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(CENTRAL GOVERNMENT)
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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 **Ministry of Local Government and Rural Development**:

1. **Senior Director, Liaison and Monitoring (GMG/SEG 4)**, salary range \$4,947,565 – 6,653,925 per annum and any allowance(s) attached to the post.
2. **Policy Analyst (GMG/SEG 2)**, salary range \$3,332,803 – 4,482,249 per annum and any allowance(s) attached to the post.

1. Senior Director, Liaison and Monitoring (GMG/SEG 4)

Job Purpose

Reporting to the Permanent Secretary, the Senior Director, Agency Liaison and Monitoring, directs the development, implementation and monitoring of the operational activities and strategic policy direction of the Local Authorities. The incumbent also provides oversight and effective liaison of the Portfolio Agencies, namely; National Solid Waste Management Authority (NSWMA), Office of Disaster Preparedness and Emergency Management (ODPEM), Jamaica Fire Brigade (JFB), Social Development Commission (SDC), Board of Supervision (BOS), KSAC and the Local Authorities, ensuring that management systems and procedures are in place in keeping with the objectives of the Ministry and the Government.

Key Responsibilities

- Participates in the strategic direction of the Ministry;
- Leads the development of the Divisions' Operational Plan and Budget;
- Establishes, develops and maintains appropriate internal controls and reporting systems in order to manage the delivery of desired policy outcome and operational outputs to the required standard of performance;
- Provides technical advice to the Permanent Secretary;
- Provides oversight in the implementation of major strategic initiatives of the Division, ensuring appropriate monitoring and reporting systems are in place;
- Oversees periodic, programmatic reviews and makes adjustments where necessary to achieve stated objectives;
- Participates in the preparation of Cabinet Submissions as is necessary to facilitate discussions and approval of proposal to improve operation and/or when seeking financial resources;
- Collaborates with the Executive Team to periodically formulate/reviews operating policies and procedures to determine best practices;
- Represents the Ministry at Local and International meetings, conferences and other fora as required;
- Represents the Permanent Secretary on International Committees, Board of Portfolio Agencies and Government Committees;
- Prepares and submits periodic Performance Reports and other specialized reports as required;
- Ensures timely submissions of all documents/information requested;
- Advises the Permanent Secretary on significant divergence from targets set in plans and facilitates the development of strategies to close performance gap as they are identified;
- Advises the Permanent Secretary and other Senior Personnel on trends and changes which can impact the economic fortunes of the Councils and Agencies;
- Facilitates the provision of liaison services to Portfolio Agencies;
- Directs the monitoring and review of Agencies to ensure performance targets are agreed, including Budget guidelines are met or revised if necessary;
- Oversees the monitoring and provision of technical advice and support to Local Authorities and Agencies with a view to enable these bodies to operate in an efficient and effective manner in accordance with the laws, regulations and policy guidelines;

