



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 240
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14th July, 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, Water Monitoring (GMG/SEG 4) - September 6, 2021 to October 29, 2021**, in the **Ministry of Economic Growth and Job Creation**, salary range \$3,032,763-\$3,605,002 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Senior Director, Water Policy and Monitoring, the incumbent is responsible for developing and implementing programmes, projects, and strategies to monitor, the provision of water and sewerage related systems to the public, as carried out by the Ministry and its Agencies in accordance with GoJ Policies and established standards.

Key Responsibilities

Management/Administrative:

- Updates the Cabinet on Water Related Disasters e.g., drought;
- Provides the Cabinet with Status Reports on implementation of Cabinet Decisions regarding projects and programmes;
- Advises the Principal Finance Officer and Senior Director on warrant allocations for Agencies for projects;
- Delegates and oversees the functions of direct reports.

Technical/Professional:

- Develops a Monitoring and Assessment Plan as the framework for the monitoring and assessing programmes and strategies;
- Develops performance indicators/criteria for the monitoring and assessment of Ministry, Agencies and Departments engaged in providing water and water related systems;
- Participates in negotiations with International Lending Agencies on project funding;
- Organizes and directs monitoring of the Ministry, Departments, and Agencies involved in the provision of potable water and sewerage services;
- Monitors the implementation of Water Strategies and Action Plans;
- Conducts impact assessments and prepares recommendations for the Ministry and relevant stakeholders;
- Monitors the performance of Agencies and Departments against the programmes and objectives outlined in their Strategic Plans;
- Analyses Financial Reports and Statements of Departments and Agencies and facilitates compliance with GoJ financial guidelines;
- Provides technical advice and guidance to Ministry Agencies in facilitating the attainment of Ministry Objectives;
- Receives, reviews and endorses procurement procedures of Agencies;
- Conducts and oversees Site Visits for the Branch;
- Prepares Reports on results of Monitoring and Evaluation exercises;
- Utilizes Monitoring and Evaluation findings to inform proposals for development/and or revision of Water Sector policies, regulation and standards;
- Prepares briefs and submissions for the Ministry, Cabinet and Parliament;
- Represents the Ministry at Infrastructure and Legislation Sub-Committee of Cabinet;
- Chairs/Represents the Branch on Project Steering Committees.

Human Resource:

- 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 attaining established personal and/or organizational goals;
- Participates in the recruitment of staff and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching;
- Facilitates welfare and development needs of direct reports;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Contributes 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.

Required Knowledge, Skills and Competencies

Core:

- Excellent communication and interpersonal skills
- Excellent organization skills
- Research and Analytical skills
- Excellent Leadership and Management skills
- Competence in public Speaking/Presentation

Technical:

- Excellent knowledge of monitoring and evaluation strategies
- General understanding of the Water Sector and appreciation for the Ministry's policy direction
- Experienced in the use of standard computer applications
- Negotiating skills
- Knowledge of Ministry or Central Government's operational procedures
- Background in Project Management and Implementation
- Experienced in Research methods

Minimum Required Qualification and Experience

- Bachelor's Degree in Natural Resource Management or related discipline with research component and emphasis on water and wastewater management;
- Training in monitoring and evaluation techniques and project management;
- At least six (6) years professional experience at management level; **or**
- Master's Degree in Natural Resource Management or related discipline with research component and emphasis on water and wastewater management;
- Training in monitoring and evaluation techniques and project management;
- At least four (4) years professional experience at management level.

Special Conditions Associated with the Job

- May be required to work long hours;
- Required to regularly commute all over the island to conduct site visits.

Applications accompanied by résumés should be submitted **no later than Tuesday, 27th 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**