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(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 297**  
**OSC Ref. C. 5850<sup>14</sup>**

12<sup>th</sup> July, 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** posts in the **Technical Audit and Special Projects Branch, Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Senior Civil Engineer (SOG/ST 7)**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
2. **Project Officer (SOG/ST 6)**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post
3. **Administrative Assistant (GMG/AM 3)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post

1. **Senior Civil Engineer (SOG/ST 7)**

**Job Purpose**

Under the general direction of the Senior Director, Technical Audit and Special Projects, the incumbent is responsible for performing infrastructural engineering project planning and co-ordination duties, that include tendering and specification development of programmes for the planning, design, construction, and maintenance of civil works.

**Key Responsibilities**

***Management/Administrative:***

- Directs the work of Contractors in the performance of their duties;
- Contributes to the preparation of the Annual Budget for the Branch in accordance with the Ministry's primary goals;
- Represents the Ministry at meetings, Affiliated Agencies, and NGO's;
- Participates as a Panelist for the selection of Contractors.

***Technical/Professional:***

***Civil engineering and infrastructure development***

- Participates in the design and planning of Civil Projects within budgetary requirements;
- Inspects and assesses materials, methods, equipment used in construction;
- Organises schedules, co-ordinates, and facilitate timing and quality matters related to all such projects and work requests;
- Reviews construction projects for practicability and suitability of specifications;
- Reviews administrative requirements, and negotiate pricing changes, where necessary;
- Prepares designs, technical drawings, sketches, and specifications of roads;
- Undertakes routine evaluation of proposal for contractual works;
- Provides technical expertise and prepares Profiles and Plans;
- Submits work drawings for Contractors' Tender and guidance;
- Drafts Framework Agreements for civil works service contracts;
- Discusses and reviews layouts, work in progress and work completed with the relevant personnel;
- Conducts safety compliance inspections and condition surveys in performing facilities where engineering work is being done.

**Engineering Drawings and Layout**

- Maps out related designs and co-ordinates various projects and studies;
- Liaises with the National Works Agency to gather information for activities to be designed;
- Prepares and details existing topographical detail such as waterways, roads, bridges and culverts on proposed development plans;

- Draws the structural details of elevations, Floor Plans and cross-sections of buildings and structures;
- Makes corrections and/or additions as directed.

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

#### ***Core:***

- Ability to work under pressure to meet specific deadlines
- Ability to build partnership in achieving operational goals
- Excellent management skills
- Sound oral and written communication skills
- Results and team oriented
- Sound analytical and strategic thinking
- Ability to prioritise amongst conflicting demands and make rational decisions based upon a sound understanding of the facts in limited time
- An ability to manage limited resources in order to achieve challenging output targets

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

- Good knowledge of information technology and the scope it offers for supporting management and operations
- Ability to negotiate with Contractors
- Working knowledge of equipment for use in operations
- Extensive knowledge of Engineering Works
- Excellent project planning capabilities
- Knowledge of relevant computer applications including CAD, GIS and Microsoft Projects

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

- A First Degree in Civil Engineering with field experience in undertaking project assignments;
  - Five (5) years' experience in Civil Works;
- OR**
- Any other acceptable combination of academic qualification, field experience and course work equivalent to any specific area of research requested.

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

- Island wide travelling to conduct site visits;
- Exposure to conditions related to the Construction Industry such as (noise, disruptive conditions, dust, heat, unsociable behaviour).

## **2. Project Officer (SOG/ST 6)**

### **Job Purpose**

Under the general direction of the Senior Director, Technical Audit and Special Projects, the officer is responsible the following main areas:

- Responsible for the day-to-day management of medium to large road infrastructure projects of all types
- To ensure professional standards of work are maintained and projects are completed based on time and Budget
- To help develop methods of project initiation, execution and delivery

### **Key Responsibilities**

#### ***Management/Administrative:***

- Attends conferences, meetings, workshops, and seminars as required;
- Contributes to the preparation of the Branch's Operational Plan and Budget.

#### ***Technical/Professional:***

- Attends site meetings, conducts site visits and assesses technical standards;
- Liaises with project partners, associated Agencies, Project Management and Technical Team in facilitating the development, planning, monitoring and management of the Ministry's projects;
- Inspects, assess and reports on projects to be upgraded;