- Ensures the co-ordination and monitoring and review of policies for service delivery/customer service within Agencies;
- Provides policy directives and ensures implementation and monitoring for fire protection, municipal policing and public order;
- Collaborates with the Technical Services and Finance and Accounts Division for the authorization of payments for capital projects, as it relates to infirmaries and the Jamaica Fire Brigade, National Solid Waste Management Authority, Social Development Commission, Office of Disaster Preparedness and Emergency Management;
- Interprets policies and provides technical guidance/advice internally and externally to ensure adherence to regulations and government policies;
- Provides advisory support to the political directorate on the Local Authorities and Agencies;
- Participates in the monitoring of projects and programmes within the Local Authorities and Agencies;
- Provides advice on procurement issues within Local Authorities/Agencies and prepares reports for the Contractor General and monitors investigation made from that office;
- Facilitates research on international Local Government best practices and makes recommendation for the improvement of local practices;
- Facilitates institutional strengthening and capacity building with Local Authorities and Agencies;
- Ensures the implementation and monitoring of social welfare services (Poor Relief Services);
- Ensures the monitoring and evaluation and performance of the Local Authorities and Agencies in terms of their service delivery and participatory mechanisms;
- Maintains liaison with Central Government, Agencies and Statutory Bodies to strengthen collaboration with these entities in support of their working relationship with the Local Authorities and Agencies;
- Facilitates corporate governance best practices;
- Collaborates with the Governance Division in coordinating relation to governance processes and programmes, particularly in the areas of Parish Development Committees and Local Authorities;
- Participates in the preparation of publication and media reports as it relates to the activities of the Division;
- Provides assistance in the preparations of briefs for the Minister's international forums, conferences and conventions;
- Represents the Ministry on Inter-ministerial Committees as the need arises in relation to the Local Authorities and Agencies;
- Facilitates the board appointments to Local Government Services Commissions and the Board of Supervision;
- Ensures the establishment and maintenance of appropriate internal controls to ensure the prudent management of resources within Agencies;
- In collaboration with the Technical Services and Physical Planning Division, monitors and reviews capital projects as it relates to infrastructure and facilities with the Agencies, ensuring that the Agencies submits to the Strategic and Corporate Plans of the Ministry in collaboration with the Strategic Policy and Planning Division;
- Collaborates with the Technical Services and Planning Division for the maintenance/construction of properties that falls within the purview of the Agencies, as local Board of Health, develops and co-ordinates public cleansing policies to guide public health activities within abattoirs, cemeteries, markets and other public buildings;
- Facilitates the administrative process for the provision of remuneration of Councilors/Mayors traveling and pensions;
- Collaborates in the monitoring of policies and activities as it relates to street lighting administration;
- Ensures that any investigations or complaints with respect to the performance of Agencies is carried out and provide an avenue for redress;
- Examines and makes recommendations to the Permanent Secretary in respect to overseas travel by Councilors and Officers attached to the Local Authorities and staff within Agencies;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective actions wherever necessary to improve performance and/or established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Develops and implements in collaboration with the Human Resource Department, a programme of Succession Planning for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;

- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.
- Performs any other duties that may be assigned by the Permanent Secretary from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership skills
- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer applications
- Sound judgment and integrity/ethics exercised in the performance of duties

Functional:

- Excellent working knowledge of the operations of Government
- In depth knowledge of Local Government and local governance matters and in particular the Government of Jamaica's Local Government related programmes and activities
- Excellent analytical, diagnostic and constructive thinking skills
- Excellent research capability and ability to create, compose, and edit written material
- Sound working knowledge of participatory techniques and stakeholders' consultation
- Ability to design, write and effectively communicate the requirement of complex processes to those involved in their management
- Demonstrate initiative to solve operational issues
- Excellent work knowledge of policy development skills, including research, evidenced based policy, formulation monitoring and evaluation processes
- Working knowledge of Performance Management Systems, key outputs, and performance indicators targets
- A good working knowledge of policy formulation, monitoring and evaluation processes
- The ability to think innovatively, analytically and constructively and to be able to identify the correct causes of problems and their solutions
- Good working knowledge of the operations of the Local Authorities
- Excellent knowledge of Performance Management Processes
- Good understanding of monitoring and evaluation methods
- Excellent knowledge of Policy and Planning
- Have specific knowledge of Local Government Reform; principles and practices of modern public administration and development; Decentralized Processes; Municipal Services Operations; Relationships with Local Authorities/Local and Central Government; involvement and participation of Non-Governmental Groups and civil society in local governance

Minimum Required Qualification and Experience

- Master's Degree in Management, Economics, Public Administration or related disciplines from a recognized tertiary institution;
- Five (5) years of professional experience as a Senior Director.

2. Policy Analyst (GMG/SEG 2)

Job Purpose

Reporting to the Senior Director, Strategic Policy, Planning and Reform, the incumbent is responsible for monitoring the practical application of public and operational policies and coordinating the development of new initiatives and strategies while providing technical support relevant to the Ministry. The incumbent is also responsible to inform and support policy development, corporate planning, performance management, monitoring and evaluation processes of the Ministry and its Portfolio Entities.

