



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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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. **Communication and International Relations Manager (MCG/IE 6), Office of the Information Commission**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Strategic Planning Manager (GMG/SEG 3), Office of the Information Commission**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Administrative Assistant (GMG/AM 4) (Corporate Services Division)**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.

1. Communication and International Relations Manager (MCG/IE 6)

Job Purpose

To develop Corporate Communication initiatives and promote the participation of the OIC in regional and international institutions, as well as ensure the dissemination of data protection, data privacy and access to information matters nationally and abroad through an efficient and effective media management and capacity building initiatives.

Key Responsibilities

Management/Administrative:

- Ensures the Annual Corporate Plan and Budget are developed for the Unit and activities are managed to remain within Budget;
- Develops, manages and monitors activities of the Unit to ensure that tasks are carried out as assigned and according to Individual Work Plans;
- Designs and manages Strategic Communication Plans.

Technical/Professional:

- Provides expert input into the development of a communications strategy/policy for the OIC advising and/or obtaining professional advice on behalf of the Information Commissioner on Public Relations, Media Relations and other communications matters relating to the mission and work of the OIC;
- Develops and oversees the execution of Strategic Social Media and digital initiatives;
- Monitors issues of concern to the OIC and briefs the Information Commissioner accordingly;
- Develops strategies for prompt and effective responses to issues and crises relating to the OIC's role and function;
- Tracks, researches and analyses information on OIC related topics/issues; gathers information from diverse sources and agencies of the OIC and helps to assess news value and other potential impact; as well as to evaluate the effectiveness of the OIC's overall Communications Programme;
- Researches, drafts, writes, and edits speeches for the Minister(s), Permanent Secretary and Senior Management Team as required;
- Researches and writes Press Releases and Briefing Papers;
- Responds to media enquiries and information requests; prepares related correspondence when required;
- Responds to request under the Access to Information Act;
- Publicises priority areas and/or major events of the OIC; to include drafting of information strategies, co-coordinating efforts, monitoring and reporting on progress, taking appropriate follow-up actions, and analyzing the outcome;

- Undertakes activities to promote media coverage (e.g. press conferences/briefings, interviews, and other special activities); receive
- Monitors and analyses public opinion and the media, identifies issues and trends, and advises the Information Commission on the appropriate action/responses;
- Produces/oversees/assesses production of specific types of information communication products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, radio spot programme etc.);
- Conducts/manages/oversees the OIC Ministry's participation in special events and exhibitions;
- Co-ordinates media related activities for the Minister(s) and Permanent Secretary;
- Handles all media requests of the OIC;
- Monitors talk shows and other Electronic and Print Media Programmes; provides reports to the Permanent Secretary and the Ministerial Team, when necessary;
- Designs and implements specific Public Education Programmes to highlight/explain particular aspects of the work of the OIC;
- Responds to requests for information from the public and organizations regarding privacy rights and responsibilities through the Information Centre/Customer Service Area;
- Keeps the Information Commissioner informed of national and international news events that could impact on the image of the OIC, either positively or negatively;
- Arranges tours, launches, interviews, and other related activities, as required or according to the Information Commissioner's Communication Programmes;
- Prepares press bites when requested for distributions to visiting journalists and other interested groups;
- Makes arrangements for journalist wanting to see the Information Commissioner;
- Provides liaisons and information flow for overseas and local programmes, as necessary;
- Ensures the maintenance of an up-to-date- newspaper clippings file on local and international news items directly related to the policies, programmes and activities of the OIC;
- Prepares continuously updates/information kit for distribution to the OIC's target audiences/stakeholders;
- Maintains up-to-date professional quality photographs for publication, when necessary;
- Provides Information Commissioner with regular media monitoring reports, e.g. articles, letters, or other relevant issues that appear in the Print or Electronic Media;
- Handles complains from the media relating to the Ministry;
- Co-ordinates and updates contents for the Ministry's Website.

