



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 238

OSC Ref. C.5850¹⁴

10th June, 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 following **vacant** posts in the **Water Resources Authority (WRA)**:

1. **Deputy Managing Director (Level 12)**, salary range \$3,894,276 - \$4,661,107 per annum and any allowance(s) attached to the post.
2. **Cashier (Level 4)**, salary range \$1,004,766 - \$1,188,685 per annum and any allowance(s) attached to the post.

1. Deputy Managing Director (Level 12)

Job Purpose

The Deputy Managing Director at the Water Resources is responsible for planning, programming, co-ordinating, and providing mentorship support to the Heads of the Technical Services, namely Water Resources monitoring and data collection, planning and investigation, allocation and regulation and ICT management. Duties include ensuring that data and information for decision making are available, accurate, timely, and meets acceptable international standards. The Deputy Managing Director also provides technical support to external stakeholders in the interpretation and use of the Water Resources data and information to facilitate an integrated approach to the management of the resources and assumes full responsibility for the management of the Water Resources Authority in the absence of the Managing Director.

Key Responsibilities

- Co-ordinates the development and preparation of the WRA 3-year Technical Services and Corporate Plans and the yearly Operation Plans with supporting Budgets for approval;
- Ensures that all approved policies, plans, and programmes for the management of the Country's Water Resources are implemented in accordance with the WRA Act, FAA, PBMA, and Government Policies;
- Communicates policy and executive decision to Technical Services Divisions and other leaders and monitors implementation of these decisions;
- Co-ordinates all technical support to external Agencies and consultants;
- Reviews and approves Work Plan for Technical Services Division;
- Co-ordinates activities related to the monitoring of extreme hydro-meteorological events and issues timely warnings to the relevant authorities;
- Co-ordinates post-event field investigation and assessment of extreme hydro-meteorological events, including impact mitigation measures;
- Ensures that the Water Resources Master Plan is updated at the required frequency;
- Co-ordinates the selection process in respect of consultants for WRA Programmes, review Terms of Reference (ToR) to ensure they are clear, comprehensive, in keeping with Government policies, and adequate working facilities are in place;
- Researches and implements cutting edge technology in furtherance of improved output from the Technical Service Division;
- Promotes and protects Jamaica's interest in international/local Water Resources Management and Development Programmes, as well as the WRA local development mandate;
- Provides Technical Advice on Water Resources Development to MDAs and the Private Sector;
- Prepares Technical Services Plans vs Implementation/Achievements Report and submits to MD for vetting and presentation at the WRA Board Retreat;
- Reviews and determines state of technical gears and equipment and makes recommendation to repair, upgrade and purchase new stock;
- Determines suitable training courses and prepares Budget for the implementation of the Technical Training Plan;

- Conducts Performance Appraisal monthly, quarterly, and annually;
- Provides leadership, support, and guidance to Technical Services Unit Heads;
- Co-ordinates and conduct Monthly Meetings;
- Reviews and updates technical service policies that guides all operations;
- Participates in the recruitment of team members for Technical Services;
- Reviews, approves, and updates leave for direct reports;
- Initiates and participates in disciplinary proceedings relating to direct reports and implements corrective measures.

Required Knowledge, Skills and Competencies

- Advanced communication and interpersonal acumens skills
- Knowledge of Hydrology and Hydrogeology
- Knowledge of Corporate Governance Framework
- Critical thinker with Strategic and Corporate Planning Training
- Ability to exercise leadership skills and foster a progressive, cohesive team
- Knowledge of Water Resources Management
- Teamwork and collaboration
- People leadership and supervision
- Employee engagement
- Performance management
- Professional conduct and ethics
- Skills in usage of Microsoft Office software; Word, Excel, PowerPoint
- Knowledge of hydrologic databases; Aquarius, Hydata, WebMap
- Knowledge of the Water Resources Act, The Public Bodies Management and Accountability Act
- Knowledge of project management principles
- Expert knowledge and experience using GIS applications

Desirable:

- Ability to foster relations with the upper echelons of Government, Commerce, Industry Partners concerning water/climate/environment
- Project Management Training
- Systems modeling
- GIS Training
- Climate studies
- Disaster Risk Management Training

Minimum Required Qualification and Experience

- Masters in Hydrology or Hydrogeology or Water Resources Management, Civil Engineering, Management/Administration or equivalent or B.Sc. in Civil Engineering and Post-Graduate Diploma in Hydrology or Hydrogeology;
- Ten (10) years' experience in a similar position and two (2) years Project Management and experience using Hydrologic Databases.

Special Equipment Associated with Carrying out Duties

- Must be familiar with the use of operation of all technical equipment.

2. Junior Accounting Officer/Cashier (Level 4)

Job Purpose

The position Cashier is responsible for assisting with the proper management of financial records of the Finance and Accounts Unit. Duties include assisting with the preparation of salaries, traveling and subsistence payments, and performing Cashier duties. The incumbent will also assist with the maintenance of the Accounting Books and Records in accordance with the Finance and Audit Act and other policies.

Key Responsibilities

- Assists with processing requisitions, preparing Invoice and Purchase Orders, and dispatching to suppliers;
- Files Payment Vouchers and supporting documents;

- Reviews invoices and processes employee reimbursement claims;
- Prepares and issues cheques to Contractors and Sundry Commercial Suppliers;
- Accepts, reviews, and records incoming payments, then prepares and issues receipts;
- Ensures all transactions are accurately recorded and assists with preparing and positing of Journal Entries;
- Maintains Cash Book, reviews, verifies, and post entries;
- Assists with checking the calculations of overtime claims; subsistence/traveling claims, and bank lodgments;
- Assists with the preparation of Statutory and other deductions from salaries for payment to the relevant authorities;
- Assists with preparing monthly Payment Vouchers in respect of Pension payments;
- Assists with calculating Group Health and Life Insurance and preparation of cheques for payment to Providers;
- Assists with preparing monthly Bank Reconciliation Statements and Statutory Deduction payments;
- Maintains the Accounting Books and Records of the Authority on a current basis, and in accordance with the Finance and Audit Act and other policies.

Required Knowledge, Skills and Competencies

- Knowledge of Accounting Software
- Accuracy and analytical skills
- Good oral and written communication skills
- Good planning and organizing skills
- Attention to details
- Ability to work in a team
- Ability to work on own initiative
- Ability to meet deadlines
- Confidentiality and integrity
- Business conduct and ethics

Desirable:

- Customer service skills
- Critical thinking

Minimum Required Qualification and Experience

- Diploma in Accounting/Management Studies/Business Administration with emphasis on Financial Management;
- Proficiency in the use of Microsoft Office Suite - Word, Excel, Access;
- One (1) year experience using Accounting Software (Accpac).

Applications accompanied by résumés should be submitted **no later than Thursday, 23rd June, 2022 to:**

**Director, Human Resources Management and Administration
Water Resources Authority
Hope Gardens, P.O. Box 91
Kingston 7**

Email: hrm@wra.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**