



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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14th 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 following **vacant** posts in the **Jamaica Bauxite Institute**:

1. **Senior Director-Economics and Projects (Level 10)**, salary range \$5,130,357 - \$6,156,429 per annum and any allowance(s) attached to the post.
2. **Mechanical Technician (Level 3)**, salary range \$1,015,910 - \$1,207,066 per annum and any allowance(s) attached to the post.

1. Senior Director Economics and Projects (Level 10)

Job Purpose

- Directing, monitoring and co-ordinating all economic and financial research programmes undertaken by the Division.
- Ensuring that computer applications are planned, developed and implemented and cost estimates.
- Overall administration and technical responsibility for the Economics Division.

Key Responsibilities

- Supervises and co-ordinates the monitoring of the product and export of Bauxite and Alumina by companies operating in Jamaica;
- Supervises the preparation of Annual Reviews of the operation and contribution of the local Bauxite and Alumina Industry, including analyses of foreign exchange earnings, production of export trends;
- Co-ordinates the administration of all matters pertaining to the bauxite production levy and other taxations arrangements with the companies and liaisons with the Collectors General's Department and the Bank of Jamaica for the purpose of ensuring that true and accurate records are kept of payments by the Industry;
- Co-ordinates with the General Manager, Ministry of Transport and Mining, Ministry of Finance and the Public Service, Tax Administration Jamaica and Revenue Board in regard to rigorous monitoring and ensuring payment of Income Taxes due from companies;
- Supervises the monitoring of cash inflows by the Bauxite/Alumina Companies, and co-ordinates the preparations of reports of inflows and expenditure by the Industry;
- Supervises the maintenance of a system to monitor changes in the price of ingot in major markets, co-ordinates the preparation of Quarterly and Annual reports of the movements of the price of ingot and recommendations in the average realized price for ingot;
- Supervises and co-ordinates the preparation of studies and analyses of demand and supply balances for aluminum and alumina worldwide, capacity expansion, new investments and the implications of these developments for the operations of the Jamaican Industry;
- Supervises and co-ordinates the preparation of analyses of supply networks of the major companies operating in Jamaica indicating the manner in which they meet their refinery and smelter requirements for bauxite and alumina, their third party sales options, swap and tolling options, and forecast changes in such supply options as required;
- Develops, in collaboration with Finance Division, a Project Costing System, which enables critical – cost analyses and other methods of projects control;
- Formulates proposals on selected on-going projects to meet the requirements of local and international funding agencies, foundations, research institutions and commercial enterprises and identifying funding agencies for these projects.

Required Knowledge, Skills and Competencies

- Business Development
- Network Building
- Research and Development

Minimum Required Qualification and Experience

- A Degree in Economic Business, Law or equivalent qualifications together with specialized training in the field of Evaluation and Management, Projects Analysis and Research;
- Interested applicant should possess a minimum of ten (10) years working experience in a senior position in the Public or Private Sector.

2. Mechanical Technician (Level 3)

Job Purpose

To maintain Pilot Plant equipment in full operational condition at all times.

Key Responsibilities

- Performs routine servicing of Pilot Plant equipment as specified by the Preventive Maintenance System;
- Dis-assembles/re-assembles equipment during repair and maintenance, for modifications or after equipment failure;
- Assists with Pilot Plant modifications including piping and relocation/placement of equipment;
- Functions as Process Operator in all Pilot Plant Sections;
- Troubleshoots mechanical and electrical equipment issues;
- Performs minor electrical repairs including for Analytical Services Division;
- Assists with servicing and repairs of equipment in the Analytical Services Division.

Required Knowledge, Skills and Competencies

- Knowledge of and ability to oversee electrical wiring
- Ability to manipulate mechanical tools
- Competence in operating and repairing electrical motors
- Welding skills
- Plumbing skills

Minimum Required Qualification and Experience

- Secondary Education with emphasis on technical skills;
- Graduate of HEART NTA;
- Welding skills;
- Ability to manipulate Pilot Plant machinery and equipment;
- Interested applicant must possess a minimum of three (3) years working experience in similar position.


Applications accompanied by résumés should be submitted **no later than Wednesday, 27th July, 2022 to:**

**The Human Resource Manager
Jamaica Bauxite Institute
Hope Gardens,
P.O. Box 355,
Kingston 6.**

Email: hrd@jbi.org.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**