



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 378 **OSC Ref. C. 4857¹⁷**

5th September, 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** post of **General Manager (Level 11)** in the **Jamaica Bauxite Institute**, salary range \$6,412,947 - 7,695,536 per annum and any allowance(s) attached to the post.

Job Purpose

The General Manager will have overall responsibility and accountability for the day-to-day operations of the Institute as currently structured, with seven (7) Divisions:

- ✓ Bauxite Lands
- ✓ Economics and Projects
- ✓ Administration and Finance
- ✓ Bauxite Reserves
- ✓ Analytical Services
- ✓ Process Monitoring and Services
- ✓ General Manager's Office

The responsibilities include not only monitoring of the various elements of a sophisticated technical industry, but also negotiating with formidable transnational corporations.

Key Responsibilities

- Collaborates with the Chairman and Sub-Committees of the Board, develop policies and recommend to the Government for the development of the bauxite/alumina/aluminum industry in Jamaica;
- Directs the implementation of agreed policies falling under the purview of the JBI and ensure the implementation of monitoring strategies;
- Oversees the formulation and implementation of research and development programmes to enhance the utilization of Jamaican Bauxite Ore in an efficient, timely and environmentally safe manner;
- Manages the continual reassessment of Jamaican Bauxite Ore Reserves to update knowledge on their quantity and quality and to ensure rational allocation and utilization consistent with the national interest;
- Develops and implements community development programmes for the communities adjacent to Bauxite and Alumina operations, involving co-ordination among Company Heads, Members of Parliament, Community Leaders and Government Agencies, to ensure harmony between the operations and their neighbours and to ensure sustainable development programme in the area;
- Directs programmes to keep abreast of technological developments in Bauxite Mining and Bayer process technology to ensure their application here for the most efficient, environmentally safe utilization of Jamaican Bauxite Reserves and to maintain cost-competitiveness in world market;
- Liaises with the Ministry directly responsible for Bauxite matters, as well as associated Ministries in inter alia, taxation, fiscal, monetary, utilities and labour matters;
- Liaises with and give support to (via technical advice on negotiations or representation on boards) related Organizations such as Jamaica Bauxite Mining Limited (JBM), and Clarendon Alumina Production Limited (CAP);
- Liaises with and provide support on Government's behalf, business-related joint ventures or partnerships such as JAMALCAN, JAMALCO;
- Liaises with the Heads of the Bauxite/Alumina Companies, locally and abroad, and take or recommend necessary actions to the Board to enhance the proper development of the Industry;
- Manages the liaison with the Companies, the formulation and implementation of safe environmental practices in the production and refining of Bauxite and Alumina;
- Directs the development of programmes aimed at enhancing the development of by products from the processing of Bauxite and Alumina, such as gallium, rare earth elements, iron, titanium, ceramic and building products, oxalates, and sodium aluminate;

- Provides oversight and development and the maintenance of a world-class documentation centre with relevant reference and archival documents related to the management of the industry, and the production on a scheduled basis of Journals and other Publications on the local and global industry. This includes but not limited to the crafting and implementation of impactful public education programmes in order to promote and safeguard the Brand of the JBI inclusive of publication of research undertaken by the Institution;
- Oversees the development of Human Resources activities in the various critical areas of the Institute to develop and enhance the availability and preferred employer status of the JBI and retention of high-quality staff at all times and ensure succession planning.

Required Knowledge, Skills and Competencies

- Achievement of Board mandated policies and directives
- Demonstration of strategic vision driven leadership
- Directional Reports are provided
- Sustainability Projects implemented
- Business Planning
- Implementation of Board mandated policy within agreed time frame
- Achievement of budgeted targets
- Extent of empowerment resulting from implementation of environmental programmes
- Extent of development and implementation of Bauxite Community Development Programme (BCDP)
- Degree of adoption of applicable technological innovation
- Development and achievement of set goals towards self-sustainability programmes
- Performance Measurement- Implement and ensure that good organizational systems remain in place to identify respective Divisional responsibilities and accountabilities and how will performance be measured
- Leadership - Provide employees, the flexibility to innovate within the rules and parameters of the institute
- Strategic Planning- Obtain buy-in from the management on goals and objectives. Include in-house Directors and Management in communicating the goals and objectives to staff, thus engendering an inclusive culture
- Initiate and spearhead growth strategies

Minimum Required Qualification and Experience

- An Advanced Degree in the Sciences (Pure or Applied), Economics, Commerce, Engineering, the Liberal Arts, Law, or any other comparable Subject;
- Ten (10) years working experience in research, technical management, and international negotiations at a Senior Executive level in a large sized Organization;
- Demonstrable experience in developing Strategic and Business Plans and a working knowledge of measures of performance;
- Publications in critical scientific, economic or resource policy journals is an asset.

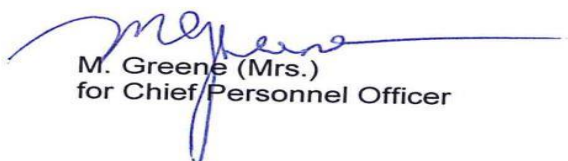
Applications accompanied by résumés should be submitted **no later than Friday, 23rd September, 2022 to:**

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

Email us at: 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.


M. Greene (Mrs.)
for Chief Personnel Officer