



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 145
OSC Ref. C. 5850¹³

7th 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 be assigned to the post of **Director, Water Monitoring (GMG/SEG 4) (Not Vacant)** in the **Water Policy and Monitoring 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, Water Monitoring is responsible for developing and implementing programmes, projects, and strategies to monitor the provision of water and sewerage related systems to the public as carried out by the Ministry and its Agencies in accordance with GoJ Policies and established standards.

Key Responsibilities

- Collaborates on the Branch's Annual Budget and Strategic and Procurement Plan;
- Updates the Cabinet on Water Related Disasters e.g. Drought;
- Provides the Cabinet with Status Reports on Implementation of Cabinet Decisions regarding projects and programmes;
- Advises the Principal Finance Officer and Senior Director on warrant allocations to Agencies for projects;
- Recommends for approval the Project Funding for Agencies in keeping with established guidelines;
- Facilitates the approval of Pension Payments for National Water Commission (NWC) workers;
- Assists with the overall development of the Ministry's Plans and Programmes to advance the Strategic Objectives of the Ministry;
- Develops a Monitoring and Assessment Plan as the Framework for the Monitoring and Assessing Programmes and Strategies;
- Develops performance indicators/criteria for the monitoring and assessment of the Ministry, Agencies and Departments engaged in providing water and water related systems;
- Participates in negotiations with International Lending Agencies on project funding;
- Organizes and directs monitoring of the Ministry, Departments, and Agencies involved in the provision of potable water and sewerage services;
- Monitors the implementation of Water Strategies and Action Plans;
- Conducts impact assessments and prepares recommendations for the Ministry and relevant stakeholders;
- Monitors the performance of Agencies and Departments against the programmes and objectives outlined in their Strategic Plans;
- Analyzes Financial Reports and Statements of Departments and Agencies and facilitates compliance with GoJ Financial guidelines;
- Receives reviews and endorses procurement procedures of Agencies;
- Conducts and oversees Site Visits for the Branch;
- Prepares Reports on results of Monitoring and Evaluation exercises;
- Utilizes Monitoring and Evaluation findings to inform proposals for development/and or revision of Water Sector policies, regulation and standards;
- Prepares briefs and submissions for the Ministry, Cabinet and Parliament;
- Represents the Ministry at Infrastructure and Legislation Sub-Committee of Cabinet;
- Chairs/Represents the Branch on Project Steering Committees.

Required Knowledge, Skills and Competencies

- Excellent communication and interpersonal skills.
- Excellent organization skills
- Good Research and Analytical skills.
- Excellent Leadership and Management skills.
- Competence in Public Speaking/Presentation

- Knowledge and use of relevant computer application
- Excellent knowledge of monitoring and evaluation strategies
- General understanding of the Water Sector and appreciation for the Ministry's policy direction
- Experienced in the use of standard computer applications
- Negotiating skills
- Knowledge of Ministry or Central Government's operational procedures
- Background in Project Management and Implementation
- Experienced in Research methods

Minimum Required Qualification and Experience

- Master's Degree in in Natural Resource Management or related discipline with research component and emphasis on Water and Wastewater Management;
- Training in monitoring and evaluation Techniques and Project Management;
- Four (4) years professional experience at management level.

OR

- Bachelor's Degree in Natural Resource Management or related discipline with research component and emphasis on Water and Wastewater Management;
- Training in monitoring and evaluation Techniques and Project Management;
- Six (6) years professional experience at management level.

Applications accompanied by résumés should be submitted **no later than Friday, 22nd April, 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@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.



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