



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 352 **OSC Ref. C. 5850¹⁴**

19th August, 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/be assigned to the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Investment Projects and Implementation Manager (GMG/SEG 4) - (Vacant) Economic Policy and Investment Branch**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Director, Business Facilitation (GMG/SEG 3) - (Vacant) Economic Policy and Investment Branch**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Director, Human Resource Management (GMG/SEG 3) - (Not Vacant) Human Resource Management and Development Branch**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
4. **Economic Policy Analyst (GMG/SEG 2) - (Vacant) Economic Policy and Investment Branch**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
5. **Administrative Assistant (GMG/AM 3) - (Vacant) Economic Policy and Investment Branch**, salary range \$1,299,060 - \$1,460,966 per annum and any allowance(s) attached to the post.

1. Investment Projects and Implementation Manager (GMG/SEG 4)

Job Purpose

Reporting directly to the Senior Director, the Director Investment Projects and Implementation is required to facilitate the development and implementation of special programmes and projects. The incumbent will also direct the development of monitoring strategies to assist with review initiatives and assess the impact of existing investment projects, legislations, and the feasibility of proposed strategies in achieving the intended objectives which are outlined and performed by the Ministry and its Agencies in accordance with GoJ Policies and established standards.

Key Responsibilities

Management/Administrative:

- Develops and co-ordinates the preparation of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Organizes and participates in meetings, seminars, workshops and international conferences;
- Prepares and oversees the development of reports to Ministers, Permanent Secretary, Chief Technical Director, Agencies, local and international organizations;
- Organizes, facilitates and participates in Project Steering Committee Meetings;
- Co-ordinates actions arising from decisions of Steering Committees.

Technical/Professional:

- Develops a monitoring and assessment framework for investment facilitation and investment mobilization programmes, projects and strategies;
- Develops performance indicators and criteria for the monitoring and assessment of Ministries, Agencies and Departments engaged in providing investment projects;
- Undertakes Risk Assessments for investment programmes and projects;
- Participates in negotiations with International Lending Agencies on project funding;
- Organizes and directs monitoring of Ministries, Departments and Agencies involved in the provision of investment projects;

- Monitors the implementation of policies, legislation, strategies, programmes and projects and makes recommendations to the Ministry and its Agencies;
- Conducts impact assessments and prepares recommendations for the Ministry and relevant stakeholders;
- Recommends programmes and project redesign based on findings emanating from monitoring and evaluation activities;
- Monitors the performance of Agencies and Departments against the programmes and objectives outlined in their Strategic Plans by conducting reviews of annual and other progress reports submitted;
- Participates in the review of proposals submitted to the Ministry to undertake investment opportunities and provide written comments, where necessary;
- Analyzes Annual Reports and Financial Statements of Agencies and facilitates compliance with GoJ financial guidelines;
- Provides technical advice and guidance to the Ministry's Agencies in facilitating the attainment of the objectives;
- Co-ordinates, develops and facilitates technical assistance for special projects being undertaken by the Section;
- Conducts site visits to keep informed of the programmes and project's progress;
- Prepares reports on results of Monitoring and Evaluation exercises;
- Utilizes Monitoring and Evaluation findings to inform proposals for development/and or revision of policies, regulation and standards;
- Collaborates with the relevant Policy and Research Teams to inform policy development;
- Prepares Briefs and Submissions for the Ministry, Cabinet and Parliament relating to monitoring of the Investment Sector.

Human Resource:

- Participates in the development of staff training programmes;
- Communicates general information concerning projects under management to colleagues and staff within the Branch and Ministry;
- Manages/ensures that staff are aware of and adheres to relevant policies and guidelines;
- Assists with the recruitment of suitable staff for the Branch;
- Performs any other related duties that may be assigned from time to time by the Senior Director, Chief Technical Director, and or Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent organizing skills
- Excellent research and analytical skills
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Excellent problem-solving skills
- Initiative
- Ability to lead and work as a team

Technical:

- Excellent Project Management, Implementation and Evaluation skills
- Risk Analysis skills
- Excellent knowledge of Business Investment
- Sound knowledge of international trends and the changing environment
- Sound business acumen
- Knowledge of the Ministry's policy direction
- Experienced in research methodologies
- Experienced in the use of standard computer applications and analytical tools such as Microsoft Projects
- Sound facilitation skills
- Negotiating skills
- Knowledge of Ministry or Central Government's operational procedures

Minimum Required Qualification and Experience

- Master of Science Degree in Economics, Business Administration/Management, or closely related field;
- Five (5) years professional experience at management level;
- Training in Project Management;
- Training in monitoring and evaluation techniques.

