



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 191**  
**OSC Ref. C.6272<sup>16</sup>**

19<sup>th</sup> May, 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 **Principal Director (GMG/SEG 6)** in the **Information Division, Office of the Prime Minister (OPM)**, salary range \$4,314,285 – \$5,128,329 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Permanent Secretary, the Principal Director is responsible for translating Information Policies into a modern, relevant, effective and efficient legal and regulatory framework (through legal reform/review) and ensuring that all the functions and operations of the Information Division are compliant with the Government of Jamaica requirements.

The Principal Director will also ensure that the Division's deliverables are effectively executed and the desired results are achieved within targeted timeframes. Any internal and/or external challenges to achieving objectives are also identified and resolution/mitigation strategies implemented.

### **Key Responsibilities**

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

- Structures, implements and co-ordinates the systems and work of the Information Division to reform the legal and regulatory framework which governs/addresses:
  - ✓ All licensees in the Electronic Media (Television, Radio, Cable, and Independent Programme providers, with consideration of emerging media/technologies)
  - ✓ Licensing and Fee Structures for the Electronic Media and Industry
  - ✓ Spectrum Management and Monitoring
  - ✓ Digital Switchover (i.e Jamaica's switch from analogue transmissions to digital, in keeping with international trends and best practices)
  - ✓ Convergence of Information Services on diverse media
  - ✓ Modernization of the Post and Telegraph Sector
  - ✓ Ownership structures in the Sectors and competition (in the context of international commitments and best practices)
  - ✓ Public exhibition of film/cinematographic works
  - ✓ Jamaica's Access to Information and Official Secrets regime
  - ✓ The Public Broadcasting Corporation of Jamaica
  - ✓ Management and potential governance of content in new media;
- Plans or gives key input into the planning of stakeholder consultations and participating in same as necessary, to carry out the legal activity of the Division;
- Compares model regional and international legislation as part of legal reform exercises;
- Prepares high quality Technical Briefs; Legal Opinions; Cabinet and Legislation Committee Submissions, Drafting Instructions (for the crafting/development of new or amended Acts, Regulations; Ministerial and Vesting Orders); Draft Contracts, Licences and other legal instruments; Papers and Speeches;
- Liaises as necessary with the Attorney General's Chambers, Legal Reform Department; Office of the Parliamentary Counsel and any other internal or external stakeholder(s);
- Supports/Monitors the Tribunals for the Information Subjects;
- Monitors the performance of the Industry to ensure compliance with legal requirements and provisions of licences and recommends appropriate remedies where breaches and/or lacunae (of or in the framework) are detected;
- Interfaces with local, regional and international information Industries and policy makers; Government Officials; Regulators and State Trade Agencies (e.g., FCC of the USA and the USTR) on matters of policy;
- Negotiates partnerships with other Governments, Public Sector Agencies, local and international private organizations and academic and other institutions, in respect of information programmes, projects and activities;
- Provides high level technical inputs to establish and maintain a strong legal and regulatory

- structure for the Information Division;
- Develops the Division's Legislative Agenda in addition to harmonized Budget and Operational and Strategic Plans for the Information Division. Plans are to be based on technically sound and achievable objectives and are in keeping with the overall priorities;
- Provides such inputs as are assigned to develop the required planning instruments for the Information Division;
- Generates reports on the progress of the Division to the Permanent Secretary and arranges timely and accurately:
  - ✓ Input to Quarterly Reports of the Division (legislative updates inclusive);
  - ✓ Policy updates requested from the Office of the Cabinet and such other authorized Ministry of the Government apparatus (vis Cabinet Decision Updates; Policy Register, etc.);
- Contributes to the Strategic Planning and efficient operation of the Office of the Prime Minister through participation in meetings/committees at the senior management level;
- Provides high level technical/legal support to the Prime Minister/Minister without Portfolio with oversight for Information and the Permanent Secretary, OPM, on instruction of the Permanent Secretary or Political/Administrative Directorate as aforementioned;
- Provides technical/legal advice as assigned at Committees of the Cabinet (Legislation Committee inclusive) and Intra/Inter Ministerial/Ministry Fora;
- Represents the Office of the Prime Minister at any local, regional or international forum as assigned and advances the interest of the Ministry and Jamaica as appropriate;
- Clearly articulates to all members of the Division utilizing, established Corporate instruments (vis Work Plan) or such other mechanisms as may be appropriate from time to time:
  - ✓ Overall objectives and targets of the Division
  - ✓ Individual assignments, applicable standards and time frames;
- Maintains strong leadership, supervision and management of the resources (human and financial) of the Division;
- Maintains clear channels of communication with all members of the Division to ensure that relevant goals and objectives are being met in keeping with the schedule and standard of work required of the Division and that constraints and challenges are identified in a timely manner;
- Ensures that all members of the Division are adequately briefed on key issues affecting the work of the Division;
- Conducts Performance Appraisals at established intervals;
- Develops and oversees implementation of an annual Divisional Training and Development Plan for staff (with a focus on the upgrading/updating technical knowledge, skills and competencies);
- Ensures that all technical documents and assessments required to be undertaken by the Division in procuring goods and services for the Division are prepared/done in keeping with Government guidelines (Procurement Act).

#### ***Supervisory:***

- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Resolves issues/problems that may arise; responds to complaints;
- Participates in the recruitment and selection of staff for the Division and the wider organization as required;
- Recommends/administers disciplinary measures in keeping with established Human Resource Policies/the Ministry's Disciplinary Code;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Division to ensure adequate staff capacity;
- Recommends training, promotion and approves leave in accordance with established Human Resource policies and procedures.

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

- Integrity and confidentiality
- Excellent oral and written communication and presentation skills
- Excellent time management, planning and organizing skills
- Excellent research skills
- Excellent interpersonal and customer relations skills (ability to communicate and manage relationship at all levels)
- Excellent leadership, networking and relationship-building skill (ability to function as a team player and work harmoniously with a diverse group of people at various levels externally and internally)

- Excellent judgment and decision-making skills
- Excellent analytical and problem-solving skills; demonstrable negotiating and analytical skills to ensure complete and accurate critical risks are captured, mitigated and/or monitored
- Ability to manage multiple assignments/projects
- Ability to monitor and report on Programme/Project Budgets
- Advanced Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools
- Thorough understanding of Administrative Law; Government Legislative Reform processes and regulatory imperatives
- Sound knowledge of GOJ's Procurement Guidelines/Public Procurement Act; Public bodies Management and Accountability Act; Financial Administration and Audit (FAA) Act, and Executive Agencies Act, among others

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

- Attorney at Law with seven (7) years' experience;
  - Experience working in a Ministry/Department/ Agency with a Masters Degree in a related area, would be an asset;
- OR**
- Masters Degree in Public Administration or Public Sector Management or Government or Information Technology, from a recognized tertiary institution;
  - Seven (7) years work experience with broad exposure to Administrative Law; Legislative Reform and Public Sector Management at a senior level.

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

- May be required to travel both locally and overseas in the execution of official duties;
- Required to work beyond normal working hours, whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Wednesday, 1<sup>st</sup> June, 2022 to:**

**Senior Director  
Human Resource Development and Management (HRDM) Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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.**



**M. Tam (Mrs.)  
Chief Personnel Officer (acting)**