



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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6th 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, Works Policy and Research (GMG/SEG 4) – (August 3, 2021 to September 1, 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

To support the Senior Director in developing, reviewing and advising on works related policies and legislation, and collaborate with works Infrastructure Agencies for policy, programme and project development and implementation. This job involves providing oversight for the undertaking of all research activities to inform the development of effective policies, legislation, programmes and strategies. This position also provides oversight and technical support for the development of Cabinet Submissions, Cabinet Notes, Ministry Papers and other position papers as well as provide technical and general information to the Minister, Permanent Secretary and Chief Technical Director.

Key Responsibilities

Management/Administrative:

- Develops and co-ordinates the preparation of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Organizes meetings, seminars, workshops and international conferences;
- Prepares and oversees preparation of reports to Ministers, Permanent Secretary, Chief Technical Director, Agencies and local and international organizations;
- Co-ordinates actions arising from decisions of Steering Committees;
- Represents the Ministry at local, regional and international meetings, conferences, workshops and seminars/fora.

Technical/Professional:

- Reviews and researches sub-sector issues that require policy changes;
- Drafts policy statement, documents and papers;
- Develops Policy and Action Plans for implementation in collaboration with the key stakeholders and other Agencies in keeping with the Ministry's Corporate Plan;
- Develops, reviews and amends legislation and regulatory proposals, for example the Main Roads Act and the Port Authority Act;
- Reviews Annual Reports and other progress reports submitted by Portfolio Agencies to inform submissions to Cabinet and tabling of reports in the Houses of Parliament, as necessary;
- Facilitates and encourages stakeholder participation in the formation of policy via public meetings;
- Undertakes Risk Assessments to inform policy and legislations;
- Undertakes socio-economic surveys to inform programmes aimed at improving works infrastructure;
- Liaises with Government Ministries and Agencies to achieve co-ordination, collaboration and integration of Government policies;
- Provides policy advice to the Minister and Permanent Secretary through briefs, reports and meeting;
- Liaises with key internal stakeholders and the Attorney General's Department to obtain advice on legislation and policy changes and interpretation;
- Investigates and responds to public queries regarding works infrastructure issues and problems.
- Collaborates with Works Infrastructure Agencies in the development of policies, legislation and other Works Infrastructure documents related to Public-Private Partnerships as required;

- Liaises with Ministries Departments and Agencies (MDAs) e.g. the Ministry of Finance and the Public Service and the Development Bank of Jamaica, etc. to achieve coordination, collaboration and integration of Government policies;
- Co-ordinates, prepares and finalizes technical advice/response to request for comments from MDAs on policies, legislation, Cabinet Submissions, Notes and other official documents being drafted, to inform finalization of same;
- Prepares highly technical documentation such as Cabinet Submissions, Cabinet Notes, and Ministry Papers etc.;
- Prepares the Ministry's Policy Register and Legislative Agenda to inform GOJ's National Registry;
- Reviews documentation for submission to the Public Investment Management Secretariat (PIMSEC) related to the approval and implementation of BPOs and other investment projects;
- Co-ordinates and undertakes research on Works Infrastructure issues to inform policies, legislations and position papers at the local, regional and international levels;
- Co-ordinates the undertaking of socio economic and market surveys, via primary data collection methodologies;
- Reviews Draft Socio-economic reports and provides comments to inform finalization of reports prepared by the Research Team;
- Co-ordinates and undertakes research to provide response to questions posed in the Houses of Parliament;
- Collaborates with the Documentation Information and Access Services Branch to provide response to Access to information requests;
- Assists in the provision of policy direction to Agencies under the ambits of the Ministry and other stakeholders;
- Review Investigative Reports prepared by the Works Infrastructure and Port Development Agencies and provides comments to the Minister, Permanent Secretary and Chief Technical Director;
- Co-ordinates, develops and facilitates technical assistance for special projects being undertaken by the Section;
- Participates in media interviews relating to the Works Infrastructure and Port Development Agencies.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment and selection of staff for the Branch.
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Branch, the Ministry and the Government;
- Initiates disciplinary proceedings where appropriate;
- Assists in developing a job enrichment strategy for the Branch in collaboration with HR;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular Staff Meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems that affect the Branch to provide solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Branch;
- Serves on various committees internal and external to the Ministry;
- Performs other related duties as assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent decision making & problem solving skills

- Initiative
- Ability to lead and work as a team
- Ability to cope under pressured working condition and meet deadlines

Technical:

- Excellent knowledge of Government's policy formulation, parliamentary procedures, legislative process, GOJ's Policies and Procurement Guidelines
- Knowledge of programme monitoring and evaluation processes
- Knowledge of works policy objectives, operations and planning processes
- Knowledge of the operations of Government and Portfolio Agencies
- Knowledge of economic and social policies and factors impacting Works Infrastructure and Port Development
- Knowledge of relevant environment standards and regulations
- Knowledge of international trends and the changing environment
- Risk Assessment skills
- Sound knowledge of planning and policy development
- Competence in the preparation of Cabinet Submissions, Notes, Ministry Papers and Position Papers
- Sound knowledge of research methodologies.
- Excellent analytical skills
- Competence in the preparation of technical reports
- Competence in the use of relevant computer applications including various analytical tool
- Strong research and consultative skills

Minimum Required Qualification and Experience

- Master's Degree in Public Administration/Management Studies, Public Policy Development or similar field;
 - Training in Policy Formulation and Management;
 - At least five (5) years' experience in a similar capacity;
- OR**
- Bachelor's Degree in Public Administration/Public Sector Management, Public Policy Development or a similar Degree;
 - Training in Policy Formulation and Management or Policy Analysis and Development
 - At least eight (8) years' experience in a similar capacity

Applications accompanied by résumés should be submitted **no later than Monday, 19th 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**