OR

- Bachelor of Science Degree in Economics, Management Studies, or closely related field;
- Eight (8) years professional experience at management level;
- Training in Project Management;
- Training in monitoring and evaluation techniques.

Special Conditions Associated with the Job

- Working in volatile communities;
- Extensive island-wide travelling to conduct site visits;
- Extended working hours.

Specify Licensing or Certification Necessary for the Job

- Certification in Project Management.

2. Director, Business Facilitation (GMG/SEG 3)**Job Purpose**

Under the supervision of the Senior Director, the Director, Investment and Business Facilitation is charged with developing policies and legislations, providing pertinent policy advice for the Ministry's Agencies and external stakeholders in respect of improved business facilitation to foster investment and business development that will enhance economic growth.

Key Responsibilities***Management/Administrative:***

- Develops and co-ordinates the preparation of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Organizes and participates in meetings, seminars, workshops and international conferences;
- Prepares and oversees the development of reports to Ministers, Permanent Secretary, Chief Technical Director, Agencies, local and international organizations;
- Organizes, facilitates and participates in Project Steering Committee Meetings;
- Co-ordinates actions arising from decisions of Steering Committees.

Technical/Professional:

- Develops, reviews and amends policies to effectively address investment needs and other related issues;
- Develops, reviews and amends legislation and regulatory proposals;
- Facilitates, encourages and conducts stakeholders' consultation in the formation of policies and legislations via public meetings;
- Undertakes Risk Assessments to inform policy, legislations and programme decisions;
- Liaises with Ministries Departments and Agencies (MDAs) e.g. Development Bank of Jamaica (DBJ), Jamaica Special Economic Zone Authority (JSEZA), Factories Corporation of Jamaica (FCJ), Urban Development Corporation (UDC), etc. to achieve co-ordination, collaboration and integration of Government policies;
- Provides policy advice to the Senior Director for the Ministers, Permanent Secretary and Chief Technical Director through Briefs, reports and meetings;
- Co-ordinates and undertakes research on the Country's economic state and agenda to inform policies, legislations and position papers at the local, regional and international levels;
- Reviews and prepares highly technical documentations such as Cabinet Submissions, Cabinet Notes, Ministry Papers etc.;
- Attends Cabinet Committee Meetings (Infrastructure, Legislative etc.) to justify Submissions for Cabinet's approval;
- Prepares the Ministry's Policy Register and Legislative Agenda to inform GOJ's National Registry;
- Facilitates the preparation of Country Reports for inter-governmental and non-governmental organizations, for submission to the Ministry of Foreign Affairs and Foreign Trade;
- Co-ordinates and undertakes research to provide response to questions posed in the Houses of Parliament;
- Reviews Draft Socio-Economic Reports and provides comments to inform finalization of Reports;

- Assists with the development of the Monitoring Framework for the assessment of investment programmes or/and projects;
- Represents the Ministry on technical sub-committees relating to Agencies directly connected to new (foreign and local) investments approval and monitoring e.g. DBJ and JSEZA and prepare reports and recommendations;
- Collaborates with the Ministry of Industry Investment and Commerce to prepare data on incentives approved under the relevant statutes for potential and existing investors (e.g. Provisions of Income Tax Acts, Hotel Industry (Encouragement Act);
- Recommend and implement initiatives to increase investment opportunities;
- Reviews Annual Reports and other progress reports submitted by Portfolio Agencies to inform Submissions to Cabinet and tabling of reports in the Houses of Parliament, as necessary;
- Participates in the review of proposals submitted to the Ministry to undertake investment developments and provides written comments, where necessary;
- Co-ordinates, prepares and finalizes technical advice/response to request for comments from MDAs on policies, legislation, Cabinet Submissions, Notes and other official documents being drafted, to inform finalization of same;
- Institute systems to assess and analyse investments;
- Prepares Annual, Quarterly and Monthly Status Reports.

