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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 Transport and Mining**:

1. **Director, General of Road Traffic (Band 13)**, salary range \$8,948,789 - \$12,035,126 per annum.
2. **Deputy Director General, Technical Services (Band 11)**, salary range \$6,028,127 - \$8,107,161 per annum.
3. **Deputy Director General, Client Services (Band 11)**, salary range \$6,028,127 - \$8,107,161 per annum.
4. **Senior Director, Corporate Services (Band 10)**, salary range \$4,947,565 - \$6,653,925 per annum.
5. **Senior Director, Information and Communication Technology (Band 10)**, salary range \$4,947,565 - \$6,653,925 per annum.
6. **Senior Director, Strategic Planning, Performance and Risk Management (Band 10)**, salary range \$4,947,565 - \$6,653,925 per annum.
7. **Chief Financial Officer (Band 10)**, salary range \$4,947,565 - \$6,653,925 per annum.
8. **Director, Legal Services (Band 10)**, salary range \$4,947,565 - \$6,653,925 per annum.
9. **Chief Audit Executive (Band 10)**, salary range \$4,947,565 - \$6,653,925 per annum.
10. **Manager, Corporate Communications and Public Relations (Band 10)**, salary range \$4,947,565 - \$6,653,925 per annum.

1. Director, General of Road Traffic/Chief Executive Officer (Band 13)

Job Purpose

Leads and directs the overall operations of the ITA, safeguards the alignment of the legal and policy framework for the Authority, secures the achievement of its mandate through the integrity of its operations and effective management of resources, partnerships and strategic outcomes.

Sets the ITA's strategic direction and imperatives in conjunction with Government directives; short-medium- and long-term goals and performance targets.

Key Responsibilities

Advisory:

- Advises and briefs the Minister, Board and Permanent Secretary on developments within the Sector and the Country and how it impacts traffic, vehicle, driver management and road safety;
- Advises on and contributes to the development of international policies and programmes and supports the process for the negotiation of international agreements;
- Provides expert strategic advice, briefings and support to the Minister, Board and Permanent Secretary on all aspects of the ITA's management, to ensure quality decision making and actionable strategies;
- Provides expertise and advice, in conjunction with direct reports for the Board approval and decision-making processes towards licences, permits and certifications relating to drivers/driving and vehicles.

**Technical/ Professional:
Compliance and Regulation**

- Monitors compliance of standards and service delivery for all road traffic matters towards road safety and national development;
- Oversees the provision of Client Services, Corporate Services and Technical Services towards the fulfillment of the mandate of the ITA;
- Recommends changes to the legal and policy framework, including Road Traffic Act and Regulations as a response to emerging needs and best practices.

Strategic and Corporate Governance Framework:

- Leads the Finance and Strategic Management Divisions in the development of the ITA Strategic Business/Corporate Plan, Operational Plan, Annual Report and Budget;
- Leads the development of the ITA's Enterprise Risk Management Framework and proactively incorporates Risk Management within the Strategic Planning and Management process;
- Participates actively in national, regional and international seminars towards the achievement of strategic outcomes and betterment of the Sector;
- Establishes systems to regulate the operations for driver, vehicle and traffic management;
- Reviews and revises the Organization's policies and processes in accordance with the Road Traffic Act and Regulations;
- Aligns with Board and Permanent Secretary to set performance standards and targets for the Organization;
- Guides the successful implementation of programmes and initiatives as per the Strategic Business Plan, Operational Plan and approved Budget;
- Leads the process for financial analysis of the ITA and recommends any changes to fee structures and financial model;
- Manages and negotiates contracts for major expenditure and monitors revenue generation and fee structures;
- Manages the Budget of the ITA.

Collaborations and Partnerships:

- Leads strategic partnerships for the execution and facilitation of the ITA and joint mandates as a regulatory body;
- Forges meaningful collaborations with varied stakeholders across the island, including Tax Administration of Jamaica (TAJ), the Courts, Jamaica Constabulary Force, Trade Board, Jamaica Customs Agency, National Works Agency, Parish Councils, inter alia;
- Negotiates and signs to Memorandum of Understanding and other contractual arrangements, as required, towards the mobilisation of efforts and resources for the delivery of critical services;

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of senior/leadership staff for the ITA and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, integrity, engagement, high-performance and commitment to the organization's goals and initiatives;
- Spearheads the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Management and Development Division;
- Participates in setting the framework for culture and expectations for the onboarding or Orientation programme/process;
- Performs any other related duties as required for the effective leadership of the ITA.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Goal/results oriented
- Integrity
- Emotional intelligence
- Ability to work well under pressure
- Good problem-solving and decision-making skills

Technical:

- Strategic thinking
- Financial and Business Acumen
- Good leadership skills

Minimum Required Qualification and Experience

- Master's Degree in Management (Business Administration/Public Sector Management) or related discipline
- Bachelor's Degree in Engineering or related discipline
- Fifteen (15) years' experience in a senior management position leading critical and/or regulatory operations with impact on a national level

Special Conditions Associated with the Job:

- Must be the holder of a valid General Drivers License.

2. Deputy Director General, Technical Services (Band 11)**Job Purpose**

Oversees the operations of the Technical Services Division for the provision of traffic management, road safety management, standards development, statistics and data analytics and management for the ITA.

Provides guidance and leadership towards the collaboration and co-ordination among the Branches that will provide technical support and regulation of critical services for road safety and traffic management as well as standards development and statistical analysis for the entire ITA.

Key Responsibilities***Management/Administrative:***

- Oversees the preparations of ITA Project Plans for the successful implementation of major projects, across various Divisions/Branches or in conjunction with external strategic partners;
- Provides technical advice for the Director General/CEO as it relates to traffic management, road safety, standards development and statistical analysis;
- Participates in the ITA's Strategic Planning process, streamlines the operations of technical services with the highlighted strategic direction of the Organization;
- Prepares and monitors Technical Services contribution to the Operational Plan and Budget;
- Researches and provides insights on existing and future demands and services within traffic and road safety management;
- Prepares reports, presentations and other official documents towards the effective management of the Technical Services Division;
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution.

Technical/Professional:

- Leads the development of major initiatives as it relates to traffic management and road safety;
- Co-ordinates and leads the provision of statistical analyses, data collection, data governance and analytics for the ITA as it relates to driver, vehicle, traffic and road safety management;
- Establishes project management systems and approaches for cross-cutting and/or major projects within the ITA, ensuring project co-ordination from initiation to monitoring of project implementation;
- Oversees the development of road safety and technical standards and specifications;
- Establishes/recommends approvals of systems for traffic management and road safety data analytics and statistics;
- Establishes systems to retrieve and analyse data for vehicle and driver management per parish, region and the entire island;
- Assesses the efficiency of all services, and the efficiency and effectiveness of those provided within the Technical Services;
- Identifies and analyses internal and external client needs based on emerging trends and requirements;
- Co-ordinates the implementation of policies and processes as it relates to traffic management road safety, standards setting and data and statistical analysis;
- Keeps abreast of current practices, international best practices, research and developments within the responsible areas;

- Directs the provision of strategies, programmes and initiatives as it relates to areas of responsibility;
- Prepares Technical Reports for the DG/CEO, Board and other critical internal and external clients;
- Directs the integration and co-ordination of Branches within the Technical Services Division to provide streamlined and effective functions/services;
- Recommends ICTs/digital solutions to further enhance the work of the Division and ITA; and makes recommendations for process changes and/or improvements.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of staff for the ITA and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, integrity, engagement, high-performance and commitment to the Organisation's goals and initiatives;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Management and Development Division;
- Participates in setting the framework for culture and expectations for the Onboarding or Orientation Programme/Process;
- Develops Work Plans, in keeping with the Authority's Strategic objectives, for direct reports;
- Performs any other related duties as required for the effective leadership of the Technical Services Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent leadership skills
- Excellent interpersonal skills
- Integrity
- Customer and quality focus
- Excellent problem-solving and analytical skills
- Ability to work well under pressure

Technical:

- Excellent knowledge of the Road Traffic Act
- Excellent analytical skills
- Strategic thinking
- People Management
- Excellent knowledge of traffic and road safety engineering; and data/statistical analysis
- Understanding of digital solutions/systems towards the improvement and re-engineering of business processes

Minimum Required Qualification and Experience

- Master's Degree in Management (Business Administration, Public Sector Management) or related field;
- Bachelor's Degree in Engineering or related discipline;
- Ten (10) years related experience in a public organization responsible for regulatory services in a management capacity.

3. Deputy Director General, Client Services (Band 11)

Job Purpose

Oversees the operations of all ITA Service Hubs in the provision of driver and vehicle management services and functions. Manages the Regional Heads for Service Hubs and centralised operations in the effective delivery of services to clients.

Provides guidance and leadership for excellent and regulated service delivery for all licences, permits, inspection, regulation and certification processes.