Key Responsibilities

Technical/Professional:

- Conducts critical review of Cabinet Submissions, notes and technical papers received from Agencies, Ministries and other relevant stakeholders prior to presentation to Cabinet;

- Supports the decision making and public policy formulation process by evaluating policies and working with the Corporate Planner to prepare projections and alternate scenarios;
- Tracks the implementation of Cabinet Decisions relevant to the Ministry and prepares Status Reports to Cabinet;
- Provides technical support to decision making processes within the Ministry by identifying and recommending strategic areas that need to be strengthened;
- Analyzes and interprets the results of studies prepared within the Local Government Sector and prepares reports providing information to make a decision or to determine the advisability of adopting new measures;
- Ensures that satisfactory economic, social environmental and safety analysis of public policy development options are made;
- Assists in coordinating crosscutting policy issues with Ministry, Department, Agency and Local Authority personnel and other actors in the Local Government fraternity;
- Maintains awareness of policies relevant to the Local Government Sector by liaising with Organizations and networks involved in similar activities;
- Assists in formulating official responses to Sector policy issues;
- Prepares Policy Briefs whenever necessary;
- Establishes effective working relationships with the Heads of Departments, Agencies and Local Authorities as well as staff in assigned portfolios to ensure that respective plans and operations corresponds to policies of the Government;
- Manages an up-to-date Policy Register for the Ministry and its portfolio entities;
- Monitors regulations, legislation and public policies implemented in the Ministry;
- Examines the investment and expenditure plans of Ministry and its Portfolio Entities and recommends actions to maximize the beneficial impact and support to sector policies of the Government;
- Assists Agencies to re-prioritize expenditure plans in response to funding adjustments;
- Participates in local, regional and international conventions, workshops and meetings on policy issues;
- Monitors the implementation of various operational policies of the Ministry;
- Ensures the security of policy documents;
- Participates in the policy and planning development projects by assisting with the preparation of options assessing the impact on stakeholders and contributing to the design of implementation plans;
- Attends relevant internal and external meetings, workshops, conferences and seminars on subjects/issues relevant to the Ministry and presents papers and reports when required;
- Designs and implements data collection schedules including the frequency of data collection to provide timely, relevant information for policy update, development and decision making;
- Prepares special papers required for presentation at local seminars and conferences;
- Develops and maintains reference databases to track the performance of policy;
- Utilizes Information Technology Systems for policy development, monitoring and evaluation;
- Provides technical support in the review of the performance of the Ministry's Divisions/Units and its Portfolio Entities;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent problem-solving skills
- Ability to work as a part of a team and effectively develop good interpersonal working relationships
- Excellent organizational and work management skills
- Excellent research skills
- Excellent use of initiatives

Functional:

- Excellent knowledge of social policies and the government's planning and performance monitoring processes
- Thorough knowledge of sources of official data on areas pertinent to policy formulation
- Working knowledge of the structure, roles and functions of the Government, Ministries and Agencies
- Thorough knowledge of constitutional processes of Jamaica
- Excellent presentation skills
- Excellent proficiency in the use of relevant computer applications
- Excellent knowledge of the Organization's policies and procedures

- Proficiency in the use of relevant computer applications
- Experience in survey design, survey sampling techniques, questionnaire design, data quality control, data analysis, and writing/publishing reports
- Excellent analytical skills

Minimum Required Qualification and Experience

- Bachelor's Degree in public policy, Sociology, Economics, or Management Studies or related field;
- Four (4) years related experience at a technical/professional level;
- Understanding and practical experience of policy development skills including international conventions, legislative and regulatory development, based policy formulation.

Applications accompanied by résumés should be submitted **no later than Tuesday, 20th December, 2022 to:**

**The Senior Director,
Human Resource Management & Development
Ministry of Local Government & Community Development
61Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.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**