



## Office of the Services Commissions

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### **CIRCULAR No. 425** **OSC Ref. C. 5850<sup>14</sup>**

**5<sup>th</sup> October, 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 Director, Works Policy Monitoring (GMG/SEG 3)**, in the **Works Infrastructure Policy and Monitoring Branch, Ministry of Economic Growth and Job Creation**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

To develop and implement programmes, projects and strategies in accordance with GoJ Policies and established standards to monitor the implementation of projects and programmes of the Works Infrastructure and Port Development Agencies. The incumbent is required to monitor the commitments in the Construction Industry Policy of Jamaica and collaborate with Works Infrastructure Agencies for policy and project development, implementation, monitoring and evaluation. The position is also required to attend to all works monitoring matters within the Ministry as well as provide technical and general information to the Minister, Permanent Secretary and Chief Technical Director.

#### **Key Responsibilities**

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

- Develops and co-ordinates the preparation of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Recommends for approval the Project Funding for Agencies in keeping with established guidelines;
- Updates the Cabinet on the impact of disasters on the Works Infrastructure and Ports;
- Provides the Cabinet with Status Reports on Implementation of Cabinet Decisions regarding projects and programmes;
- Represents the Ministry at various meetings and fora;
- Assists with the overall development of the Ministry's plans and programmes to advance the strategic objectives of the Ministry.

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

- Develops a Monitoring and Assessment Plan as the framework for the monitoring and assessing of programmes, projects and strategies;
- Develops performance indicators and criteria for the monitoring and assessment of the Ministry, Agencies and Departments engaged in Works Infrastructure and Ports Development;
- Participates in negotiations with International Lending Agencies on project funding;
- Organizes and directs monitoring of Ministries, Departments, and Agencies involved in projects and programmes related to the Works Infrastructure and Ports Development;
- Monitors the implementation of Works Infrastructure and Ports Development 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;
- Analyses 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 Ministry Objectives;
- Reviews and comments on project proposals and agreements;

- Receives reviews and endorses procurement procedures of Agencies;
- Conducts site visits to keep informed of the programmes and project's progress;
- Prepares Monitoring Reports with mitigating strategies based on findings from site visits;
- Prepares reports on the results of Monitoring and Evaluation exercises;
- Utilizes Monitoring and Evaluation findings to inform proposals for development and/or revision of Works Infrastructure and Ports Development policies, regulations and standards;
- Collaborates with the Policy and Research Team to inform policy development;
- Prepares Briefs and Submissions for the Ministry, Cabinet and Parliament related to the monitoring of Works Infrastructure and Ports Development;
- Represents the Ministry at Infrastructure and Legislation Sub-Committee of Cabinet;
- Organizes, facilitates and participates in Project Steering Committee Meetings;
- Performs any other related duties as deemed necessary.

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

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

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent organisation skills
- Research and analytical skills
- Excellent leadership and management skills
- Competence in public speaking/presentation

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

- Excellent Project Management, Implementation and Evaluation skills
- Risk analysis skills
- Excellent knowledge of the Housing Sector
- 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
- Negotiating skills
- Knowledge of the Ministry or Central Government's operational procedures

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

- Master's Degree in Public Administration/Management Studies, Public Policy Development or a similar field;
- Training in Project Management;
- Training in Monitoring and Evaluation Techniques;
- At least three (3) years' experience in a similar capacity.

**OR**

- Bachelor's Degree in Public Administration/Public Sector Management, Public Policy Development or a similar field;
- Training in Project Management;
- Training in Monitoring and Evaluation Techniques;
- At least five (5) years' experience in a similar capacity.

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

- Exposure to outdoor conditions in rural areas when travelling to visit project sites. Community unrest as a result of bad roads, impassable bridges and the negative impact on citizens as a result of the implementation of work infrastructure projects;
- Pressure from various stakeholders with an interest in the Works Infrastructure and Ports Development;
- Extended working hours.

### **Specify Licensing or Certification Necessary for the Job:**

- Certification in Project Management

Applications accompanied by résumés should be submitted **no later than Wednesday, 19<sup>th</sup> October, 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@megic.gov.jm](mailto:human.resources@megic.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