Key Responsibilities

Management/Administrative:

- Oversees the preparations of ITA Board submissions for their review and initiation of the decision-making process;
- Provides technical advice for the Director General/CEO as it relates to driver management and vehicle management throughout the island;
- Participates in the ITA's Strategic Planning Process, streamlines the operations of client services with the highlighted strategic direction of the Organization;
- Prepares and monitors Client Services contribution to the Operational Plan and Budget;
- Researches and provides insights on existing and future demands and services within driver and vehicle management;
- Oversees the resolution of critical complaints by clients at the ITA Service Hubs, and recommends process changes that will alleviate the problems identified;
- Prepares reports, presentations and other official documents towards the effective management of the Client Services Division;
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution.

Technical/ Professional:

- Leads the provision of operational rules and guidelines for motor vehicle and driver services, including, driver testing and certification, motor vehicle inspection, certification, licensing and regulation of external partners such as Driving Instructors, Driving Schools and garages, in alignment with legal framework;
- Oversees the development of Manuals, Standard Operating Procedures and policy guidelines for the effective delivery of client services for centralised, regionalised and localised services;
- Provides recommendations for major changes to the Motor Vehicle and Driver Licensing, permits, certifications, regulation, testing and inspection service; and other related services;
- Monitors that the functions of Client Services are conducted as set out by the Road Traffic Act and Regulations and maintains effective compliance;
- Authorizes and signs-off on aspects of the driver management and vehicle management processes;
- Manages and contributes to the compliance communication in conjunction to the public with the DG/CEO and in collaboration with Corporate Communications Division;
- Provides leadership and guidance to the Regional Senior Managers and Centralised Client Services operations in the streamlining, standardisation and monitoring of functions and services across the island;
- Prepares Technical Reports and presentations towards, inter alia, collaboration, improvements or strategic alignment on aspects of vehicle and driver management (Client Services);
- Authorizes and signs off on critical aspects of client services business processes, including completed submissions, official correspondence and documentations and certified documents and applications for regionalised and localised ITA Service Hubs functions;
- Manages the processing of Special Permits;
- Keeps abreast of current practices, international best practices, research and developments within the responsible areas.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the ITA and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, integrity, engagement, high-performance and commitment to the Organization's goals and initiatives
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Management and Development Division;
- Participates in setting the framework for culture and expectations for the Onboarding or Orientation Programme/Process.
- Performs any other related duties as required for the effective leadership of the Client Services Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Integrity
- Customer and quality focus
- Excellent problem-solving and decision-making skills
- Ability to work well under pressure

Technical:

- Excellent knowledge of the Road Traffic Act and regulations
- Excellent analytical skills
- Excellent leadership skills
- Strategic thinking
- People Management
- Excellent knowledge of automotive mechanics/engineering
- Understanding of digital solutions/systems towards the improvement and re-engineering of business processes

Minimum Required Qualification and Experience

- Master's Degree in Management (Business Administration, Public Sector Management) or related field;
- Bachelor's Degree in Mechanics or Engineering discipline;
- Ten (10) years related experience in a public organisation responsible for regulatory services in a management capacity.

Special Condition Associated with the Job:

- Must be the holder of a valid General Drivers Licence.

4. Senior Director, Corporate Services (Band 10)

Job Purpose

The Senior Director, Corporate Services will be responsible for overseeing the operations of the Corporate Services Division for the provision of Human Resources Management and Development, Administration and Asset Management, Documentation and Information, and Public Procurement.

Provides guidance and leadership towards the collaboration among the Branches in their provision of critical support services to the ITA.

Key Responsibilities

Management/Administrative:

- Leads the preparation of the Division's Operational and Strategic Plans, with alignment to strategic direction of the ITA;
- Provides technical advice for the Director General/CEO and other executive and senior leaders;
- Participates in the ITA's Strategic Planning Process, streamlines the operations of Corporate Services with the highlighted strategic direction of the Organization;
- Researches and provides insights on existing and impending governance structures relating to specified areas;
- Prepares reports, presentations and other official documents towards the effective management of the Corporate Services Division;
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution.