Human Resource Management:

- Provides guidance to, supervisees and directs team of public information officers;
- Plans, allocates and monitors work assignments; designs overall work programme;
- Evaluates staff of the Communications/Public Relations and International Unit;
- Manages the welfare and development of staff within the Unit through the preparation of Performance Appraisals and makes recommendations/proposals for training and development programmes, if required or requested;
- Participates in the recruitment and design of the job descriptions for staff of the Unit;
- Ensures that staff is aware of and adhere to the policies, procedures and regulation of the OIC.
- Performs other related functions assigned from time to time by the Information Commissioner.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Customer and quality focus skills
- Team work and cooperation
- Integrity
- Compliance
- Interpersonal skills
- Change management

Functional

- Strategic vision
- Analytical thinking
- Problem solving and decision making
- Leadership
- Initiative
- Planning and organizing

- Goal/result oriented

Minimum Required Qualification and Experience

- Bachelor's Degree in Communication, with an emphasis in Public Relations, Mass Communication from a recognized tertiary institution;
- Five (5) years relevant experience;
- Experience in a management position in similar area;
- Training in the field of either Print, Electronic or Public Relations would be a direct advantage;
- Training in International Relations would be an asset;
- Experience in the design and delivery of training and communication programmes would be an asset.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours.

2. Strategic Planning Manager (GMG/SEG 3)

Job Purpose

The Strategic Planning and Monitoring Manager will coordinate the preparation, monitoring and evaluation of Strategic and Operational Management tools. The Director will promote the standardized use of the instruments and establishing, in co-ordination with the Information Commissioner and the Deputy Commissioner, objectives and performance indicators to be achieved.

Key Responsibilities

Technical/Professional:

- Directs and co-ordinates the comprehensive Strategic Planning Process, and other planning processes;
- Designs corporate planning, monitoring and related processes and procedures in consultation with the Commissioner and other senior staff;
- Issues Corporate Planning Guidelines to OIC Directors and senior officials of its portfolio Agencies and Departments;
- Plans, administers and co-ordinates multiple, special project/assignments;
- Organizes and employs resources to achieve project objectives;
- Prepares and monitors Unit and Project Budgets;
- Organizes and administers research studies;
- Conducts, analyzes and prepares reports and recommendations regarding the OIC's planning, monitoring and evaluation process;
- Prepares and makes presentations to decision-makers and the public;
- Researches and responds to requests for information;
- Co-ordinates the Entity's Strategic Reviews;
- Prepare the Annual Performance Report of the OIC.

Management/Administrative:

- Directs and co-ordinates the activities of the Strategic Planner Analyst;
- Supports the creation of effective team work in order to achieve the Unit's objectives and targets;
- Provides day to day management support in the Strategic Planning and Monitoring Unit's development and continual performance improvement;
- Supports the establishment of processes, systems and controls within the Unit to enable achievement of its objectives effectively and efficiently;
- Compiles and supports the OIC's organisational requirements.

Human Resource Management:

- Ensures that direct reports comply with the policies and procedures of the Unit and the OIC;
- Provides leadership to direct reports through example and sharing of knowledge and skill in areas of professional expertise;

- Provides guidance/advice to direct reports to ensure that clear goals and objectives are established and adhered to;
- Manages the performance management process in relation to direct reports by preparing Performance Appraisals and recommending training and other developmental programmes;
- Recommends leave and staffing arrangements in keeping with Human Resource policies and procedures.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Customer and quality focus
- Team work and cooperation
- Integrity
- Compliance
- Interpersonal skills
- Change management

Functional

- Strategic vision
- Analytical thinking
- Problem solving and decision making
- Leadership
- Initiative
- Planning and organizing
- Goal/result oriented
- Managing external relationships
- Organisation skills
- Risk Management
- Knowledge of Government Policies
- Use of technology – relevant computer applications

Minimum Required Qualification and Experience

- Master of Science in Public Policy, Business Administration, Public Sector Management, Economics or related field;
- Specialized training in Planning and/or Project Management;
- Minimum of five (5) years' experience in Corporate Planning;
- Minimum of five (5) years' experience in middle management.

