



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 153

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3rd April, 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 **Senior Monitoring Officer (GMG/SEG 3)**, in the **Water Policy and Monitoring Branch, Ministry of Economic Growth and Job Creation**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

To provide the technical services of project management, evaluation of Water and Wastewater Systems, evaluation of Agency tender processes, the monitoring of projects executed by the Water Agencies and the Ministry to ensure cost effectiveness and conformity to design specifications, standards and GoJ regulations and established guidelines.

Key Responsibilities

Management/Administrative:

- Contributes to the establishment of operational objectives and guidelines for monitoring activities;
- Participates in meetings, seminars and conferences pertinent to role/function;
- Contributes to the development of the Branch's Annual Budget, Strategic and Operational Plans;
- Assists with the overall development of the Ministry's plans and programmes to advance the Strategic Objectives of the Ministry.

Professional/Technical:

- Contributes to the activities related to the development of Water and Wastewater Projects executed by the Ministry, such as preparation of a Rural Water Master Plan;
- Assesses all technical proposals from the Ministry's Water Agencies and external consultants/financiers to ensure technical feasibility and consistency with Ministry and regulatory guidelines;
- Conducts site visits to assess Ministry and Agency projects;
- Co-ordinates and monitors all Water Supply Projects and Programmes;
- Collaborates with and provides guidance to external consultants;
- Represents the Ministry at site meetings of all projects undertaken by the agencies of the Ministry;
- Advises the Senior Director, Chief Technical Director and Permanent Secretary of possible cost overruns, delays and whether the Ministry is receiving value for money;
- Represents the Ministry on Technical Steering Committees related to project preparation and execution by Agencies;
- Works closely with the Water Sector Agencies and other key stakeholders to ensure proper co-ordination of activities in respect of project planning and execution;
- Keeps the Ministry and Agencies abreast of cost effective and efficient technologies in the construction of Water Supply and Sewerage Systems;
- Conducts investigations of planned/proposed project development sites;
- Monitors implementation of projects to ensure cost effectiveness, conformity to design specifications and standards;
- Reviews payment requests and recommends payment on contracts to Agencies;
- Prepares Technical Reports and Briefs;
- Attends Cabinet Infrastructure Sub-committee Meetings.

Human Resource Management:

- Participates in the recruitment of staff for the Branch;
- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;

- Contributes to the development and implementation of Succession Planning Framework in collaboration with the Human Resource Branch through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Branch at seminars and briefings, such as the Ministry's Orientation Programme.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication, presentation and interpersonal skills
- Possesses strong organizational skills
- Possesses initiative
- Team-oriented
- Is task-oriented and results-driven
- Management, leadership and team-building capabilities

Technical:

- Working knowledge of the water sector policy and regulatory framework
- Understanding and appreciation of the Ministry's policy direction
- Knowledge of the water and construction sectors
- Knowledge of Project Management
- Knowledge of the GOJ procurement guidelines and procedures
- Working knowledge of standard computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree Civil Engineering, Construction Engineering or a related discipline;
- Training in Project Management and Monitoring and Evaluation Techniques;
- Five (5) years professional experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th April, 2023 to:**

**Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, 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**