Technical/Professional:

- Reviews and approves Human Resource policies and procedures and monitors their equitable and appropriate administration;
- Manages major disciplinary and grievance hearings in conjunction with Senior Manager, HRM&D and in accordance with stipulated policies and procedures for ITA and Government;

- Assesses staff training requirements and creates innovative, collaborative and cost-effective methods for delivery of critical staff development programmes and services, including in-house/cross Government coaching and mentorship;
- Develops/approves system for performance management, talent management (recruitment, onboarding and induction) and Succession Planning;
- Monitors the maintenance of Human Resource records; and requisite mechanisms in place for their confidentiality and adequate storage;
- Develops and co-ordinates effective systems for the administration of asset management and procurement services;
- Leads the development/approves systems for Facilities Management across all ITA locations;
- Reviews contractual arrangements for properties across the island for ITA Service Hubs and ITA Corporate Office;
- Leads the development of security protocols for the safety of staff, equipment and documents across all ITA locations;
- Oversees the Fleet Management of the ITA, ensuring adequate structures and protocols are in place;
- Leads the ITA's Library, Records Management and Access Services, monitoring their effectiveness and alignment with ITA needs and government standards;
- Sets priorities and procedures for the public procurement of good and services;
- Formulates/approves the formulation of processes for the adherence of submission requirements to the Procurement Committee;
- Participates in Procurement Committee Meetings.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or Organizational goals;
- Participates in the recruitment of staff for the ITA and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, integrity, engagement, high-performance and commitment to the Organization's goals and initiatives;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Management and Development Division;
- Participates in setting the framework for culture and expectations for the Onboarding or Orientation Programme/Process;
- Performs any other related duties as required for the effective leadership of the Corporate Services Division.

Required Knowledge, Skills and Competencies

Functional/Technical:

- Excellent analytical skills
- Strategic thinking
- People Management
- Working knowledge of the Road Traffic Act
- Excellent knowledge of government priorities and regulations related to HR, Procurement, Administration and Documentation
- Proficiency in the uses of relevant systems and applications

Core:

- Excellent oral and written communication skills
- Excellent leadership skills
- Excellent interpersonal skills
- Integrity
- Customer and quality focus
- Excellent problem-solving and analytical skills
- Ability to work well under pressure

Minimum Required Qualification and Experience

- Post Graduate Degree in Management (Business Administration, Public Sector Management) or related field;
- Ten (10) years related experience in a Senior Management position.

5. Senior Director, Information and Communication Technology (Band 10)

Job Purpose

Leads the activities of all areas of Information Communication Technology in the ITA. Formulates, develops and implements Information Communication Technology (ICT) policies, plans and strategies to guide the Authority in achieving its short- and long-term goals and objectives.

Key Responsibilities

Management/Administrative:

- Reviews and revises ICT policies and procedures in accordance with Industry standards;
- Participates in the development of the strategic direction of the Authority;
- Leads the development and implementation of the Division's Operational Plan and Budget;
- Represents the Authority in meetings, conferences, seminars, workshops as required;
- Provides technical advice to the Director-General of Road Traffic/Chief Executive Officer, Heads of Divisions and Branches and other relevant personnel on planning, monitoring and evaluation;
- Prepares reports, presentations and other official documents towards the effective management of the Technical Services Division.

Technical/ Professional:

- Develops, implements, and maintains policies to guide and inform the use of ICT in the Authority;
- Map the business processes of the Authority and put in place new systems to improve productivity and efficiency;
- Facilitates the development of a robust and resilient ICT infrastructure through proper planning, forecasting and adherence to international standards in design and implementation;
- Plans the development of a Wide Area Cloud Network (WAN) linking the Authority with all of its agencies and portfolio entities and develop a set of protocols governing the exchange of information and communication between the entities;
- Plan the virtualisation of the operating environment to increase productivity and reduce cost;
- Establish on-going systems analysis for systems improvement and directs new system development;
- Provide technical expertise to the Director General/CEO and Divisional and Branch Heads to provide for adequate ICT services and to chart the course for the integration of the networks;
- Directs the development of security strategies to protect the network and data;
- Directs the development of benchmark and baseline performance testing for systems;
- Oversees the development of systems for the care and maintenance of computer and network equipment;
- Develops and maintain short and long-range plans for the implementation of technology within the ITA;
- Develops reviews, evaluates and recommends proposals for hardware and/or software acquisition, especially in relation to integrated motor vehicle and driver systems;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Develops Training Plan for ICT staff to achieve and maintain the relevant technical competencies to deliver quality IT support and service to the Authority;
- Proposes new marketing direction for the Authority by utilising social business and media;
- Plans the implementation of open-source platforms to reduce IT costs;
- Adapt and change ICT policies based on new internal and external demands

Human Resource:

- 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 organisational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organisation's goals;

- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Branch for the Orientation Programme;
- Performs any other related duties as needed for the effective management of the ICT Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership skills
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Excellent problem-solving and analytical skills
- Strategic thinking
- Results/goal-oriented
- Integrity

Technical:

