documents as needed: (Functional requirements, Business Requirements Document), Use Cases, GUI, Screen and Interface designs);
- Develops and maintains accurate documentation of all custom developed software; solutions including source codes and programme logic flow diagram;
- Documents software changes to reflect modification, upgrades etc.;
- Maintains technical knowledge by attending educational workshops; reviewing publications;
- Participates in the recruitment of staff for the Division/Unit in accordance with established Human Resource policies and procedures;
- Contributes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Performs miscellaneous job-related duties as assigned.

Required Knowledge, Skills and Competencies

- Knowledge and expertise to design, develop and implement network-wide software solutions
- Good Knowledge of the Windows 2003/2008/2010 network platform

- Expert knowledge of SQL Server, VB 6, PHP, C-Sharp and NET platforms
- Working knowledge of Open Source Platforms and solutions
- Ability to evaluate and assess IT solutions for technical merit, cost effectiveness and business application
- Ability to communicate with and understand the requirements of professional staff in area of specialty
- Knowledge of current technological developments/trends in area of expertise
- Excellent oral and written communication skills
- Excellent problem solving skills
- Good people management skills
- Ability to work in a team
- Ability to exercise initiative

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent in Information Technology with emphasis on Software Development;
- Three (3) years of experience in related field;
- Professional certification (**MCSD, MCDBA**) in software development is highly desirable.

3. Network Communications and Security Specialist (MIS/IT 5)

Job Purpose

Under the general supervision of the Director, Information and Communication Technology, the Network Communications and Security Specialist (MIS/IT 5) will manage the Ministry's LAN, WAN and IP Telephony to ensure adequate availability of computing resources, smooth transfer of information, security of data and availability and access to productivity tools that allow users to do their job effectively.

Key Responsibilities

- Works with both Software and Infrastructure Unit to ensure that support is available to staff throughout the working hours;
- Contributes to the preparation of the Division's Budget and other administrative functions;
- Provides guidance to the Director of Information and Communication Technology and managers on matters relating to ICT Security;
- Represents the Organization at meetings, conferences and other functions related to ICT Security;
- Prepares Individual Work Plan based on strategic alignment to Division's Operational Plan;
- Plans, secures and directs the implementation of all network systems;
- Conducts research into new ICT products and makes recommendations to the ICT Director;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Develops and manages the implementation of suitable backup systems to protect and secure the Ministry's Data;
- Protects computer assets by developing security strategies; directing system control development and access management, monitoring, control, and evaluation;
- Develops documents and manages the implementation of disaster recovery plan(s) to minimize system downtime and protect the Ministry's information assets;
- Develops and maintains accurate documentation showing network infrastructure, platform(s), configuration and security;
- Advises Senior Management by identifying critical security issues; recommends risk-reduction solutions;
- Keeps meticulous records of all network upgrades, maintenance and inventory;
- Develops and implements network-wide security systems to protect the Ministry's ICT network and data from viruses, external intrusion and internal unintentional/intentional harm;
- Manages the use of key equipment such as photocopiers and printers to prevent abuse;
- Plans, manages and participates in the installation and configuration of network devices such as server boxes, server software, routers, switches, firewalls, printers etc.;

- Evaluates the Ministry's Network Systems against established Industry benchmarks for performance, security, stability etc. and plans and implements the improvements of the systems where necessary;
- Protects system by defining access privileges, control structures, and resources;
- Recognizes problems by identifying abnormalities; reporting violations;
- Implements security improvements by assessing current situation; evaluating trends; anticipating requirements;
- Determines security violations and inefficiencies by conducting periodic audits;
- Upgrades system by implementing and maintaining security controls;
- Keeps users informed by preparing performance reports; communicating system status;
- Maintains quality service by following Organization standards;
- Contributes to team effort by accomplishing related results as needed;
- Performs miscellaneous job-related duties as assigned.