Human Resource:

- Provides leadership through the development of employee performance targets and standards and motivates staff to optimum performance levels;
- Participates in the development of staff training programmes;
- Communicates general information concerning projects under management to colleagues and staff within the Branch and Ministry;
- Manages/ensures that staff are aware of and adheres to relevant policies and guidelines;
- Performs any other related duties that may be assigned from time to time by the Senior Director and or Chief Technical Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent research and analytical skills
- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Excellent problem-solving skills
- Initiative
- Ability to lead and work as a team

Technical:

- Excellent knowledge of Government's policy formulation, parliamentary procedures, legislative process, GOJ's Policies and Procurement Guidelines
- Knowledge of the operations of Government and Portfolio Agencies
- Knowledge of economic and social policies
- Sound knowledge of international trends and the changing environment
- Good Risk Assessment skills
- Good business acumen
- Sound knowledge of planning and policy development
- Knowledge in the preparation of Cabinet Submissions, Notes, Ministry papers and position papers
- Knowledge in the preparation of technical reports
- Knowledge of the use of relevant computer applications including various analytical tool
- Strong research and consultative skills
- Excellent knowledge of Public Sector Management

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Economics, Management Studies or any closely related field;
- Training in Policy Development and Cabinet Submissions is required;
- Five (5) years professional experience in Policy Development, Economic or Business Development field.

Special Conditions Associated with the Job

- Maybe required to work beyond normal working hours to meet deadlines.

3. Director, Human Resource Management (GMG/SEG 3)

Job Purpose

To support the Human Resource needs of the Ministry efficiently, effectively and in accordance with the Ministry and the Government's HR Management policies and guidelines.

Key Responsibilities

Management/Administrative:

- Contributions to the Strategic Planning process of the Division by assisting with the development of Strategic/Operational Plans and Budget;
- Develops Individual Work Plan based on alignment with Branch's Operational Plan;
- Arranges and participates in meetings, seminars and conferences as required;
- Prepares Annual/Quarterly and Monthly Reports as required;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.

Technical/ Professional:

Manages/Administers the implementation of Human Resource policies in keeping with GOJ guidelines and regulations by:

- Interpreting and implementing Government's Human Resource policies;
- Monitoring new or revised policies so that they are implemented and understood;
- Identifying areas where Human Resource improvements are needed and developing proposals to rectify same;
- Maintaining links with HR Practitioners to keep abreast of new developments and best practices;
- Evaluating and approving for implementation policy proposals submitted by staff which will improve the efficiency and effectiveness of the Organization;
- Monitoring the implementation and maintenance of several programmes within the Ministry, such as the Internship Programme and Succession Planning Programme;
- Receiving employee complaints and offering guidance and counselling.

Supports manpower requirements within the Ministry by:

- Matching current employees with the approved establishment and arranging to fill vacancies;
- Evaluating the effectiveness of present manpower in the Ministry and develops methods of utilizing available Human Resources;
- Planning/co-ordinating the interviewing processes and participates in various recruitment and selection methods;
- Preparing and negotiating terms of various contracts in keeping with the Ministry's policies and guidelines;
- Monitoring the payment of gratuity and terminal grants in keeping with Terms of Contract;
- Co-ordinating the implementation of succession planning for all Divisions;
- Preparing reports of new recruits, transfers and acting assignments for dissemination to staff.

Undertakes duties and responsibilities consequent to the delegation of Human Resource functions by:

- Performing secretariat functions for the Human Resource Management Committee;
- Collaborating with the Senior Director and Chairman in setting Meeting Agenda;
- Preparing profiles of staff to be appointed, promoted, retired and granted Study Leave at the levels of Director and equivalent;
- Preparing Delegation Reports;
- Overseeing the preparation of Minutes of the Committee Meetings;
- Preparing/overseeing the preparation of all letters resulting from the decisions of the Committee;

- Following up on issues from previous meetings and submits recommendations/reports to Committee;
- Participating as support staff of the Human Resource Executive Committee and the Disciplinary Committee that address infractions of staff at the level of GMG/SEG 1 and above;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Teamwork and co-operation
- Good oral and written communication skills
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Confidentiality and integrity
- Good leadership skills

Technical:

- Excellent knowledge of Human Resource Management techniques
- Good knowledge of Public Service Regulations, Staff Orders and other Human Resource legal documents
- Good knowledge of Labour Laws and Industrial Relations practices
- Proficiency in relevant computer applications, including Management Information Systems

Minimum Required Qualification and Experience

- First Degree in Social Science or Human Resource Management or Management Studies or closely related field;
- Five (5) years' experience in a related position;
- Certificate in Supervisory Management.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours.