- Sound knowledge of networking technologies and software development principles
- Knowledge of international standards and best practice in IT policy development and implementation
- Ability to direct and coordinate the development and integration of integrated computer systems involving network infrastructure and client/server business applications
- Knowledge of data security systems disaster recovery procedures
- Ability to evaluate and assess computer systems and hardware/software proposals for technical merit, cost effectiveness and business application
- Ability to communicate with and understand the requirements of professional staff in their area of specialization
- Knowledge of current technological developments/trends

Minimum Required Qualification and Experience

- Master's Degree in an ICT discipline with relevant managerial experience
 - Five (5) years of experience in related field;
 - Certification in Cisco Network and/or Microsoft System Engineering would be an asset.
- OR**
- Bachelor's degree in ICT Discipline with relevant managerial experience;
 - Eight (8) years of experience in a related field;
 - Certification in Cisco Network and/or Microsoft System Engineering would be an asset.

6. Senior Director, Strategic Planning, Performance and Risk Management (Band 10)

Job Purpose

Leads the development, monitoring and evaluation of the ITA's Strategic Planning Process and Plans against desired strategic and national policy outcomes. Facilitates the identification and development of strategies throughout the Authority and monitors and assesses their potential impact and risks.

Key Responsibilities

Management/Administrative:

- Participates in the development of the strategic direction of the Authority;
- Leads the development and implementation of the Division's Operational Plan and Budget;
- Represents the Authority in meetings, conferences, seminars, workshops as required;
- Provides technical advice to the Director-General of Road Traffic/Chief Executive Officer, Heads of Divisions and Branches and other relevant personnel on planning, monitoring and evaluation;
- Chairs/co-chairs Monthly, Quarterly or Bi-annual Strategic Planning Meetings with members of the Executive and other leaders within the ITA.

Technical/Professional:

- Creates the framework to support the Authority's planning functions in alignment and consistency with legal and policy framework;

- Leads the development of the Strategic Business and Operational Plans for the Authority;
- Oversees the conducting of results based budgeting and medium-term results based expenditure framework for the finalisation of the ITA's Budget;
- Develops and monitors implementation of guidelines to facilitate the development, monitoring and evaluation of the various planning functions (strategic, operational, budget);
- Leads and advises on the development of strategic objectives, programmes and initiatives, key performance indicators and targets;
- Provides the integration of the Strategic and Operational Plans and their consistency with the Government's strategic objectives;
- Forecasts and analyses internal and external variables of strategic importance to the Authority and integrates these into the planning process;
- Analyzes risks to achievement of strategic priorities outlined by the Authority and assist in developing mitigating and corrective actions;
- Develops the ITA's Annual Report in collaboration with various Divisions and Branches;
- Oversees the assessment of the Strategic and Operational Plans from Divisions in conformity with established policies, directives and overall strategic direction and goals;
- Evaluates the impact of policies, projects and programmes implemented;
- Monitors policies, projects and programmes to ensure that the desired objectives have been achieved;
- Conducts assessments of risks to implementation of various strategies based on research and provides possible impacts to affected areas;
- Establishes the ITA's Enterprise Risk Management (ERM) Framework/Strategy in alignment with GoJ ERM Framework;
- Manages the development practices that will embed enterprise Risk Management in the strategy-setting and operational processes within the ITA;
- Anticipates changes in the operating environment that may impact achievement of the ITA's strategic objectives and implements an effective risk mitigation strategy;
- Provides technical advice to the Director General, Deputies and Heads of Divisions and Branches on planning, monitoring and evaluation;
- Scans the internal and external environment to identify opportunities for relevant projects which will assist the Authority to achieve its long and short-term objectives continuously;
- Conducts environmental assessments, indicating the strengths, weaknesses, risks and opportunities for the Authority;
- Analyzes and evaluate projects, programmes and policies to determine if the stakeholder's needs are achieved;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption, where necessary, to enhance the ITA's planning and operational functions.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organisation's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Branch for the Orientation Programme;
- 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 interpersonal skills
- Results/goal-oriented
- Quality and Customer focus
- Integrity
- Teamwork

Technical:

- Strategic thinking
- Excellent leadership skills
- Excellent planning and organizing skills
- Good research and analytical skills
- People management skill
- Collaboration and partnership skills
- Ability to analyze and interpret changes in the economic, political and social environment;
- Sound knowledge of strategic planning, enterprise risk management, monitoring and evaluation
- Knowledge of the operations of Government;
- Proficiency in the uses of relevant systems and applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration/Management Studies/Public Sector Management or related discipline;
- Post graduate training in Strategic Planning and Monitoring;
- Training/Certification in Enterprise Risk Management;
- Seven (7) years' working experience in related field.

