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(CENTRAL GOVERNMENT)
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3rd January, 2023

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 Chief Technical Director (GMG/CTD 1) in the Information Division, Office of the Prime Minister (OPM)**, salary range \$8,948,789 - \$12,035,126 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Permanent Secretary, the Chief Technical Director, Information Division is responsible for:

- Providing overall leadership and management of the day- to- day operations of the Division, ensuring that the functions are effectively executed and that the Division's proposed deliverables are effectively executed and desired results achieved within targeted timeframes;
- Ensuring accomplishment of macro and micro policy objectives;
- Focusing on Information policies into a modern, relevant, effective and efficient Legal and Regulatory Framework through legal reform, in keeping with Government policies and international requirements and ensuring that the relevant Industries are compliant;
- Ensuring alignment of Government projects and programmes with established policies of Government;
- Conducting timely and thorough research (local and comparative jurisdictions refers) and evidence-based policy analysis and recommendations;
- Ensuring that internal and external challenges are identified in a timely manner and that consequent recommendations are made to facilitate revision of policies or targets, or timely interventions at the appropriate levels of the political and administrative directorate;
- Providing regular effective advice, briefings, and support to the Permanent Secretary on all aspects of the Information Portfolio;
- Ensuring the provision of effective monitoring and coordination of five (5) information related entities for which the OPM has oversight- PBC, BCJ, JARD, JIS, and Cinematograph Authority.

Key Responsibilities

Leadership:

- Maintains a high standard of integrity generally, and specifically in the advancement of the Mission of the Information Division, and the promotion of professional conduct of staff;
- Demonstrates emotional intelligence, manages conflicts well, and can be regarded as a trusted advisor or advocate in sensitive or emotionally charged situations;
- Anticipates issues, challenges and outcomes; takes action considering the risks and using prudent judgment;
- Utilizes a participatory and collaborative management style: embraces, adapts and is open to change in order to foster a productive, high energy work environment primarily;
- Identifies solutions to a wide range of organizational issues and ensures their implementation for effectiveness.

Strategic and Operational:

- Contributes, at the Senior Management level, to the Strategic Planning process of the Office of the Prime Minister through participation in Planning Meetings/Committees;
- Provides high level strategic and technical inputs to achieve the overall objectives of the Division and the OPM;
- Develops harmonized Budget; Operational and Strategic Plans for the Division. (Plans are to be based on technically sound and achievable objectives and are in keeping with the overall priorities for economic development);
- Monitors the implementation of the Division's Corporate and Operational Plan and Budget;
- Generates reports on the progress of the Division to the Permanent Secretary and be responsible for arranging timely and accurate:

- ✓ Input to quarterly reports of the Division to the Office of the Prime Minister and Office of the Cabinet
- ✓ Policy updates requested from the Office of the Cabinet, the Office of the Prime Minister and such other authorized Ministry/Unit of the Government apparatus (via Cabinet Decision Updates; Policy Register etc.)
- Conducts interventions to see to the (financial) sustainability and success of entities inclusive of, though not limited to, the pursuit of grant funding, where necessary;
- Represents the Information Division in any local, regional or international forum as assigned, and advance the interest of the Division and Jamaica as appropriate;
- Provides effective leadership and monitoring in collaboration with the Administration and Special Services Division for the procurement of goods and services in respect of the assigned portfolio Agencies and Departments.

Technical/Professional:

- Reforms the policy framework which governs/addresses:
 - ✓ Participates in review of all licensees in the Electronic Media (Television, Radio, Cable, and Independent Programme Providers, with consideration of emerging media/technologies)
 - ✓ Convergence of Information and Telecommunication Services on diverse media
 - ✓ Ownership structures in the Sectors and Competition in the context of international commitments and best practices
 - ✓ Public exhibition of film/cinematographic works
 - ✓ Jamaica's Access to Information and Official Secrets regime
 - ✓ Preservation and (commercial) exploitation/promotion of archival material within Government's communication/media network
- Plans and co-ordinates (policy/technical) consultations with key agencies and external stakeholders regarding the formulation/revision of policies;
- Co-ordinates the execution of policies relative to the Information subjects;
- Reviews and submits high quality Cabinet Submissions, Technical Briefs, papers and speeches;
- Ensures licensing systems are aligned; fee structures and sanctions; government (regulatory) institutions; programmes and projects with 'modernized' policy framework and objectives;
- Monitors, facilitates, analyses and channels Annual Reports of all Public Bodies falling under the Information Portfolio through the Permanent Secretary to the Cabinet and Parliament;
- Interfaces with local, regional and international Information Industries; policy makers; government officials; regulators and state trade agencies on matters of policy;
- Monitors implementation of Information Agreements, Memorandum of Understanding between GOJ on the one hand, and on the other, Governments, regional and international Organizations;
- Provides technical advice/support to the Prime Minister, Minister of Information and the Permanent Secretary, Office of the Prime Minister, Committees of the Cabinet and Intra Ministerial Fora and any other, as necessary.

Supervisory:

- Provides leadership to staff through effective performance management and appraisal, motivation, delegation, and communication;
- Recommends appointments, incentive arrangements and disciplinary action in keeping with established Human Resource Policies;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Conducts scheduled Divisional Staff Meetings to provide, among other things, a forum for bonding, discussion, information sharing on any operational problems being experienced, resolving problems, and providing feedback on specific issues/matters as necessary.

Customer Service:

- Guides team members in maintaining customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design and Work Plans;
- Ensures critical success factors are identified and meets expectations;

- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent presentation, oral and written communication skills (Expresses ideas effectively and organizes and delivers information appropriately)
- 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.
- Thorough understanding of administrative law; Government legislative reform processes and regulatory imperatives
- Sound knowledge of global influences and trends in the Information environment
- In-depth, up-to-date knowledge of government's priorities related to Information Sector
- Demonstrates high levels of confidentiality and integrity, reflecting high ethical and moral values
- Excellent integrity, ethical and moral/organizational values and confidentiality exercised in the performance of duties
- Demonstrates initiative and creativity
- Uses sound judgment to make good decisions based on information gathered and analyzed
- Displays emotional resilience and the ability to withstand work pressure on an on-going basis
- Reliable, produces accurate, professional work. Sets and maintains high performance standards; pays close attention to detail, accuracy and completeness
- Maintains a high level of productivity and self-direction.
- Plans and organizes tasks and work responsibilities to achieve objectives
- Strategic thinker and adept in resource and information management
- Ability to motivate staff and multi-task
- Ability to promote customer satisfaction, interpersonal skills
- Ability to analyze problems and develop effective solutions
- Proficient in the use of computer applications
- Working knowledge of the Financial Administration Audit (FAA) Act

Minimum Required Qualification and Experience

- Master's Degree in Public Administration with a minimum of ten (10) years' experience, of which five (5) years should be at a senior management level;
- Broad exposure to policy development, legislative reform at a senior level, demonstrable and extensive knowledge of the Information Subjects;
- Bachelors in Law and Certificate in Legal Education would be an asset.

Special Conditions Associated with the Job:

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- Required to travel locally, regionally and internationally to represent the Government/Ministry at meetings, seminars and other related events;
- Required to work beyond normal working hours, whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Monday, 16th January, 2023 to:**

**Senior Director
Human Resource Development and Management
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.

A handwritten signature in blue ink, reading "J Mendez". The signature is fluid and cursive, with a large initial "J" and a stylized "Mendez".

Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer