



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 326**  
**OSC Ref. C. 4857<sup>16</sup>**

**28<sup>th</sup> September, 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, Corporate Services (GMG/SEG 5) – (November 15, 2021 to January 31, 2022)** in the **Ministry of Transport and Mining**, salary range \$3,564,000–\$4,236,476 per annum and any allowance(s) attached to the post.

**Job Purpose**

To provide leadership in all aspects of strategic direction and policy relating to the provision of Corporate Services. This includes, developing and implementing policies that support the achievement of the Ministry's strategic objectives and ensures that staff members within the Ministry are provided with effective and efficient Corporate Services. In addition, the incumbent is responsible for planning, directing, co-ordinating and monitoring the activities of the Corporate Services Division in order to ensure that objectives and targets are met.

**Key Responsibilities**

***To provide expert policy advice:***

- Provides strategic leadership and direction towards the co-ordinated development of Corporate Services;
- Oversees the development and implementation of modernized Corporate policies and services and ensures that they remain responsive to the changing needs and requirements of the Ministry;
- Provides policy interpretation and technical advice to the Permanent Secretary and Unit Heads to ensure effective co-ordination of the Ministry's functions, and compliance with Government rules and regulations;
- Initiates innovation or changes in internal management practices, systems and policies with a view to improving efficiency and reducing costs;
- Disseminates information to staff regarding changes in policies, procedures and other matters to ensure that high levels of compliance are maintained;
- Attends Public Accounts Committee meetings and Budget Debates at the Ministry of Finance and the Public Services and the Houses of Parliament, when required;
- Prepares Corporate and Operational Plan/Budget for the Corporate Services Division.

***To co-ordinate the development and implementation of a comprehensive Human Resource strategy within the Ministry in order to facilitate the achievement of the Corporate Objectives:***

- Co-ordinates the development and implementation of a comprehensive Human Resource strategy to support the recruitment, retention, welfare, training, development and performance assessment of staff, within the guidelines of the Government's Human Resources policy and as stipulated in the Accountability Agreement between the Public Service Commission and the Permanent Secretary;
- Oversees the implementation of Training and Development Programmes for staff thereby ensuring that a skilled workforce is provided and the Strategic Objectives of the Ministry are satisfied;
- Guides the restructuring of Divisions, Branches to meet the changing requirements of the Corporate Objectives and strategies as identified in the Corporate Planning process;
- Provides consultation to senior management in the re-design of key positions to ensure that their contributions to the overall plans are re-optimized;
- Co-ordinates the implementation of organizational changes and modernization measures necessary to strengthen the Ministry's ability to fulfill its responsibilities.

***To oversee the provision of Information Technology Systems to transform and modernise the operations of the Ministry:***

- Ensures the development and implementation of an Information Systems strategy for the Ministry;

- Promotes the use of Information Technology as an Agent to transform and modernise the Ministry's operations and strategies;
- Ensures the design and development of new enabling technologies to support key initiatives that cut across the Ministry and its Departments.

***To co-ordinate the Records Management function of the Ministry in order to ensure that reliable and accurate information is provided to support the decision-making process and for the general public in keeping with best practices in Records Management:***

- Oversees the provision of public access to records/information in keeping with the legislative requirements such as Access to Information Act;
- Participates in the development/establishment of appropriate policies, standards and general procedures in relation to review, appraisal, retention, tracking and retrieval of records, disposal, storage, maintenance and other aspects of records management;
- Assists in the establishment of a performance measurement mechanism for the Records Management System to identify whether or not the information is being managed efficiently and demonstrate value for money.

***To oversee the provision/development of timely and cost-effective public relations and communication strategies for the Ministry and Political Directorate:***

- Oversees the provision of an effective Public Relations Programme for the Ministry and Political Directorate;
- Ensures that appropriate Communication and Knowledge Management systems are in place to facilitate the dissemination of accurate and timely information within the Ministry to its associated Agencies and to the media/general public;
- Ensures the provision of leadership and guidance to all Units and Departments within the Ministry on communications and public affairs matter.

***To lead and manage Administration and Property Management Unit in the achievement of the strategic objectives that supports the efficient and effective operation of the Ministry:***

- Monitors the development and implementation of emergency procedures for the protection of staff members and property throughout the Ministry;
- Ensures that safety and health standards are maintained by recommending equipment and safety measures to be pursued by staff;
- Ensures the provision of efficient and cost effective transportation of documents and staff on the Ministry's business;
- Conducts reviews of security procedures and ensures security personnel are in place for the protection of staff and property during and after working hours.

***Oversees the management of assets and inventory and the procurement of goods and services:***

- Co-ordinates all asset and facilities related matters for the Ministry and selected entities to ensure the centralization of fixed assets information for effective monitoring and control;
- Conducts reviews of the inventory system to ensure effective usage, control and monitoring of inventory items, which include office supplies, furniture and equipment;
- Directs the preparation of the Ministry Quarterly Contracts Awards (MQCA) Reports;
- Ensures that submissions to the Procurement Committee conform to the approved policies and procedures, and advises the Permanent Secretary of the decisions of the Committee.

***Human Resource:***

- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training.
- Develops and implements a Succession Planning Programme in collaboration with Heads of Department to ensure continuity of skills and competencies in the Ministry and personal development and career advancement of employees.
- Provides guidance to subordinates through coaching, mentoring, training and providing assistance and support as needed.
- Ensures that training and other needs of employees are adequately identified and addressed.

***Other:***

- Has direct responsibility for the Human Resource functions in the Toll Authority of Jamaica, The Jamaica Railway Corporation and the Jamaica Emergency Employment Programme (JEEP);
- Provides guidance to the Ministry's eighteen (18) reporting Agencies on Human Resource related matters.

## **Required Knowledge, Skills and Competencies**

### ***Core:***

- Leadership - Possess the ability to provide direction; allocate responsibilities; and delegate and motivate staff
- Problem Solving and Analysis - Posses the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- Interpersonal Skills - Possess the ability to display sensitivity towards others, interact collaboratively with colleagues and are able to build long term internal and external relationships to gain their support
- Planning and Organizing - Possess the ability to plan, organize and structure time efficiently, quality conscious and thorough in approach to organizational activities
- Communication - Possess the ability to communicate effectively both orally and in writing
- People Management - Possess the ability to select and develop employees through training, mentoring and job rotation

### ***Technical:***

- Knowledge of the Access to Information Act
- Sound knowledge of the Staff Orders and relevant Circulars from the Ministry of Finance and the Public Service, as well as Office of the Services Commissions
- Sound knowledge of Government Planning and Policy Formulation
- Sound knowledge of Government Administration, Financial Accounting and Procurement Policies and Guidelines
- Sound knowledge of the training and development of the Human Resource
- Thorough knowledge of Strategic Planning processes
- Good understanding of the principles of policy development, analysis and evaluation
- Thorough understanding of the principles of effective HRM and understanding of corporate functions and their potential strategic contribution
- Practical knowledge of information technology and productivity software, such as Microsoft Office and Project Management

## **Minimum Required Qualification and Experience**

- A Master's Degree in Business Administration or Public Administration;
- Ten (10) years' experience in Human Resources or Operations. A minimum of (6) years' experience at a senior level.

Applications accompanied by résumés should be submitted **no later than Monday, 11<sup>th</sup> October, 2021 to:**

**Director, Human Resource Management and Development  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10**

Email: [hr@mtw.gov.jm](mailto: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**