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(CENTRAL GOVERNMENT)
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CIRCULAR No. 416
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2nd December, 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 Science, Energy and Technology**:

1. **Director, Organizational Development and Performance Management (GMG/SEG 3) – Human Resource Management and Development Branch**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Policy Analyst (GMG/SEG 2) – Policy Planning, Development and Evaluation Division**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post

1. **Director, Organizational Development and Performance Management (GMG/SEG 3)**

Job Purpose

Under the direction of the Director, Human Resource Management and Development, the Director Organizational Development and Performance Management, provides management advisory and support services to the Ministry and facilitates the change management initiatives, ensuring that business processes and structures are in accordance with the Ministry's Strategic Objectives.

Key Responsibilities

Management/Administrative:

- Participates in the preparation and monitoring of the Branch's Operational Plan and Budget;
- Participates in the development and implementation of Human Resource policies and plan.

Technical/Professional:

- Documents areas in need of strengthening in terms of structure, systems and Human Resource Development;
- Conducts preliminary surveys to determine and define the objectives and scope of study and determines appropriate methods and techniques to be employed and the requisite Terms of Reference;
- Develops detailed plan of action, in collaboration with the relevant parties, including targets and deadlines;
- Collects job related data through interviews, questionnaires, observations and examines records to validate findings;
- Examines the delegation and exercise of authority, grouping of functions and inter-relationship of organizational entities to determine significant bearing on departmental activities;
- Develops specific recommendations/solutions to problems identified including changes in organization and dimension of work boundaries and relationship regarding authority and accountability, functional and communication, existing legislation, manpower utilizations, forms and Office layout;
- Develops new and revised Job Descriptions;
- Prepares charts of existing and proposed organizational structures;
- Prepares and submits proposal to the Corporate Management Establishment Branch, Ministry of Finance and Public Service;
- Examines the operations and workflow of selected Divisions/Branches/Units to determine systemic weakness e.g. duplications/overlaps, waste, as well as activities that do not add value to the process and prepares/revises work process flow charts;
- Updates/Prepares Operational Manual(s) to reflect changes in policy/operations;
- Manages the implementation of the Performance Management System;
- Monitors the Performance Management System within the Ministry to ensure equity and fairness;
- Develops and reviews Competency Framework within the Ministry;

- Develops and reviews Performance Management System Manuals and guidelines;
- Reviews Work Plans and Performance Reports for staff in the Ministry and ensures that Work Plans are properly prepared and reflect measurable performance indicators;
- Manages the Annual Performance Evaluation/Appraisal Review System.

Human Resource Management:

- Develops and manages the performance of direct reports, including recommendation for transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary, to improve performance.

Required Knowledge, Skills and Competencies

Technical/Core:

- Sound knowledge of the general operations of the machinery of Government, especially the Public Sector Human Resource Management and Development Framework
- Sound knowledge of the Public Sector Human Resource Policies and Procedures (Public Service Regulations, Staff Orders, etc.)
- Good knowledge of Project Management
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems
- Excellent customer service and quality focus skills
- Excellent oral and written communication skills
- Excellent problem-solving and decision-making skills
- Excellent leadership and people management skills
- Excellent negotiating and persuading skills
- Good planning and organizing skills
- Good ethical principles and sound integrity
- Good interpersonal and analytical thinking skills
- Ability to work as part of a team and co-operative
- Ability to effectively manage external relationships

Minimum Required Qualification and Experience

- First Degree in Human Resource Management/Development, Public Administration or any other equivalent qualifications from a recognized tertiary institution;
- Specialised training in Management Analysis;
- Five (5) years' experience in Human Resource Management, preferably within the public sector.

2. Policy Analyst (GMG/SEG 2)

Job Purpose

Under the general direction of the Senior Policy Analyst, Science, Energy and Technology, the Policy Analyst is responsible for evaluating and reviewing Science, Energy and Technology policies and programmes in the Ministry and its Agencies and providing technical support for policy, planning, development, implementation, monitoring and evaluation processes.

Key Responsibilities

Management/Administrative:

- Participates in the Division's policy visioning, development, monitoring and evaluation programmes;
- Prepares reports for the Senior Policy Analyst as required.

Technical/Professional:

- Undertakes research and analysis relevant to the development of the Ministry's Science, Energy and Technology portfolios;
- Assists in analyzing the feasibility of proposed and existing policies and their impact to drive the transformation of the Science, Energy and Technology Sectors and their economic and social impact on Government's priorities;
- Holds discussions with stakeholders to ensure a clear understanding of the Ministry's policies, obtains buy-in and solicits feedback;
- Analyzes and comments on related studies prepared within Ministries or Agencies and provides information to assist with decision-making and/or to determine the advisability of adopting new measures;

- Provides inputs for developing Briefs on Science, Energy and Technology issues and provides options for decision by the Senior Policy Analyst;
- Co-ordinates the implementation of relevant Cabinet Decisions within the Ministry;
- Collects and analyzes Quarterly, Annual and Special Reports compiled by the Ministry, its Agencies and Departments;
- Tracks and reports on the implementation of decisions and the status of programmes and projects, ensuring that goals and objectives are specific, measurable, realistic and accomplished in accordance with prescribed priorities, time limitation and funding conditions;
- Monitors the application of the Code of Consultation in the policy development process;
- Drafts outlines of Cabinet Submissions for review by the Senior Policy Analyst;
- Participates in the development of training interventions to relevant staff in the Ministry and its Agencies to create awareness of the procedures involved in policy development and policy analysis;
- Assists with monitoring and evaluating the implementation of decisions on Inter-Sectoral issues and facilitates collaboration among Ministries;
- Prepares Policy Papers and Briefs for the Senior Policy Analyst on matters impacting Science, Energy and Technology and related portfolio matters.

Required Knowledge, Skills and Competencies

Core/Technical:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Initiative
- Ability to work in a team
- Compliance
- Integrity
- Methodical
- Excellent problem-solving, analytical and decision-making skills
- Good planning and organizing skills
- Goal/result oriented
- Strategic vision

Minimum Required Qualification and Experience

- First Degree in Public Administration, Policy Analysis, Development Studies, Economics or Social Policy; Engineering, Science, Technology or related field, from a recognized tertiary institution;
- Training in Policy Research and Development;
- Three (3) years' experience in a related field.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 15th December, 2021 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building
36 Trafalgar Road, Kingston 10**

Email: careers@mset.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**