



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 447 **OSC Ref. C. 6272¹⁷**

18th 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 be assigned to the post of **Senior Director, Access to Information (GMG/SEG 5) – (Not Vacant)** in the **Access to Information Unit, Office of the Prime Minister**, salary range \$3,706,560 - \$4,405,935 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Principal Director, Information Division (OPM), the Senior Director, Access to Information, is responsible for directing all the activities of the Access to Information (ATI) Unit, effecting and overseeing the efficient and successful implementation and administration of the Access to Information Act by Public Sector organizations and enforcing satisfactory compliance with the provisions and stated objectives of the Access to Information Act.

Key Responsibilities

Management/Administrative:

- Develops and leads the implementation of Strategic and Operational Plans for the Unit;
- Develops and implements operational systems and procedures to guide the operations of the Unit, ensuring the capacity to deliver on its mandate;
- Leads the preparation and execution of the Unit's Annual Budget and Procurement planning process, in accordance with the Annual Budget Call;
- Prepares Quarterly Performance Reports and Ad-hoc Performance Reports as required;
- Prepares reports on Access to Information Performance and responses to the Committee of Experts reviewing Jamaica's Implementation of the Inter-American Convention against Corruption and attends Country Visit by the Committee in support of the GOJ focal point (the Attorney General's Chambers) as required;
- Negotiates contracts with suppliers for the procurement of goods and services;
- Participates as a member of the OPM Senior Management Team in reviewing the Ministry's performance against strategic and operational targets;
- Represents the Ministry at local, regional and international meetings, conferences or other fora as required;
- Assesses, in collaboration with senior officials in Public Sector organizations, the physical and human resource needs of the respective organizations to effectively implement and maintain the requirements of the Access to Information Act and makes recommendations to the Minister for addressing the needs identified;
- Develops and maintains procedures to guide and ensure the operation of efficient response systems in Public Sector organizations for handling applications for access from the public;
- Assesses the national state of readiness for the commencement of the Act and makes recommendations to and advises the Minister of Information accordingly;
- Provides advice/recommendations to the Monitoring Committee, Minister and other Government Officials on matters relating to the Access to Information Act;
- Encourages greater transparency, accountability and public participation in national decision-making;
- Oversees the Secretariat to the Access to Information Appeal Tribunal, including the co-ordination and management of all administrative functions relative to hearings and meetings of the Tribunal;
- Prepares briefs for, and appears before the Appeals Tribunal on disclosure matters;
- Represents the Government of Jamaica at international, regional and local meetings, conferences and other functions;
- Keeps abreast of regional and international laws, regulations and developments relating to Access to Information.

Technical/Professional:**Advocacy:**

- Initiates collaborations with secondary and tertiary institutions and examination bodies for the development and inclusion of Access to Information in their curriculum and programme specialization;
- Establishes active partnerships with members of Civil Society, stakeholder groups and the media to enhance the effective implementation of the ATI;
- Establishes working relationships with professional bodies associated with Records/Information Management in order to develop a strategic working plan for the advancement of the profession/Industry and to address interconnected issues for the successful implementation of the Access to Information initiative;
- Identifies and solicits international and local sources of funding for the establishment and continued operation of the Unit and the strengthening of resource capacities in other Public Sector organizations;
- Plans and hosts conferences, seminars and special fora related to Access to Information;
- Establishes and maintains a network of individuals and organizations locally and internationally to facilitate information exchange and maintains currency in the development of ATI.

Policy and Legislation:

- Participates in the development/review of Information Management policy;
- Liaises with the Attorney General's Chambers, Legal Reform Department, Office of Parliamentary Council and any other internal or external stakeholders on portfolio matters;
- Provides legal, technical and policy advice to the Principal Director, the Portfolio Minister and the Permanent Secretary on all Access to Information related matters;
- Attends sittings of Parliament, Parliamentary Committees, Legislation Committee and other meetings as required;
- Provides technical support to the Joint Select Committee formed to review the Act on a periodic basis as mandated by the Act;
- Prepares and reviews responses to Questions posed in the Houses of Parliament;
- Prepares and reviews Cabinet Submissions, Cabinet Notes, Legislation Committee Submissions, Technical Briefs, Legal Opinions, Contracts, Terms of Reference for Procurement of Services, Memoranda of Understanding, Concept and Position Papers and Speeches;
- Provides advice and guidance to Principal Officers (Leaders of Public Authorities), Access to Information Responsible Officers (Access Officers) in all public authorities, on compliance and implementation of the ATI Act, Regulations, guidelines and policies;
- Provides legislative policy advice to the political directorate;
- Prepares Legal Opinions on issues arising under the Act and confers with the Attorney General's Department on such as appropriate;
- Advises on the conduct of Internal Reviews in relation to denial/deferment of access to documents;
- Advises the Minister on the development of regulations necessary for the proper implementation of the Act and proposes appropriate language for subsidiary and amending legislation;
- Prepares Briefs for the Minister and Ministerial Orders pursuant to the Act and advises the Minister on the preparation of the annual report on ATI to Parliament;
- Prepares reports containing recommendations on the review of the Act and attends Parliamentary Reviews;
- Collaborates with the Chief Parliamentary Counsel on the drafting and passage into law of primary and subsidiary legislation;
- Initiates and develops the legislative/procedural framework necessary for the harmonization of the ATI Act with existing/proposed legislation.

