



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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19th August, 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 following **vacant** posts in the **Ministry of Transport and Mining**:

1. **Manager, Air Policy Secretariat (GMG/SEG 3)**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Senior Geologist (SOG/ST 6)**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.
3. **Secretary 2 (OPS/SS 2)**, salary range \$751,183 - \$892,921 per annum and any allowance(s) attached to the post.

1. Manager, Air Policy Secretariat (GMG/SEG 3)

Job Purpose

Under the general supervision of the Senior Director, Transport Policy, the Manager of the Air Policy Committee (APC) Secretariat will be responsible for managing the operations of the Secretariat to prepare for and successfully negotiate Air Services Agreements (ASAs) between Jamaica and other nations and provide high-level technical and policy support to ensure effective co-ordination among stakeholders locally and internationally on Air Policy matters with a view to position Jamaica as a Strategic Air Transport Hub for the Caribbean Region and the world, and further serve to develop Jamaica's Aviation Industry to provide world-class services.

Key Responsibilities

Research and Consultation:

- Consults with internal and external stakeholders to gather information to support the deliberations of the APC Technical Sub-Committee, with a view to addressing specific concerns raised in respect of specialized areas;
- Undertakes research to provide guidance and clarity on matters raised during the negotiations of ASAs, in line with the tenets of the model ASAs of the negotiating States, as required;
- Develops and maintains lines of communication with Aviation Industry stakeholders, such as the Passport Immigration and Citizen Agency (PICA), Ministry of Finance and the Public Service (MFPS), Ministry of Foreign Affairs and Foreign Trade (MFAFT), Ministry of Labour and Social Security (MLSS), and airport operators;
- Arranges entity stakeholder consultation and participation at the APC Technical Subcommittee on a needs basis and facilitates their input into the deliberations of ASAs and other matters relating to the Aviation Industry;
- Captures the deliberations of specialized and targeted stakeholder consultations for further action as appropriate.

Drafting and Execution of Air Services Agreements:

- Records changes to, and comments on Draft ASAs or Memoranda of Understanding during APC Technical Sub-Committee meetings;
- Undertakes updates of Draft ASAs or Memoranda of Understanding, consequent on the deliberations at the APC Technical Sub-Committee and input from stakeholders;
- Liaises with members of the APC to obtain comments and/or input on ASA Articles or positions in respect of specific States;
- Co-ordinates and documents the input of the members of the APC on various matters submitted for consideration;

- Prepares and dispatches the finalized drafts of the ASAs for legal scrubbing by the Attorney Generals' Chambers and the MFAFT;
- Prepares draft Cabinet Submissions to seek approval for the Jamaican Delegation to commence negotiations and/or to sign finalized ASAs with specific States;
- Co-ordinates with internal stakeholders (MTM and APC) and the MFAFT to facilitate signing of approved ASAs outside of International Commission for Air Navigation (ICAN) Events as the need arises;
- Prepares other draft Cabinet Submissions and Notes on matters relating to the execution of the APC's mandates;
- Develops and maintains a Register/Database of ASAs, from which Status Reports are generated on a monthly, quarterly and annual basis.

International Negotiations and Co-ordination:

- Maintains updated versions of working documents (draft ASAs or MOUs) with changes and comments tracked inline during APC Meetings;
- Submits the detailed tracked comments/feedback of the APC Technical Sub-Committee (duly ratified by APC) to the MFAFT in both hard and soft copy versions of the working documents, for onward transmission through the Diplomatic channels to the respective States;
- Submits ASAs to the MFAFT for final review and subsequent signing, after receiving final agreement of the APC Technical Sub-Committee, ratification of the APC and the approval of Cabinet;
- Facilitates and co-ordinates Jamaica's participation in the Annual International Commission for Air Navigation (ICAN) events, to include:
 - ✓ Preparing documentation to obtain approval
 - ✓ Registering Jamaica's delegation
 - ✓ Arranging bilateral meetings with other States
 - ✓ Finalizing the Agenda for the delegation;
- Monitors the International Civil Aviation Organization (ICAO) Portal as Jamaica's Focal Point, and provides Monthly Summary updates on ICAO communications to the APC;
- Co-ordinates any inputs required to respond to State Letters and drafts responses for submission in a timely manner;
- Serves as the Co-ordinator/Focal Point for the activities required to support Jamaica's Candidature to the ICAO Council for the 2022 Assembly;
- Maintains communication between Jamaica and the **African Civil Aviation Commission (AFCAC)** and other Civil Aviation Commissions, through the MFAFT, to further Jamaica's lobby efforts for the ICAO Council seat;
- Plans, co-ordinates and executes the objectives of the ICAO Candidature Committee (comprised of key stakeholders of MTM, JCAA, MFAFT, et al).

