



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 139**

**OSC Ref. C.5850<sup>14</sup>**

**24<sup>nd</sup> March, 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 following **vacant** posts in the **Climate Change Branch, Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Senior Technical Officer (Adaption) (GMG/SEG 4)**, salary range \$4,947,565 - \$6,653,925 per annum.
2. **Administrator (GMG/AM 3)**, salary range \$1,753,837 - \$2,358,715 per annum.

#### **1. Senior Technical Officer (Adaption) (GMG/SEG 4)**

The Senior Technical Officer (Adaptation) is responsible for co-ordinating and monitoring the activities related to Climate Change adaptation at the national level. The officer will report daily to the Director of Climate Change and will support the Director in meeting the Terms Of Reference in the area of Climate Change adaptation.

#### **Key Responsibilities**

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

- Participates in meetings, seminars, regional and international and local fora, conferences and workshops; and prepares reports as required;
- Presents Climate Change Adaptation related information at public interest, governmental, international or other meetings;
- Develops Individual Work Plan based on strategic alignment with Operational Plan and strategic direction.

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

- Establishes an appropriate procedure for the co-ordination of all relevant institutions and stakeholders involved in Climate Change Adaptation;
- Co-ordinates Monitoring, Reporting and evaluation of the National Climate Change Policy and the implementation of adaptation programmes across Government;
- Works with Executive Agencies to monitor implementation of Climate Change Adaptation Projects that are aimed at protecting biodiversity and other ecosystems;
- Participates in the process of consultation with key sectors for the development of the Government's strategy and programmes on Climate Change Adaptation and guides their effective implementation;
- Co-ordinates and prioritizes Adaptation Programmes in different sectors and systems, identifies priority Adaptation Actions, assesses the resource needs, monitors and evaluates performance of programmes, projects and adaptation activities, develops procedures for evaluating adaptation actions, analyzes and determines incremental costs of adaptation actions;
- Participates in the process for the development of Jamaica's National Climate Change Policy and guides its implementation in collaboration with other Ministries and Executive Agencies;
- Participates in the preparation of a Comprehensive and Climate Change Response Strategy;
- Oversees the collection of Climate Change information and data as related to climate Change Adaptation;
- Creates and maintains a database for on-going and pipeline projects on Climate Change Adaptation by state and non-state and facilitates access to, and use of, the information;
- Develops protocols to standardize information gathering and exchange;
- Co-ordinates awareness raising education and outreach activities and pursues partnerships with appropriate Information and Education Agencies of government, NGOs and the Private Sector to ensure sustained and targeted education and awareness;
- Identifies sources of climate finance, establishes relationships with donor agencies and funding sources – multilateral, regional, and national.

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

- Excellent analytical skills
- Excellent oral and written communication skills
- Excellent negotiating skills
- Results oriented
- Ability to work as part of a team, with importance on cross-team working and sharing information
- Excellent knowledge of Climate Change strategies and International Agreements
- Excellent knowledge of policy development and analysis
- Sound research skills
- Excellent presentation skills
- Demonstrated skills in strategically leading and chairing meetings
- Proven ability to work effectively with diverse stakeholders
- Experience in standard software applications and in handling web-based management systems

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

- Master's Degree or equivalent in Environmental Sciences, Natural Sciences, Climate Science/Climatology, Engineering, or a related discipline
- Five – seven (5-7) years of relevant experience at the national or international level, with hands-on /practical experience in design, monitoring and/or evaluation in the area of climate change adaptation.

**OR**

- Bachelor's degree or equivalent in Environmental Sciences, Natural Sciences, Climate Science/Climatology, Engineering, or a related discipline
- Ten (10) years of relevant experience at the national or international level, with hands-on /practical experience in design, monitoring and/or evaluation in the area of Climate Change adaptation.

## **2. Administrator (GMG/AM 3)**

### **Job Purpose**

The Administrator is responsible for providing technical support and administrative duties to support the effective and efficient functioning of the Climate Change Branch.

### **Key Responsibilities**

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

- Assists in the preparation of the Branch Strategic Business and Operational Plans, Procurement Plans and Cash Flows;
- Assists with the preparation of the Branch Budget and related budgetary programmes;
- Develops Individual Work Plan based on alignment with the Branch Operational and Strategic Plan;
- Manages the procurement activities for the Branch;
- Participates in meetings, workshops, seminars, and other events as needed.

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

- Conducts research and executes questionnaires and prepares resulting reports;
- Assists in organizing and co-ordinating, workshops, seminars, training sessions, exhibitions, fora conducted by the Branch;
- Conducts research to assist with the preparation of reports, proposals, project plans and other documents;
- Collates information and prepares the Branch Monthly, Quarterly, Annual Report, and other special reports;
- Prepares brochures and relevant literature for workshops and courses;
- Schedules and arranges meetings, focus groups, visits etc., co-ordinates documents or activities that may be needed before meeting;
- Answers queries and prepares responses to requests from members of relevant Committees and the general public;
- Assists with the management of the Schedule for the Conference Room;
- Maintains confidential records and files;
- Maintains adequate levels of stationery and supplies for the Branch;

- Undertakes the procurement of equipment and supplies for the Branch in collaboration with the Procurement Unit;
- Liaises with Documentation/Information and Access Services Branch to assist with processing Access to Information requests for review and approval by Principal Director;
- Attends technical meetings and produces accurate Minutes, provides administrative functions for relevant Committees, including recording decisions and distributing Minutes;
- Prepares requests for proposals, quotations, specification sheets and Evaluation Reports for the procurement of equipment and other supplies;
- Manages and maintains inventory records for all goods, equipment and furniture reposed in the Branch;
- Organizes and ensures all existing and new furniture, equipment and other goods are marked and related Inventory Registers are updated;
- Maintains records of Income and Expenditure Reports of the Branch;
- Arranges for the expeditious processing of bills generated.

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

- Good oral and written communication skills
- Good interpersonal skills
- Results and team oriented
- Good analytical skills
- Good planning and organizing skills
- Research and information gathering skills
- Methodical
- Knowledge of Government regulations, policies and principles including the Procurement Guidelines
- Competency in the use of Microsoft Suite of tools

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

- First Degree in Public/Business Administration or related discipline;
  - Knowledge of Climate change strategies would be an asset;
  - Two (2) years working experience in Administration.
- OR**
- Associate Degree in Public/Business Administration or related discipline;
  - Knowledge of Climate Change strategies would be an asset;
  - Four (4) years working experience in Administration.

Applications accompanied by résumés should be submitted **no later than Tuesday, 4<sup>th</sup> April, 2023 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
The Towers, 25 Dominica Drive  
Kingston 5.**

Email: **human.resources@megjc.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**