Public Education and Public Relations:

- Conducts island-wide public education, training programmes for public authorities, liaises with NGO's and other stakeholder groups;
- Provides strategic leadership and guidance in the design and development of communication strategies and tools to ensure that members of the public are aware of their access to information rights and the role of the Unit;
- Leads the training activities for Access to Information Responsible Officers and other public servants across the Public Sector;
- Oversees the conduct of training needs assessment of public servants and other target groups;
- Conducts interviews with the media regarding access to information rights;
- Oversees the development and implementation of the Public Education and Public Relations Programmes to publicize the Act and educate the public on its use;

- Ensures the preparation, dissemination and adequacy of educational materials for use in the Public Education Programme;
- Participates in the delivery of information sessions, lectures and other public educational activities; makes presentations on Access to Information to various stakeholders;
- Participates in the development and ensures the implementation of a system to identify and promote best practices in ATI administration in the Public Sector.

Monitoring and Enforcement:

- Monitors the consistent implementation and application of the Access to Information Act, 2002, across all Government entities;
- Monitors, reviews and provides feedback on ATI Compliance Quarterly and Monthly reports submitted by public authorities;
- Oversees and guides the statistical compilation and analysis of ATI request processing data;
- Designs and implements the Compliance Monitoring Strategy of the Unit;
- Conducts research on global procedures, regulations and programmes regarding ATI/Freedom of Information (FOI) legislations to assist with informing the activities of the ATI Unit;
- Develops and oversees the implementation of policies and procedures to monitor the practice and administration of the Act by Public Sector organizations;
- Establishes mechanism for handling complaints from the public and ensures that the Unit efficiently and satisfactorily performs the role of facilitator between the Public and Public Sector organizations;
- Provides guidance and advice for Access Officers on matters arising from the administration of the Act.

Supervisory:

- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends developmental and training activities to aid direct reports in attaining established professional and organizational goals;
- Resolves issues/problems that may arise; responds to complaints;
- Participates in the recruitment and selection of staff for the Unit and the wider organization as required;
- Recommends/Administers disciplinary measures in keeping with established Human Resource Policies/the Ministry's Disciplinary Code;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Unit to ensure adequate staff capacity;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Performs any other duties and responsibilities that may be assigned by the Permanent Secretary/Principal Director.

Required Knowledge, Skills and Competencies

- Knowledge of Administrative Law, Government legislative reform processes and regulatory imperatives
- Knowledge of the Access to Information Act
- Knowledge of GOJ's Procurement Guidelines/Public Procurement Act; Public bodies Management and Accountability Act; Financial Administration and Audit (FAA) Act and Executive Agencies Act, among others
- Integrity and confidentiality
- Excellent presentation and oral and written communication skills
- Excellent time management, planning and organizing skills
- Excellent legal research and analytical skills
- Strong statutory interpretative skills
- Excellent interpersonal and customer relations skills (ability to communicate and manage relationship at all levels)
- Excellent leadership, networking and relationship-building skills (ability to function as a team player and works harmoniously with a diverse group of people at various levels externally and internally (International Government Officials)
- Excellent judgment, decision-making and problem-solving skills
- Excellent organizational skills with the ability to prioritize, multi-task and display initiative
- Ability to manage multiple assignments/projects

- Ability to monitor and report on Programme/Project Budgets
- Advanced Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools

Minimum Required Education and Experience

- Bachelor of Laws (LLB) Degree from the University of the West Indies or Law Degree which is recognized by the Council of Legal Education;
- Certificate in Legal Education (CLE) from the Council of Legal Education (Caribbean);
- Attorney-at-Law;
- Seven (7) years' work experience in Law, with a minimum of three (3) years in Jamaica or Commonwealth country;
- Five (5) years working experience in the Public Sector at a senior management level.

Special Conditions Associated with the Job

- May be required to travel, both locally and overseas, in the execution of official duties;
- Required to work beyond normal work hours as the need arises.

Applications accompanied by Résumés should be submitted **no later than Monday, 31st October, 2022 to:**

**Senior Director
Human Resource Development and Management (HRDM) Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.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**