



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 87**  
**OSC Ref. C.5850<sup>13</sup>**

**28<sup>th</sup> February, 2022**

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, Projects and Enforcement (GMG/SEG 3) – (Not Vacant)** in the **Environment and Risk Management Branch, Ministry of Economic Growth and Job Creation**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general supervision of the Senior Director, Environment and Risk Management, the incumbent will provide policy and strategy co-ordination related to the following subject areas: trade and environment, waste management (particularly hazardous waste) and chemicals management, and co-ordinate the implementation of a number of multilateral environmental agreements and initiatives.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Represents the Ministry at local, regional and international meetings, as directed;
- Prepares and delivers presentations on environmental issues, particularly in respect to trade and environment and waste and chemicals management issues at local and international fora, as directed;
- Develops Individual Work Plan based on alignment with Division's Operational Plan.

#### ***Technical/Professional:***

- Participates in the development of proposals leading to the amendment of existing legislation or the enactment of new legislation to address issues related to the management of wastes, particularly hazardous wastes and chemicals;
- Drafts Cabinet Submissions, Ministry Papers and Speeches relevant to the subject area;
- Contributes to the development and implementation of programmes, strategies and policy instruments related to national environmental management issues, particularly in the area of trade and environment and waste and chemicals management;
- Represents the Ministry on the Negotiation Team for an Environmental Agreement under the Free Trade Agreements, including the CARICOM-Canada and the EU-CARIFORUM Economic Partnership Agreement;
- Co-ordinates the development of national policies and sub-policies on chemicals and hazardous wastes and monitor their implementation;
- Contributes to the development and periodic updates of the National Implementation Plan for Persistent Organic Pollutants (POPs) and monitors its implementation;
- Participates in the development of policy instruments or proposals specific to the post;
- Prepares reports and position papers to advise the Ministry, Cabinet and Parliament on environmental issues, particularly those in respect of hazardous wastes and chemicals management;
- Monitors and participates in international policy fora representing Government's position and monitors International Agreements and issues of relevance to Jamaica in the relevant subject areas;
- Prepares project proposals for funding by local and international donor Agencies and manages the implementation of such projects;
- Co-ordinates the implementation of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, the Stockholm Convention on the Persistent Organic Pollutants (POPs), Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Pesticides and Chemicals in International Trade and the Strategic Approach to International Chemicals Management (SAICM);
- Liaises with the relevant donor and development Agencies with regard to technical co-operation initiatives for Trade and Environment and Waste Management Programmes;

- Monitors developments in the Regional and International arena in respect of trade and environment issues and assists in the development of appropriate national policy responses and initiatives;
- Acts as Jamaica's Focal Point to the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their disposal and co-ordinates and monitors its implementation nationally;
- Acts as Jamaica's Focal Point to the Stockholm Convention on Persistent Organic Pollutants and co-ordinates and monitors the implementation of the Convention's provisions at the national level;
- Co-ordinates and monitors the development of National Programmes of Action or projects to deal with issues related to Chemicals and Hazardous Waste Management;
- Contributes to the implementation of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Pesticides and Chemicals in International Trade
- Liaises with Public and Private Sector, Agencies, academia and civil society to achieve co-ordination and collaboration in the development and implementation of national projects and programmes of action which address national environmental management issues, particularly those in respect of Chemicals and Waste Management issues;
- Participates in the development of and implementation of technical assistance programmes and projects as they relate to the Country's Sustainable Development Agenda;
- Works with the Senior Director to monitor the impacts of legislation, regulations and policies and recommends alternatives and amendments as appropriate;
- Co-ordinates the Ministry/Government's response to environmental complaints and queries from the public on environmental matters as necessary, prepares the Requisite Report and co-ordinates action, if necessary;
- Performs any other related duties that maybe assigned from time to time.

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

#### ***Core:***

- Excellent oral and written communication skills
- Excellent presentation skills
- Excellent interpersonal skills
- Team and result oriented

#### ***Technical:***

- Experience with policy development, analysis and review
- Knowledge of and experience with national, regional and international environment and sustainable development issues
- Knowledge of environmental and related laws, regional and international environmental Agreements and Treaties
- Excellent negotiation skills
- Ability to conduct research and analyze technical information on environmental issues and prepare positions paper and proposals
- Experience in Project Management

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

- Bachelor's Degree in Natural or Life/Environment Science or related field;
- Five (5) years' experience in a related capacity.

### **Special Conditions Associated with the Job**

- May be required to work extended hours to meet project deadlines;
- Ability to work under pressure and with minimum supervision.

Applications accompanied by résumés should be submitted **no later than Monday, 14<sup>th</sup> March, 2022 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
The Towers, 7<sup>th</sup> Floor  
25 Dominica Drive  
Kingston 5**

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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 'M. I. Tam', with a long horizontal stroke extending to the right.

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