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(CENTRAL GOVERNMENT)
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28th 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 fill/be assigned to the following posts in the **Ministry of Transport and Mining**:

1. **International Transport Policy Officer (GMG/SEG 2) – (Not Vacant)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Geographic Information Systems Technician (SOG/ST 5) – (Vacant)**, salary range \$1,271,811 – 1,511,784 per annum and any allowance(s) attached to the post.

1. International Transport Policy Officer (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Senior International Transport Policy Officer, the International Transport Policy Officer will be responsible for carrying out duties regarding to Transportation Policy: formulating, reviewing and advising on Transport Infrastructural Policies as well as liaising with the Ministry's portfolio agencies to ensure that policies and programmes are implemented and monitored.

Key Responsibilities

- Reviews and researches sub-sector issues that require policy changes, including outcomes from international conventions, legislation, technology changes and other developments;
- Assists with the monitoring of the effectiveness of the Transport Plan and related policy;
- Drafts policy statements, documents and papers for submission as required to support changes in policy, legislation and regulations for the sub-sector;
- Prepares briefs, reports and meeting notes as required for the Ministers, Permanent Secretary or other Senior Officers so as to provide policy advice to the policy process;
- Liaises with the Attorney General's Department to obtain advice on legislation, policy changes, and interpretation;
- Participates in the development of the National Transport Plan including the development of policy and Action Plans and other documents for implementation in collaboration with the key stakeholders and other Agencies, in keeping with the Ministry's Corporate and Operational Plans;
- Facilitates and encourages stakeholder participation in the formation of policy via Public Meetings;
- Undertakes Socio-Economic Surveys to inform programmes aimed at Transport Works;
- Provides information and assists in the preparation and review of the Units Budget;
- Facilitates the tabling of Annual Reports and Audited Financial Statements for various portfolio Agencies in the Houses of Parliament;
- Liaises with Government Ministries and Agencies to achieve co-ordination, collaboration and integration of Government policies;
- Conducts environmental scanning to inform proposals relating to Transportation Projects;
- Keeps up to date with current Transportation Technology Research and Analysis Techniques and participates in research work;
- Designs and develops systems and processes to monitor the effectiveness and outcome of legislative and regulatory measures;
- Investigates and responds to the public queries regarding Transport issues and problems;
- Monitors the impact of implemented Transport Policies;
- Participates in Local, Regional and International Conventions, Workshops and Meetings on Sub-Sector Transport or Infrastructure policy issues;

- Participates in working teams and committees that include the Ministry and Agency staff, Private Sector input, and consultancy expertise as required.
- Performs any other related functions as prescribed.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent leadership skills
- Excellent interpersonal skills
- Good problem solving and analytical skills
- Good analysis and evaluation skills
- Excellent planning and organizing skills
- Team work and co-operation
- Initiative

Technical:

- Sound background in policy development
- Excellent knowledge of Government's policy formulation, monitoring and evaluation processes and parliamentary procedures
- Knowledge of transport policy objectives, operations and planning processes
- Understanding the legislative process
- Knowledge of prevailing social and economic factors impacting transport
- Knowledge of relevant environment standards and regulations
- Strong research and consultative skills
- Experience in the use of standard computer applications

Minimum Required Education and Experience

- Bachelor's Degree in Public Sector Management, Public Administration, Public Policy, or development related discipline.
- Training in Policy Formulation and Management would be an asset.
- Four (4) years professional experience in Policy Development and Analysis in the Public Sector.

2. Geographic Information Systems Technician (SOG/ST 5)

Job Purpose

Under the general supervision of the Geographic Information Systems Analyst, the incumbent will be responsible for collecting, compiling and analyzing Geographic Information Systems (GIS) data to assist in the development of GIS applications for the automation of the GIS documents and modified computer applications to satisfy their requirement.

Key Responsibilities

- Creates and prepares maps, tables and graphic for reports and other data products, including Websites and PowerPoint Presentation;
- Collects, decodes and processes data;
- Maintains and updates GIS databases using ArcGIS;
- Analyzes spatial data for geographic statistics to incorporate into documents and reports;
- Conducts research to obtain information for database;
- Provides information from GIS databases to other Ministries, Departments and Agencies;
- Collects, prepares and codes spatial data into GIS format;
- Evaluates data sources for conversions and performs conversions;
- Conducts Mapping Research to ensure accurate use of data and respond to questions and concerns from other staff, clients and the general public;
- Assists in establishing standard map formats, queries and reports;
- Prepares and compiles data, special purpose maps, geographic and reports;
- Documents tasks completed in conformance with established procedures;
- Provides technical assistance to others on assigned projects and serves as a resource person to other departments on GIS related topics;
- Creates and maintains links between map files/attributes and other databases;

- Assists in the collections and analysis of Social, Demographic, Economic and Transport Data;
- Presents GIS information at meetings/conferences/seminars/workshops on behalf of the Ministry in order to gain support for Transport Projects;
- Performs other related duties and responsibilities that may be determined from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Excellent knowledge of computer based Geographic Information Systems
- Knowledge of computer-aided designs systems
- Excellent knowledge of mathematical relationships such as co-ordinate geometry, topology and statistics as they relate to spatial data analysis as well as automated and stereoscopic viewing
- Knowledge of principles and practices of cartography
- Knowledge of Spatial Information Systems: GIS, GPS, Remote Sensing and CAD
- Knowledge of Programming Languages: Visual basic, C++, Java, Avenue and Arc Marco Language
- Excellent knowledge of relevant computer package

Core:

- Excellent analytical skills
- Excellent oral and written communication skills
- Good interpersonal skills
- Good problem-solving skills
- Excellent planning and organizing skills

Minimum Required Education and Experience

- Bachelor's Degree in Geography, Urban Planning, or any other spatially related discipline.
- Experience in the use of standard computer applications.

Applications accompanied by résumés should be submitted **no later than Thursday, 12th August, 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.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**