3. Administrative Assistant (GMG/AM 4)

Job Purpose

To assist the planning and execution of the programmes and activities for the office of the Principal, Director, Corporate Services and provide administrative and secretarial support to aid the fulfilment of the Office's role in providing direction and in translating operationally the corporate objectives of the Ministry.

Key Responsibilities

Management/Administrative:

- Handles the daily administrative functions of the Office of the Principal Director and manages the timelines for all upcoming projects, issues, reports and commitments;
- Re-routes correspondences to relevant officers/Departments;
- Schedules appointments and maintains records of activities for the Principal Director, Corporate Services;
- Records and transcribes notes of meetings and reproduces Minutes along with list of action items following the meeting;
- Drafts correspondences as directed by the Principal Director, Corporate Services;

- Organizes and maintains an effective and efficient Filing System to facilitate quick and easy storage and retrieval of documents and files;
- Reproduces correspondence and deals with physical and electronic mails as directed;
- Monitors incoming calls;
- Liaises with Departments and Agencies on matters relevant to the Ministry as directed;
- Follows up on the directives given and requests made by the Principal Director;
- Monitors the logs of all mails/files that comes to the Office of the Principal Director;
- Records all deadlines and important matters, bringing them to the attention of the Principal Director and interfacing with officers and Divisions/Branches concerned to ensure that deadlines and important matters are actioned;
- Provides accurate word-processing support by composing and/or editing a variety of documents; this includes highly confidential correspondence, memoranda, contracts and proposals;
- Maintains inventory of stationery/equipment for the Office of the Principal Director;
- Develops Individual Work Plan for review by Principal Director.

Technical/Professional:

- Creates, transcribes and/or formats a variety of documents, presentations and charts through the effective use of the Microsoft Office Suite;
- Assists in the preparation of the Division's Corporate, Operational and Annual Budget by using Microsoft Excel or any other related software;
- Manages the office details by relieving the Principal Director of routine requests and matters;
- Addresses minor problems relating to the routine operations of the office by interfacing with the appropriate MSET staff and other Government entities;
- Keeps abreast of the progress of activities within MSET, providing background information, as well as preparing the Principal Director for participation in meetings;
- Prepares pre-conference papers and organizes meeting documents for the Principal Director;
- Ensures that the Principal Director receives reports from the direct reports in relation to operations of the various Branches;
- Tracks the implementation of the Divisions Operational Activities by collecting reports from Unit Heads and compiling for the Principal Director's attention;
- Monitors issues that have been referred to the Principal Director for action, ensuring that they are pursued to finality, and provides feedback;
- Plans and ensures that appropriate arrangements are in place for the Principal Director's local and overseas trips - prepares Itineraries;
- Conducts research, prepares reports and drafts responses to certain correspondences for vetting by the Principal Director;
- Screens and hosts all visitors to the Principal Director and makes referrals to appropriate staff;
- Prepares reports for the Corporate Services Division;
- Performs any other related duty.

Required Knowledge, Skills and Competencies

Core:

- Oral communication
- Written communication
- Customer and quality focus
- Team work and cooperation
- Interpersonal skills
- Compliance
- Quality of output
- Integrity

Functional:

- Initiative
- Use of technology (relevant computer applications)
- Methodical
- Strategic vision
- Problem solving and decision making
- Analytical thinking
- Planning and organizing
- Change management

Minimum Required Qualification and Experience

- First Degree in Social Sciences or related discipline with at least three (3) years related working experience;
- OR**
- Associate Degree or Diploma in Administrative or Office Management with at least four (4) years related working experience;
 - Graduate of accredited school of secretarial studies or equivalent training/ CPS Designation certification would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 5th July, 2022 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**