4. Economic Policy Analyst (GMG/SEG 2)

Job Purpose

The incumbent will report to the Director, Business Facilitation, to assist the development of appropriate instruments, research and database systems and facilitate the development of economic and investment policies, legislation and regulations within the context of the role and mandate of the Ministry.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Section's Corporate/Operational Plans and Budget;
- Develops and submit Individual Work Plans which details work to be undertaken;
- Assists in organizing conferences, workshops and other fora in relation to the formulation of policy and to accommodate stakeholder input in the process;
- Co-ordinates actions arising from decisions of Steering Committees;
- Assists in the planning and co-ordination of Policy Formulation Meetings;
- Prepares required documentation and undertakes follow-ups to post meeting activities and decisions.

Technical:

- Assists in the development of appropriate instruments for utilization in the formation of policy;
- Reviews policy documents and provide appropriate feedback;
- Participates in conducting research on economic and investment needs and other related issues;
- Collaborates with other Team Members to monitor the impact of implemented policies and legislations;
- Liaises with international and local organizations associated with the Economic and

Investment Sector;

- Monitors and assesses the Sector, particularly as it relates to business facilitation and investment, to facilitate projections and the formulation of proposals and policies;
- Investigates and responds to the stakeholders' queries regarding issues and concerns and draft responses for review;
- Participates in developing proposal for new policies and provide recommendations for amendments to existing policies;
- Conducts public consultations for public education and to gather information to inform policies;
- Assists with the preparation of relevant documentation such as Cabinet Submissions, Cabinet Notes, Ministry Papers etc.;
- Develops or facilitates technical assistance for projects to be undertaken by the Branch;
- Co-ordinates the undertaking of socio economic and market surveys, via primary data collection methodologies;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Team-oriented
- Excellent interpersonal skills
- Good logical and analytical skills
- Good oral and written communication skills

Technical:

- Background in policy formulation and management
- Strong background in research- experienced in quantitative and qualitative data gathering and analysis
- Knowledge of Central Government's operational procedures
- Experience in the use of standard computer applications

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Sector Management, Public Administration, Management Studies or Economics;
- Training in Policy Formulation and Cabinet Submissions is advantageous;
- Three (3) years professional experience preferably within the Public Sector.

Special Conditions Associated with the Job

- Maybe required to work beyond regular working hours to meet deadlines.

5. Administrative Assistant (GMG/AM 3)

Job Purpose

To provide technical and administrative support duties to strengthen the effective and efficient functioning of the Economic Policy and Investment Branch.

Key Responsibilities

Management/Administrative:

- Assists in the preparation of the Branch Strategic and Operational Plans, Procurement Plans and Cash Flows;
- Assists with the preparation of the Budget for the Branch and related budgetary programmes;
- Develops Individual Work Plan based on alignment with the Branch's Operational and Strategic Plan;
- Manages the procurement activities for the Branch;
- Assist with the co-ordination of the Branch's Meetings and functions relating to the operations of the Branch;
- Participates in meetings, workshops, seminars and other events as needed.

Technical/ Professional:

- Assists in organizing and co-ordinating, workshops, seminars, training sessions, exhibitions, forums conducted by the Branch;

- Conducts research to assist with the preparation of reports, proposals, project plans and other documents;
- Schedules and arranges meetings, focus groups, visits etc., co-ordinates documents or activities that may be needed before meeting;
- Answers queries and prepares responses to requests from members of relevant Committees and other stakeholders;
- Maintain confidential records and files;
- Maintains adequate levels of stationery and supplies for the Branch;
- Liaises with Documentation/Information and Access Services Branch to assist with processing Access to Information requests for review and approval by Senior Director;
- Attends meetings and produces accurate Minutes, provides administrative functions for relevant Committees, including recording decisions and distributing Minutes;
- Liaises with various members of the monitored Agencies for gathering and dissemination of information;
- Updates and maintains Registers of Attendance and Leave for the Branch for further submission to the Human Resource Management and Development Branch;
- Request 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;
- Composes Minutes of Meetings and seminars held by the Branch;
- Assists in developing documents for Cabinet Submission;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors all inquiries directed to the Office and provide where possible, necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Senior Director and issues reminders of ensure fulfilment;
- Prepares presentation for Senior Director's 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 computer applications
- Good research and information gathering skills
- Good administrative and secretarial skills
- Knowledge of Central Government operational procedures

Minimum Required Qualification and Experience

- Associate of Science 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 or a Numerical Subject.

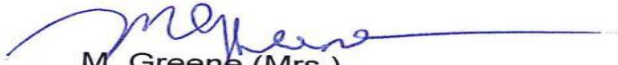
Applications accompanied by résumés should be submitted **no later than Thursday, 1st September, 2022 to:**

**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

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. Greene (Mrs.)
for Chief Personnel Officer