



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 318
OSC Ref. C. 4857¹⁶

24th 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/fill the following posts in the **Ministry of Transport and Mining**:

1. **Senior Director, Transport Policy (GMG/SEG 5) – (October 4, 2021 to November 12, 2021)**, salary range \$3,564,000–\$4,236,476 per annum and any allowance(s) attached to the post.
2. **Senior Management Accountant (FMG/PA 3) – (October 1, 2021 to November 30, 2021)** salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

1. Senior Director, Transport Policy (GMG/SEG 5)

Job Purpose

Under the supervision of the Chief Technical Director, the Senior Director, Transport Policy is responsible for the provision of policy advice; the development and implementation and monitoring of the Transport and Road Safety policies and activities; the preparation and update of legislation and standards in order to enable the Ministry to deliver seamless, integrated, multimodal transport services across Jamaica including the air and maritime activities.

Key Responsibilities

- Interested persons may contact the Ministry of Transport and Mining for a copy of the Job Description related to the post of Senior Director, Transport Policy.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership skills
- Excellent interpersonal skills
- Good problem solving skills
- Excellent organizational skills
- Strategic vision
- Team work and co-operation
- Excellent oral and written communication skills

Technical:

- Sound background in policy development
- Indepth understanding in the legislative process
- Knowledge of prevailing social and economic factors impacting transport and road safety
- Experience in various research and analytical methods
- Knowledge of relevant environment standards and regulations
- Experienced in the use of standard computer applications

Minimum Required Qualification and Experience

- Masters Degree in Public Administration/Public Sector Management or Business Administration, or specialized transportation field; **or**
- Bachelor's Degree in Public Sector Management, Policy Development, Urban Planning, or analytical field;
- Training in research methodologies, policy formulation and management

2. Senior Management Accountant (FMG/PA 3)

Job Purpose

Under the supervision of the Director, Management Accounts, the incumbent is:

- Responsible for the preparation and implementation of the Ministry's Operational Budget (i.e. recurrent Budget) in accordance with:
 - The approved Corporate Plan
 - The guidelines prescribed by the Financial Secretary
 - The priorities and policies of Government
- Responsible for ensuring those targets in respect of miscellaneous revenue and/or Appropriations-in-Aid are achieved;
- Responsible for management of contingencies advances paid and for cash advances received from the Ministry of Finance and the Public Service contingencies, treasury deposits etc.;

Key Responsibilities

- Interested persons may contact the Ministry of Transport and Mining for a copy of the Job Description related to the post of Senior Management Accountant

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good analytical, problem solving and decision making skills
- Integrity
- Accountability
- Customer focus
- Demonstrates initiative and compliance

Technical:

- Good budgeting and cash management skills
- Excellent knowledge of the FAA Act/Instructions
- Skills in operating Government of Jamaica (GOJ) Computerized Accounting System

Minimum Required Qualification and Experience

- Association of Certified Chartered Accountant (ACCA) level 2 or any equivalent accounting/management professional qualification plus at least three (3) years post qualification experience in Accounting; **or**
- A Bachelor's of Science Degree in Accounting or Management Studies or Business Administration or any equivalent relevant qualification from a recognized tertiary institution plus at least three (3) years' experience in Government Accounting; **or**
- Associate Degree or Diploma in Government Accounting plus at least ten (10) years' experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 30th 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.



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