OR

- Master's Degree in Business Administration/Management Studies/Public Sector Management or related discipline;
- Post graduate training in Strategic Planning and Monitoring;
- Training/Certification in Enterprise Risk Management;
- Five (5) years' experience working in a related field.

7. Chief Finance Officer (Band 10)**Job Purpose**

Leads the effective, efficient and economical use of the ITA's funds in the fulfillment of its corporate objectives and in the pursuit of the implementation of the Budget ensuring a high standard of probity, propriety, regularity, transparency, accountability and value for money.

Key Responsibilities***Management/Administrative:***

- Advises the Director General/CEO, the Board and the Permanent Secretary on the Financial Performance of the Authority and on its financial status;
- Provides expert advice and specialist assistance to Director General/CEO and Programme Managers as required;
- Participates in the ITA's Strategic Planning Process, streamlines the operations of the Division with the highlighted strategic direction of the Organization;
- Researches and provides insights on existing and impending financial governance structures;
- Prepares reports, presentations and other official documents towards the effective management of the Division;
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution.

Technical/ Professional:***Budget Formulation and Management (Revenue and Expenditure)***

- Leads the development of a budgeting system and prepares the Authority's Budget in keeping with strategic direction, Budget calls as issued by the Financial Secretary and national and economic priorities;
- Monitors Budget requests from Divisions/Branches and analyzes them to determine adherence with allocations and guidelines established by executive leadership;
- Guides Divisional Heads in the preparation of justifications for budget allocation so the specific purpose and performance indicators as provided in the Strategic/Corporate Plan can show alignment of adequate budgetary support;
- Prepares the Budget estimates of the Authority to be submitted to the Ministry and Ministry of Finance;
- Prepares Revenue Estimates based on assessment of existing rates relative to costs, trends in collection for services and any emerging factors that will impact future trends;

- Prepares Annual Estimates of Miscellaneous Revenue and/or Appropriation in Aid.

Expenditure Management:

- Maintains control over the level of the Authority's public expenditure, monitoring that it is done within budgetary limits;
- Leads Cash Management activities;
 - ✓ Allocates monthly and quarterly warrants in accordance with agreed priorities
 - ✓ Implements an effective mechanism for containing expenditure within warrant limits and through a system of commitment planning and control
 - ✓ Manages Appropriation-In-Aid
- Reviews and tracks expenditure against approved Budget, to safeguard it has been met through warrant allocation and not from any unauthorised sources;
- Develops system for the certification and authorisation of payments, in accordance with FAA Act;
- Reviews all bank accounts to ensure there are no inaccurate cash balances

Procurement Procedures and Policy:

- Participates in the establishment and maintenance of an effective and compliant system for the procurement of goods and services;
- Liaises with Manager, Public Procurement to monitor the Division's payments within the procurement process in keeping with the Public Procurement Laws and guidelines and FAA Act.

Preparation and Submission of Financial Statements:

- Prepares accurate financial statements to the Auditor General and Financial Secretary through;
 - ✓ System of maintenance of proper records of the Authority's financial affairs, preparation of monthly accounts, financial reports and annual appropriation accounts in accordance with Ministry of Finance requirements
 - ✓ Manages proper accounting for specific externally funded projects, with proper accounting of project expenditure to facilitate draw downs and monitoring of inflows of external receipts against budgetary targets
 - ✓ Sets in place a sound system of management and cost accounting and reporting to meet operational requirements of the Authority.

Effective and sound system of internal control:

- Analyzes areas of risks in the Authority's operations;
- Assigns resources in the undertaking of special projects;
- Calls for periodic budget reviews in Divisions and Branches;
- Reports any non-compliance with legal and policy framework and monitors /enforces that adequate sanctions are applied to the officers in accordance with Government protocols;
- Establishes appropriate arrangements for high ethical standards in the Authority;
- Responds to Auditor General Queries and Reports;
- Implements recommendations from Public Accounts Committee and Audit Committee;
- Recommends cost-saving measures and control systems for the operational use, maintenance and security of all the Authority's assets.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Branch for the Orientation Programme;
- Performs any other related duties as needed for the effective management of the ICT Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent problem-solving and decision-making skills
- Strategic thinking
- Excellent planning and organizing skills
- Integrity

Technical:

- Analytical skills
- People management skills
- Excellent knowledge of Government accounting principles
- Excellent knowledge of FAA Act and financial obligations of statutory bodies
- Proficiency in the uses of relevant systems and applications

Minimum Required Qualification and Experience

- Master's Degree in Accounting, or Business Administration or Management Studies or any equivalent relevant qualification from a recognised tertiary institution plus at least five (5) years' experience in a similar capacity.
- OR**
- Association of Certified Chartered Accountant (ACCA) or Uniform Certified Public Accountant (CPA) or any equivalent recognised professional qualification in Accounting or Management plus at least five (5) years' experience in a similar capacity.