Required Knowledge, Skills and Competencies

- Knowledge and expertise to design, develop and implement and secure LAN and WAN solutions
- Ability to install and configure Windows 2000/2003/2008/2010 Servers and active directory
- Knowledge and expertise to formulate develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis
- Expert knowledge of in-house platforms such as Windows 2003/2008/2010 Server, Exchange 2003/2008/2010 Server, ISA 2004 Server/ Fortigate Firewall
- Expert knowledge of networking services/protocol such as TCP/IP, DNS, DHCP
- Ability to communicate with and understand the requirements of professional staff in area of specialty and expertise in tools of the trade
- Excellent oral and written communication skills
- Excellent problem solving skills
- Ability to work in a teamwork
- Ability to exercise initiative

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent in an ICT discipline;
- Three (3) years of experience in related field;
- Professional certification (**Security + CISSP**) in computer networking is highly desirable.

Special Condition Associated with the Job

- Will be required to work long hours, after hours and on weekends and public holidays, when the need arises.

4. Director, Performance Management and Appraisal (GMG/SEG 1)

Job Purpose

Under the general supervision of the Director, Organizational Development, the incumbent is responsible for planning activities to support the development, maintenance and monitoring of the Performance Management and Appraisal System and assist in the Development of Procedural and Operation Manuals within the Ministry.

Key Responsibilities

Management/Administrative:

- Develops Individual Work Plan based on strategic alignment with the Division's Operational Plan;
- Participates in and arranges meetings, seminars and workshops as required;
- Prepares Annual/Quarterly/Monthly or special reports as assigned;
- Prepares and delivers presentations for the sensitization and maintenance of the Performance Management System.

Technical/ Professional:

- Participates in the Strategic and Operational Planning activities of the Ministry in order to provide guidance to line managers and staff in completing their Divisional and Individual Work Plans.
- Conducts PMAS Sensitization Sessions within the Ministry;
- Executes PMAS related Change Management initiatives in collaboration with other HR staff;
- Assists in the development of output focused Job Descriptions and monitors approval of Job Descriptions for the required posts;
- Conducts development of Work Plans Sessions as required;
- Reviews samples of Divisional/Unit Plans and Individual Work Plans to ensure quality of content with Operational Plan and Unit Plan inclusion of performance standards in keeping with PMAS guidelines;
- Prepares PMAS Status report regarding the implementation and maintenance of PMAS;
- Keeps abreast of any changes regarding the procedures or principles of PMAS and monitors the implementation of these changes within the Ministry;
- Provides training in collaboration with Training Unit for newly appointed managerial and non-managerial staff with respect to their responsibilities under the PMAS;
- Provides guidance and advice on PMAS related issues to all staff;
- Prepares comprehensive PMAS compliance reports for the Director, Organization Development;
- Extracts required employee records for the Audit of the system and provides other support as required for the Post Implementation Evaluation of the system;
- Maintains a confidential Register of performance ratings and applicable rewards/sanctions;
- Assists in the development of the PMAS Communication Plan in collaboration with various Divisions and teams;
- Develops customized PMAS material for Employee Orientation Sessions in the Ministry;
- Supports the development and implementation of a Reward and Recognition Programme in the Ministry;
- Assists with the processing of performance increments/incentives;
- Assists in the development of process workflows and charts depicting and formalizing various processes throughout the Ministry.

Required Knowledge, Skills and Competencies

- Excellent knowledge of PMAS activities, tools, functions and objectives
- Working knowledge of organization development
- Excellent planning and organizing skills
- Creativity and innovation
- Excellent oral and written communication skills
- Excellent presentation skills
- Excellent interpersonal skills
- Confidentiality
- Customer service oriented
- Team and result oriented
- Excellent knowledge of the relevant computer applications- Microsoft Word, Excel, Power point, Publisher and Access

Minimum Required Qualification and Experience

- Bachelor Degree in Public Sector Management/Management Studies or related Social Science;
- Training in Performance Management & Appraisal Systems;
- Three (3) years' experience in a related capacity.

Applications accompanied by résumés should be submitted **no later than Monday, 12th July, 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@megjc.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