



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. 163
OSC Ref. C. 5850¹³

20th April, 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 fill the **vacant post of Director, Environment Policy, Development and Monitoring (GMG/SEG 4)** in the **Environment and Risk Management Branch, Ministry of Economic Growth and Job Creation**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.

Job Purpose

The Director, Environment Policy, Development and Monitoring is required to provide support to the Senior Director, and:

- Leads the development, amendment and implementation of Environmental policies, strategies, action plans and legislation.
- Recommend new policy initiatives and legislative provisions and assesses congruence with international agreements;
- Provides oversight for the development of monitoring strategies related to Environmental management and review the initiatives with Environment Agencies in order to assess the impact of existing policies and legislation and feasibility of proposed strategies meeting the intended objectives;
- Provides advice and technical support for the development of Cabinet Submissions, Cabinet Notes, Ministry Papers as well as provide general and technical information to the Minister, Permanent Secretary and Chief Technical Director.

Key Responsibilities

- Participates in the development, review and assessment of policies and strategies dealing with pollution issues, climate change and other relevant subject areas;
- Participates in the development of proposals leading to new or amended legislation relating to pollution control and other relevant subject area;
- Liaises with Ministries and Agencies on policy matters and provides support for Agencies involved in the implementation of Environmental Protection Policies and Programmes particularly in relation to pollution control;
- Works with Senior Director to monitor the impacts of legislation and regulations on stakeholders, assess the significance of those impacts and recommends alternatives that will eliminate or reduce negative impacts, and interface with other relevant Ministries and Agencies to achieve those results;
- Initiates and participates in the formulation of Procedures and Policy dealing with the Clean Development Mechanism under the Kyoto Protocol;
- Provides support for the designated National Authority under the Clean Development Mechanism and the Clean Development Mechanism Office;
- Develops, maintains, and reviews Portfolio of Projects under the Clean Development Mechanism;
- Participates in international/regional negotiations and communicates Jamaica's position;
- Monitors the performance of Agencies/Departments under the Environment Portfolio of the Ministry;
- Reviews/develops monitoring frameworks and plans;
- Oversees the pilot testing and implementation of the Monitoring and Evaluation Systems and Instruments in Environment Agencies, (e.g. Forestry Department, NEPA, the Climate Change Branch and the Meteorological Service);
- Prepares reports, related to Jamaica's implementation of international sustainable development initiatives/goals;

- Conducts thorough research on best practices to inform environmental strategies, policies, and legislation;
- Prepares Annual Reports regarding Environmental Management Activities, implementation of strategies and effects of these strategies on improving national development;
- Establishes a monitoring system, in conjunction with other Branches, including the development of methodologies, tools and indicators for monitoring and assessing the quality of outputs and activities of specific policy processes including the management co-ordination, effectiveness and resource mobilization;
- Prepares findings and recommendations based on usage of monitoring and evaluation techniques such as Benchmarking, Impact Assessments, Ex ante Distributional Analysis Cost Benefit Analysis, Causality Framework, Process Evaluations, Impact Evaluations and executive evaluations;
- Monitors the country's environmental/climate change ratings based on internationally recognized tools and institute strategies and measures, where necessary, to ensure specified targets and goals are achieved;
- Monitors/Reviews the implementation of relevant Vision 2030 National Outcomes and related goals as well as the Medium-Term Framework and institute strategies, where necessary, to ensure established targets are achieved;
- Contributes to the development of a Public Education Programme for the promoting of Environment Management and Climate Change Strategies and Activities;
- Monitors the Implementation of Environmental Management Strategies/Programmes/Plan by the Forestry Department, NEPA, Climate Change Branch, Meteorological Service and the Environmental Foundation of Jamaica and other environment trust funds;
- Prepares Cabinet Submission and Notes, Ministry Papers, technical briefs and other related documents;
- Provides technical advice to the Minister, Chief Technical Director, Permanent Secretary, Director General and Senior Director as required;
- Undertakes periodic review of the implementation and operation of the monitoring and evaluation system; including the preparation of best practices and lessons learned;
- Co-ordinates the development and use of a Management System to provide and share findings of research and assessments to the relevant Branch's;
- Co-ordinates the development and use of a Management System to provide and share findings of research and assessments to the relevant Branch's.

Required Knowledge, Skills and Competencies

Core:

- Excellent negotiating skills
- Excellent decision-making and problem-solving
- Ability to work as part of a team, with importance on cross-functional team working and sharing information
- Excellent leadership skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Excellent written and oral communication skills
- Ability to cope under pressured working condition and meet deadlines

Technical:

- Excellent knowledge of Government's policy formulation, parliamentary procedures, legislative process, GOJ's Policies and Procurement Guidelines
- Excellent knowledge of programme monitoring and evaluation processes
- Excellent knowledge of environment policies, strategies and International Agreements
- Ability to analyze and interpret changes in the economic, political and social environment
- Excellent research and consultative skills
- Excellent project management, implementation and evaluation skills
- Excellent Risk Assessment skills
- Sound knowledge of international trends and changing environment
- Excellent technical report writing skills
- Knowledge in preparation of Cabinet Submissions, Briefs, and Reports

Minimum Required Qualification and Experience

- Master's Degree in Natural Sciences or related discipline;
- Post graduate training in monitoring and evaluation techniques;
- Three (3) years related experience.

OR

- Bachelors' Degree in Natural Sciences or related discipline;
- Post graduate training in monitoring and evaluation techniques;
- Training in research techniques and methodologies;
- Six (6) years related experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 3rd May, 2022 to:**

**Senior Director
Human Resource Management & Development
Ministry of Economic Growth & Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5.**

Email; human.resources@megic.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**