8. Director, Legal Services (Band 10)

Job Purpose

Leads the provision of legal advice and support for the Authority's legislative and policy directives, advises on all areas of law applicable to the operations of the ITA and monitors the compliance of the Authority to meet its legal standards and obligations.

Key Responsibilities

Management/Administrative:

- Facilitates the development and maintenance of a sound legal framework for the Authority;
- Oversees the development of suitable operational objectives and standards to guide the operations of the Division;
- Delegates and oversees the functions of reports;
- Organises and participates in meetings pertinent to role and function;
- Represents the Authority at meetings, workshops, conferences and seminars;
- Participates in the ITA's Strategic Planning Process and ensuring that the Division's work is carried out according to plan and agreed targets achieved.

Technical/ Professional:

- Prepares , reviews and amends legal documents , including but not limited to contracts, on behalf of the Authority;
- Attends court and assist in conduct of matters where necessary;
- Initiates and conducts searches for legal documents with pertinent Divisions, and other entities;
- Reviews and provides legal advice on Tender documents;
- Prepares policy papers/documents making recommendations for the amendment of the Road Traffic Act and other legislation and regulations;
- Prepares correspondence to Authority clients, their Agents, Attorneys and Organization;
- Provides interpretations to the Director General and other leaders of the provisions of legislation and/or legal clauses pertinent to the Authority's operations and programmes;
- Reviews and drafts contracts, agreements and internal policies and ensures that they are in compliance with all statutory or legal requirements;
- Participates and advises the Authority on matters related to all stages of contracts from negotiations to post-completion;

- Provides legal protection and Risk Management advice;
- Reviews and advises management on legal implications of internal policies and procedures;
- Provides advice on any litigation affecting the ITA Conducts periodic audits of its operations to ensure compliance with relevant laws;
- Implements procedures to rectify identified deficiencies and breaches;
- Liaises with relevant Divisions to ensure that where legal risks have been identified, appropriate courses of action have been taken;
- Prepares Statutory Declarations;
- Develops, reviews and advises on any Memorandum of Understanding within the Authority;
- Provides legal advice to the Authority on all areas of law which the ITA administers;
- Liaises with Attorney-General Chambers to produce legal advice and opinion on matters of law affecting the Authority;
- Conducts research relating to legal matters

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Branch for the Orientation Programme
- Performs any other related duties that may be assigned from time to time by the Director General of Road Traffic.

Required Knowledge, Skills and Competencies

Core:

- Good leadership skills
- Good analytical and problem solving and decision making skills
- Good organizational and time management skills
- Good Teamwork skills
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Results oriented
- Integrity
- Reliable and Confidential

Technical:

- Excellent knowledge of the Road Traffic Act and regulations, and other local and international legal obligations as it relates to Road Traffic
- Sound knowledge of the Government legal policies and procedures
- Experienced in the use of standard computer applications

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB);
- Legal Education Certificate (CLE);
- Five (5) years' experience as a practising attorney in the Public or Private Sector at a management level.

9. Chief Audit Executive (Band 10)

Job Purpose

Leads the audit and assessment of internal policies and procedures to monitor adherence to internal control and functioning to maintain the integrity of the ITA and its operations.

Key Responsibilities

Management/Administrative:

- Reviews and revises the Organization's audit policies and procedures in accordance with auditing standards;
- Participates in the Organization's Operational Strategic Planning process, prepares and monitors the Units Operational Plan and Budget ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Develops the Division's Strategic, Operational Plans and Budget;
- Develops Individual Work plan;
- Represents the organisation at meetings, conferences and functions as directed;
- Provides guidance/advice to the ITA Board, Director General and ITA managers on internal audit matters.

Technical/ Professional:

- Conducts Risk Assessment to determine audit areas;
- Liaises with External Auditors where appropriate in the preparation of an Audit Plan;
- Manages the preparation of Audit Programmes for the examination and assessment of the audit area;
- Conducts site visits as necessary to monitor audit progress and/or provide guidance and on the job training;
- Reviews and signs off working papers for all audits undertaken by Audit Division;
- Leads the preparation of Audit Reports, stating deficiencies, implications, makes recommendations and submits report to the ITA Board, Director General/CEO and Divisional Heads;
- Meets with the ITA Board, Director General and Divisional heads to discuss audit findings;
- Follows-up Divisional Heads responses to Audit Reports to determine whether deficiencies are corrected, improved procedures are implemented and internal controls are being adhere to;
- Attends operational meetings where the Audit Division has a key role in the development and verification of systems. Ensures the security of Audit Files;
- Facilitates the compliance by the Divisions with Internal Auditing Standards.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Branch for the Orientation programme
- Performs any other related duties as assigned from to time by the ITA Board Audit Committee or Director- General of Road Traffic.

