



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

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### **CIRCULAR No. 350** **OSC Ref. C.6634/S6<sup>3</sup>**

15<sup>th</sup> October, 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 post of **Chief Executive Officer (Level 11)** in the **National Environment and Planning Agency (NEPA)** (an Executive Agency).

#### **Job Purpose**

The Chief Executive Officer (CEO) is responsible to the portfolio Minister for the efficient and effective management of the Agency in accordance with overall Government policy and the Agency's Framework Document and Business Plan. The CEO provides the leadership and initiative required to execute the Agency's mandate and to achieve the Strategic Goals and Objectives. The incumbent is responsible for planning, organizing, directing and controlling the work of the Agency and related programmes and projects. The incumbent is also responsible for providing the portfolio Minister and Permanent Secretary with the advice necessary for policy formulation for effective environmental management, planning and development and land use management.

#### **Key Responsibilities**

##### ***Management:***

- Develops and maintains a vision and effective strategy for meeting the Agency's mid and long term goals;
- Takes a proactive role in the formulation of future Strategic Objectives and presents these strategies to the Minister and the Advisory Board for appropriate action;
- Leads NEPA's management team. Sets and monitors performance standards for the Agency and assists and facilitates the achievement of performance standards by effective leadership of the Executive and Management Teams;
- Provides information analysis, advice and secretariat services to the independent authorities;
- Provides effective guidance to the Agency's Senior Management Team responsible for its core functions;
- Provides effective guidance to the Agency's Management Team responsible for its support services;
- Plans, develops and implements strategies for generating Revenue through value added services to improve the cost effectiveness of operations for the Agency;
- Builds and maintains a high-performance culture through effective performance management, communication and coaching of staff. Motivates, leads and empowers others to achieve organizational goals;
- Manages/Oversees the Human Resource Management functions of the Agency, ensuring that the organization adheres to Human Resource policies and practices;
- Ensures that all financial and non-financial reporting requirements are met on a timely and regular basis;
- Directs and co-ordinates the preparation and administration of Budgets for programmes and projects within the Agency under his/her direction in accordance with the FAA and FIEA Guidelines and ensuring that accurate statements of expenditure are forwarded on time to the parent Ministry;
- Recommends changes to laws, regulations and policies pertaining to the Agency's mandate;
- Maintains effective working relationships with the portfolio Minister, Ministry staff and other Public and Private Sector stakeholders.

##### ***Human Resource:***

- Provides leadership to Direct Reports to enable their personal growth and professional development through inter alia:
  - ✓ effective objective setting, discussion and agreement of work programmes

- ✓ delegation of appropriate levels of authority and autonomy to enable risk-taking and decision-making
- ✓ appropriate technical and managerial guidance
- ✓ timely and effective communication and performance feedback;
- Ensures that training and other developmental needs of Direct Reports and other Division's staff are adequately identified and addressed;
- Reviews Progress Reports from Direct Reports on work in progress and/or work completed;
- Monitors and reviews the performance of Direct Reports to ensure that performance targets are met;
- Collaborates with the Human Resource Management and Development Branch to develop and implement a Succession Planning Programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Agency;
- Performs other duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position, from time to time.

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

- A proven track record as an Executive Manager in organizing with roles and functions related to NEPA's responsibilities
- Extensive knowledge of the legislation governing the operations of the Agency and relevant Regional and International Conventions and Agreements that relate to Environmental Management and or Planning
- Personal skills and experience in managing major organizational change process
- Broad understanding of policy formulation and the processes required to bring broad policy, including legislative changes into effect
- Functional knowledge about Human Resource Management principles and processes as practical in both the Public and Private Sectors
- Basic knowledge of principles and processes of financial management as practice in both the Public and Private Sectors
- An understanding of the application of information technology solutions to business problems and the fundamentals of business process re-engineering
- Familiarity with technical and policy aspects of environmental management and sustainable development planning
- Understanding of legal process and the nature of legislation pertaining to sustainable development
- Highly developed communication skills and extensive public relations
- Basic knowledge of international relations as they pertain to agreements pertaining to environmental matters
- Understanding of the principles of management and public administration and the structures and operations of the Government of Jamaica
- Demonstrated ability to operate at a senior level in Jamaica or similar environment
- Exceptional relationship management skills with the ability to build and develop connections with people of all types and backgrounds
- Politically astute; able to read situations aptly and exhibit sound judgment
- Integrity and honesty
- Ability to inspire and energize the team to high levels of performance and productivity
- Ability to work under pressure to meet specific deadlines
- Ability to prioritize amongst conflicting demands and make rational decisions based upon a sound understanding of the facts in limited time
- Flexible

### **Minimum Required Qualification and Experience**

- Master's Degree and other qualifications in areas of direct relevance to NEPA's operations including Management, Urban and Rural Planning and Environment Management;
- Executive Management Training or equivalent qualification;
- Experience in leading Strategic Planning processes;
- Experience related to dealing with International Agencies for the purposes of securing financial support and implementing externally funded projects;
- Ten (10) years progressive work experience at the senior management level.

**OR**

Any other acceptable combination of academic qualification and field experience.

**Special Conditions Associated with the Job**

- Exposure to challenges and crises which require response at very short notice;
- Will be required to travel island-wide, including travel to remote locations;
- Subject to high stress;
- Will be required, on occasions, to work on weekends and public holidays;
- Required to travel overseas to Regional and International Meetings, as well as Bilateral Negotiations, with other countries.

Applications accompanied by résumés should be submitted **no later than Friday, 29<sup>th</sup> October, 2021, to:**

**Chief Personnel Officer  
Office of the Services Commissions (Central Government)  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

Email: [jmendez@osc.gov.im](mailto:jmendez@osc.gov.im)

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.**



Jacqueline Mendez (Mrs.), JP  
Chief Personnel Officer