Technical Support:

- Co-ordinates the activities of the APC Secretariat with guidance of the Senior Director, Transport Policy (SDTP);
- Provides administrative support for the APC Secretariat and the Chairman of the APC;
- Prepares the Annual Report on the activities of the APC;
- Leads and co-ordinates the preparation of the APC's Strategic and Operational Plans;
- Prepares and maintains the Annual Budget for the APC Secretariat;
- Prepares requisitions for office supplies and equipment to facilitate APC activities as necessary;
- Maintains current communication with the Members of the APC;
- Maintains a Register of current information on the Members of the APC;
- Plans and executes the logistics for Monthly APC Meetings, APC Technical Sub-Committee Meetings (based on agreed frequency);
- Prepares, reproduces and distributes Notes of the APC and APC Sub-Committee Meetings in a timely manner;
- Prepares Agenda and working documents for Meetings;
- Maintains the records of the APC Secretariat through filing, retrieval, retention, storage, compilation, coding, updating et.al in consultation with the MTM's Registry;
- Maintains the calendar for the APC Secretariat;
- Identifies and resolves minor problems and situations that affect the efficiency with which the APC is able to fulfill its mandates; and
- Undertakes special assignment as designated by the MTM's Permanent Secretary, Chief Technical Director or the SDTP.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent leadership, management, co-ordination and time management skills
- Ability to work in a team
- Excellent ability to manage partners and external relations
- Demonstrates initiative
- Ability to multitask, work under pressure and meet tight deadlines
- Methodical, well organized and with a keen eye for details
- Results-oriented
- Well-developed interpersonal skills
- Excellent analytical, planning, organizing, judgment, decision-making and problem-solving skills
- Sound personal and professional integrity

Functional/Technical:

- Knowledge of the Aviation Sector
- Knowledge of the ICAO and its principles
- Knowledge of the principles of International negotiations
- Thorough knowledge and understanding of international policy, conventions, treaties and legislation related to aviation transport
- Excellent Human Relations, negotiation, research and data analysis skills
- Ability to prepare Cabinet Submissions, Notes, Briefs and other policy documentation
- In-depth knowledge of Air Services Agreements
- Ability to establish and maintain relevant monitoring systems for the efficient functioning of the Air Policy Secretariat
- Overall knowledge of GoJ procurement processes
- Knowledge of GoJ policy process
- Proficiency in the use of Microsoft Suite technology (Word, PowerPoint, Excel, Access and Outlook)

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Administration, International Relations, International Development Studies, Public Policy, Law, Diplomacy or related field;
- Five (5) years' experience at the management level, preferably in the Public Sector;
- A Master's Degree in Public Administration, International Relations, International Development Studies, Public Policy, Diplomacy or related field would be an asset;
- Experience in International Negotiations and/or Diplomacy would be an asset.

2. Senior Geologist (SOG/ST 6)

Job Purpose

Under the direct supervision of the Director, Research and Mapping, the Senior Geologist is responsible for the systematic mapping of the entire island and for the identification and analysis of the extent and inter-relationship of all rock types.