- Liaises with external technical Agencies for coordination of projects;
- Carries out the day-to-day planning and supervision of specific projects and Project Teams and performs administrative duties where relevant;
- Monitors Project Teams and ensures compliance to agreed contracts and specifications;
- Develops and maintains links with relevant professional bodies;
- Ensures the efficient capture and retrieval of complete and accurate Project Records;
- Maintains links with clients and their agents and/or subcontractors, planning and statutory authorities, including curatorial staff, external suppliers, and others in accordance with the best interests of the Ministry;
- Ensures that project results are made available to the relevant people, providing feedback to engineers, architects, Project Managers, Project Teams and other individuals as necessary;
- Monitors the progress of a project against agreed and documented time and budget targets while ensuring appropriate quality standards are maintained;
- Liaises with Senior Engineers to enable appropriate project resourcing;
- Manages and facilitates flow of essential information among team members;
- Develops an insightful analytical tool for use by project owners to inform resource requests, execution decisions, strategy choices and potential trade-off needs;
- Complete post-excavation work to all agreed Industry Standards with the given Budget and time frame;
- Identifies trends and shifts in execution patterns to inform changes or adjustments to model itself;
- Provides input for development of new resource planning tool and resourcing process;
- Develops Project Management tools and methodologies to adequately monitor and evaluate projects that are managed by the Ministry;
- Develops and maintains Standard Operating Procedures (SOPs) for internal working processes to ensure the understanding, maintenance and the appropriate use of Project Management tools and processes, safeguarding data integrity and consistent use;
- Develops and submits Technical Progress Reports;
- Performs any other related duties that may be assigned from time to time.

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

#### ***Core:***

- Good oral and written communication skills
- Good interpersonal and customer relation skills
- Results and team oriented
- Sound integrity
- Display use of initiative
- Sound critical thinking and reasoning skills
- Ability to manage multiple priorities under pressure and to meet short- and long-term deadlines

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

- Sound knowledge in Project Management, Monitoring and Evaluation
- Excellent risk management skills
- Working knowledge of cost management
- Good technical writing skills
- Good ability to appropriately manage time
- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications

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

- Bachelor's Degree in Construction Management/ Management Studies/Business Administration with specialization in Programme and Project Management or related discipline;
- Two (2) years related experience; **or**
- Associate Degree in Construction Management/ Management Studies/Business Administration with specialization in Programme and Project Management or related discipline;
- Four (4) years related experience;
- Certificate in Project Management;
- Experience in the Infrastructure/Construction would be an asset.

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

- Working extended hours;
- Extensive traveling;
- May be required to work in volatile areas.

### **3. Administrative Assistant (GMG/AM 3)**

#### **Job Purpose**

Under the direction of the Senior Director, undertakes administrative and secretarial duties to support the effective functioning of the Technical Audit and Special Projects Branch.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Conducts research as required on activities being performed or required to be performed within the Branch;
- Prepares reports on research conducted;
- Drafts responses to inquiries from various stakeholders for approval by Senior Director;
- Co-ordinates logistics, correspondence and any other general arrangements for the conducting of stakeholder consultations;
- Participates in the preparation of official documents including Briefs and official submissions;
- Ensures maintenance of efficient manual and computerized systems of filing and the securing of official and confidential records;
- Manages and maintains the Library of the Branch in collaboration with the Documentation Branch;
- Prepares draft responses for Access to Information requests of the Branch for approval by the Senior Director;
- Assists in the preparation of Annual Budget and Cash Flow;
- Assists in the procuring of goods and services for the Branch;
- Composes letters/memoranda, reports, notes and speeches from basic instructions;
- Plans and ensures appropriate arrangements for the Senior Director's local and overseas trips and prepares itineraries;
- Places draft reports in the correct format for review;
- Liaises with various members of the monitored Agencies for gathering and dissemination of information;
- Maintains office supplies for the Branch and distributes supplies as required;
- Updates and maintains Registers of attendance and leave for the Branch for further submission to the Human Resource Management and Development Branch;
- Requests items for discussions from the relevant persons and prepares Agenda for the monthly staff meetings; assists with the arrangement for other meetings as directed;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Composes Minutes of meetings and seminars held by the Branch;
- Receives telephone calls and visitors;
- Monitors all inquiries directed to the office and provides where possible necessary advice or information required by clients;
- Maintain schedule of all appointments and official engagements of the Senior Director and issues reminders of ensure fulfillment;
- Prepares presentation for Senior Directors meeting based on information provided;
- Performs any other related duties that may be assigned from time to time.

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

##### ***Core:***

- Excellent organizing skills
- Good oral and written communication skills
- Excellent interpersonal skills
- Team and results-driven
- Confidential

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

- Proficient in the use of word processing and other standard office productivity tools

- Good research and information gathering skills
- Good administrative and secretarial skills
- Knowledge of Central Government operational procedures

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

- Associate degree in Public/Business Administration or related discipline;
- One (1) year working experience in a similar capacity.

**OR**

- Diploma in Business Administration or related discipline;
- Two (2) years working experience in a similar capacity;
- Five (5) CSEC subjects including English and Mathematics.

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

- May be required to work long hours to meet deadlines.

Applications accompanied by résumés should be submitted **no later than Monday, 25<sup>th</sup> July, 2022 to:**

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

Email: [human.resources@megjc.gov.jm](mailto: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**