Required Knowledge, Skills and Competencies

Core:

- Good leadership skills
- Good analytical and problem-solving and decision-making skills
- Good organizational and time management skills
- Good Teamwork skills
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Results oriented
- Integrity
- Reliable and Confidential

Technical:

- Excellent knowledge of accounting principles and practice

- Excellent knowledge of auditing standards and procedures including value for money audits
- Excellent knowledge of the Organization's policies and procedures
- Experienced in the use of relevant computer applications

Minimum Required Qualification and Experience

- Completion of A.C.C.A Level II.
- OR**
- Bachelor's Degree in Management or Accounting/Business Administration or related field, or equivalent qualification;
 - Eight (8) year's auditing experience in Public Sector at a with four (4) years at a management level.
- OR**
- Master's Degree in Management or Accounting/Business Administration or related field, or equivalent qualification;
 - Five (5) years auditing experience in Public Sector with two (2) years at a management level.

10. Manager, Corporate Communications and Public Relations (Band 10)

Job Purpose

Plans and directs the communication for the Authority's internal and external stakeholders and partners, to increase awareness of its responsibilities, policies, plans and programmes with the view of changing behaviour, gaining insights in customer needs and establishing and maintaining a favourable image of the ITA.

Key Responsibilities

Management/Administrative:

- Develops the Division's Strategic/Operation Plans and Budget;
- Participates in the strategic planning process of the Authority;
- Participates in meetings, seminars, workshops and conferences as required;
- Develops Individual Work Plans;
- Resides on and participates in relevant Committees as required;
- Prepares requested reports and scripts as requested

Technical/Professional:

- Identifies main client groups and audiences and determine the best way to communicate publicity information to them;
- Crafts effective press releases, prepares information for media kits and develops and provides information for the Authority's Website;
- Manages the Authority's social media pages with accurate, informative and appealing designs and information that updates customers and partners, maintains a positive image and creates interactive client interface;
- Develops and maintains the Authority's corporate image and identity, which includes the use of logos and signage;
- Manages special events or other activities the Authority supports in order to gain public attention through the media;
- Drafts speeches for Director General/CEO, Permanent Secretary and Minister and arranges interviews and other forms of contact;
- Serves as main information source for all media contacts requesting data and insights;
- Develops policies and guidelines governing internal and external communication;
- Regularly interacts with Senior Management and executive levels on matters concerning several functional areas, Divisions and/or customers;
- Researches and keeps abreast of current trend regarding Public Relations and communication strategies;
- Provides advice on Public Relation and Communication Strategies as required;
- Participates in events and seminars with officials from various countries and cultures;
- Liaises with the Authority's partners and stakeholders for the retrieval of relevant information for the ITA's Website;
- Sources and manages speaking and sponsorship opportunities;
- Observes and reports on social, economic and political trends that might affect staff;
- Confers with Heads of Divisions to develop internal communications that keep employees informed of Authority activities;

- Develops Risk Assessments and implement crisis and issues planning to ensure the ITA's good reputation is established and maintained;
- Establishes and maintains effective working relationships with other Government officials and media representatives;
- Assists, in conjunction with Heads of Divisions and Branches, with development of surveys and feedback mechanisms for the public

Human Resource:

- 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 organisational goals.
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organisation's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of Procedural Manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Branch for the Orientation programme;
- Performs any other related duties that may be assigned from time to time by the Director-General of Road Traffic

Required Knowledge, Skills and Competencies

Core:

- Excellent written and oral communication skills
- Excellent interpersonal skills
- Good planning and organizing skills
- Good creativity and ability to be innovative

Technical:

- Excellent knowledge of communication techniques
- Experienced in the use of standard computer applications
- Good knowledge of the operations of the ITA
- Good knowledge of designing logos and banners
- Excellent knowledge of event management
- Good research skills
- Experience with interacting with officials from various countries

Minimum Required Qualification and Experience

- Bachelor's Degree in Communications or directly related field;
- Six (6) years' experience in a related capacity with some management experience.

Applications accompanied by résumés should be submitted **no later than Friday, 10th March, 2023 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**