Key Responsibilities

- Prepares Recurrent Budget for the Geological and Geotechnical Sections of the Research and Mapping Unit (RMU);
- Co-ordinates, monitors and participates in the systematic Geological Mapping of the entire island, and constantly upgrades Geological Maps for use by local and foreign clients;
- Supervises Geological, Geotechnical and Engineering Geology Projects inclusive of planning field operations, supervising Junior Geologist, Geological Assistants and Attendants in the collection of field data;
- Supervises and monitors the preparation, editing and publication of new metric series of Geological Maps that has been placed in digital format;
- Conducts Geotechnical and Geohazard Investigations using relevant software (ArcGIS, CAD, etc.);
- Prepares Technical Reports on Geological and Geohazard Assessments, mapping exercises and related projects/programmes;

- Supervises and monitors the activities of junior staff in the creation of a Geological Information Database by the re-structuring and re-organization of maps, photos and other data source containing Geological Information;
- Delivers special order maps containing Geological Data, to internal and external clients;
- Conducts lectures and seminars on rocks, minerals and other geological topics for primary, secondary and tertiary institutions as well as social groups;
- Delivers reports, technical papers and offer consultations related to Geological and Geotechnical Information to internal and external clients;
- Responds to queries and complaints pertaining to Geological and Geotechnical matters;
- Represents the Division on technical committees concerned with Geotechnical and Geological matters on request;
- Assists in the processing of subdivision applications and conduct hazard assessment on an island-wide basis;
- Supervises consultants who provide Geotechnical and Geological services for a contracted period;
- Assists in evaluating and training of RMU's staff, ensuring their training needs and career development opportunities are provided;
- Motivates staff to increase level of participation and improve work performance;
- Trains subordinate staff on geological and geotechnical methods and techniques;
- Provides leadership and mentoring to staff within the Unit;
- Participates in the recruitment of staff for the RMU;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong research and reporting skills
- Good interpersonal, analytical and problem-solving skills
- Excellent time management, organizing, planning and organizing skills
- Ability to work in a team
- Ability to work on own initiative and under pressure

Technical:

- Extensive knowledge in Geology, Geotechnics and Geophysics and their related applications
- General knowledge of Planning Regulations, Acts, Codes and Practices as it relates to the Planning, Environmental, Engineering and Mining Organization
- General knowledge in remote sensing techniques/satellite imaging
- Extensive knowledge in natural and geo-hazard mitigation and mapping
- Sound knowledge of the planning and development process
- Demonstrated knowledge in Project Management
- General knowledge of Government policies and procedures
- Excellent knowledge of Microsoft Application and other relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Science (Geology/Geosciences or related field);
- Certification in Basic Cartographic and GIS software;
- Experience in Aerial Photographic interpretation, map reading techniques and thin section analysis of rocks and minerals;
- Three (3) years' experience at a senior level in geological field mapping exercises;
- Postgraduate training in Geology would be an asset.

3. Secretary 2 (OPS/SS 2)

Job Purpose

Under the supervision of the Human Resource and Administration Manager, the Secretary 2 is responsible for providing secretarial and administrative support services for the efficient operation of the Unit.

Key Responsibilities

- Types reports, letters, Minutes, memoranda and other related documents;
- Records, sorts and dispatches incoming/outgoing correspondence;
- Creates, updates and maintains files;
- Organizes relevant information and documents for interviews;
- Ensures that all documents leaving the Unit are adequately prepared for dispatch;
- Maintains and updates Filing System;
- Receives, screens and dispatches all telephone calls;
- Maintains Travel Registry;
- Updates Appointment Diary;
- Dispatches monthly Attendance Reports;
- Ensures that photocopies of documents and correspondence are made;
- Maintains stationery supplies;
- Prepares orientation documents;
- Assists in new employee orientation process;
- Co-ordinates holiday/intern schedule;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal, problem-solving, planning and organizing skills
- Ability to work in a team
- Compliance
- Integrity

Technical:

- Ability to record and transcribe Minutes
- Knowledge of Records Management
- Knowledge of Human Resource/Government of Jamaica policies and procedures
- Knowledge of relevant computer applications

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 1st September, 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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