



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 218 **OSC Ref. C. 6528¹²**

15th May, 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/be assigned to the following posts in **Ministry of Science, Energy and Technology**:

1. **Chief Electrical Regulator (GMG/SEG 6) (Vacant) (Government Electrical Regulator Department)** salary range: \$8,309,840 - \$11,175,811 per annum.
2. **Manager, Payment Unit (FMG/PA 2) (Not Vacant) (Finance and Accounts Division)** salary range: \$3,770,761 - \$5,071,254 per annum.
3. **Access Officer (GMG/SEG 1) (Vacant) (Documentation Information and Access Services Branch)** salary range: \$3,094,839 - \$4,162,214 per annum.
4. **Executive Assistant (GMG/SEG 1) (Vacant) (Information Communication and Technology Division)** salary Range: \$3,094,839 - \$4,162,214 per annum.
5. **Human Resource Officer Organizational Development and Performance Management (GMG/AM 3) (Vacant) (Documentation Information and Access Services Branch)** salary Range: \$1,984,305 - \$2,688,670 per annum.
6. **Executive Secretary 1 (OPS/SS 4) (Not Vacant) (Energy Division)** salary range: \$1,984,305- \$2,688,670 per annum.
7. **Administrative Assistant (GMG/AM 3) (Vacant) (Executive Office)** salary range: \$1,984,305 - \$2,688,670 per annum.

1. Chief Electrical Regulator (GMG/SEG 6)

Job Purpose

Reporting to the Permanent Secretary, the Chief Electrical Regulator has responsibility and accountability for the performance of the Government Electrical Regulator. The Chief Electrical Regulator ensures that the policies and processes related to the licensing of Inspectors, registration of Electricians, monitoring the quality of work carried out by Inspectors and ensuring investigations into customers' complaints are executed in accordance with the Electricity Act and associated Regulations. The Chief Electrical Regulator is also responsible for managing an integrated high-quality system that ensures safe electrical installations and provides quality customer service.

Key Responsibilities

Management/Administrative:

- Ensures the overall functions of the Government Electrical Regulator (GER) are in compliance with the Electricity Act and Regulations;
- Communicates the Vision and Mandate of the GER to both staff and external stakeholders;
- Provides input for the development of Strategic Plans;
- Participates in the development of the Organisation's Budget ensuring that all relevant activities to be undertaken and required resources are considered;
- Provides guidance to staff to ensure efficiency and effectiveness;
- Represents the organization, as appropriate, at various local, regional, and international conferences, workshops and meetings on policy or regulatory matters.

Technical/Professional:

- Leads the development and implementation of a fair and transparent Licensing and Registration Process;
- Ensures the review of policies and procedures across the GER in keeping with changes to policy direction;

- Makes recommendations to the Minister for persons who are considered suitably qualified to be licensed as Inspectors;
- Reviews and approves recommendations for persons to be registered as Electricians;
- Reviews or delegates responsibility for the review of the work carried out by Inspectors on Electrical Installations, including work and materials used in installing or extending a system of electrical wiring for the use of light and power, installed in new construction, additions, alterations, or repairs to existing systems;
- Monitors the complaints handling process and ensures investigations are carried out as required;
- Provides oversight for investigatory proceedings or actions to enforce the requirements of the Electricity Act and Regulations;
- Makes recommendations to the Minister in cases where an Inspector is found in breach of the license or is in contravention of the Electrical Act, Regulations or related policies;
- Ensures the development and implementation of the GER's Enterprise-wide Risk Management Programme; ensures the revision and maintenance of the Corporate Enterprise Risk Management (ERM) framework to effectively identify, assess, mitigate, monitor and report risks;
- Collaborates with the respective Officer within the Parent Ministry to develop and monitor the implementation of a Business Continuity Programme for the GER; identifies potential threats having a large-scale debilitating impact on business operations, develops and implements responses to enable rapid decision-making and efficient recovery of operations;
- Supports the Permanent Secretary, Board and its Committees in the development and execution of policy directives and organisational strategies;
- Prepares and drafts instructions to amend the Electricity Act and the relevant Regulations for effective regulation of electrical work, registration and licensing;
- Prepares draft submissions for approval of the parent Ministry for inclusion in Cabinet Submissions;
- Provides technical advice to the Permanent Secretary, Board and Management Team;
- Keeps abreast of global trends in the Electricity Industry, specifically as it relates to licensing and registration.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Evaluates and monitors the performance of direct reports and implements appropriate strategies;
- Recommends transfer, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Effects disciplinary measures in keeping with established guidelines/practices.
- Performs any other related duties consistent with the category, nature, functions, and objectives of the job.

Required Knowledge, Skills, and Competencies

Core:

- Excellent written and oral communication skills;
- Excellent interpersonal skills;
- Excellent customer service skills;
- Strong results orientation;
- Able to work well in a team.

Functional:

- Sound knowledge of the Electricity Act and Regulations;
- Sound knowledge of Electrical Technology;
- Sound knowledge of Public Sector policies and regulations;
- Knowledge of budget planning and monitoring;
- Excellent project management skills;
- In depth understanding of safety codes and regulations;
- Excellent analytical, diagnostic and critical thinking skills;
- Excellent planning and organization skills;
- Excellent problem solving and decision making skills;
- Ability to prepare reports, formulate positions on issues and articulate opinions concisely to conveying necessary information and make recommendations;
- Sound knowledge Records and Information Management;
- Good research skills;
- Excellent people management skills.

Minimum Required Qualification and Experience

- Master's Degree in Electrical Engineering, or related discipline;
- At least seven (7) years' experience in a related field, three (3) years of which should be in a management position;
- Training in Supervisory Management;
- Holder of an Electrical License.

Special Condition Associated with the Job

- Required to travel;
- Some physical activity involved, including standing, bending, walking, and lifting.

2. Manager, Payment Unit (FMG/PA 2)

Job Purpose

Directly responsible for ensuring the proper identification, checking, measuring and posting of all accounts payable within the period to which they relate. He/she is responsible for the supervision of the Disbursement Unit ensuring that the Unit's objectives are achieved for the Ministry as well as the externally funded projects accounts.

Key Responsibilities

- Ensures that all accounts payable, are properly identified, and entered in the correct period to which they relate;
- Maintains record of all cyclical payments as well as all routine or ongoing contractual obligations. (e.g. utilities, rental, subsistence, travel claims, etc.);
- Ensures that invoices, bills etc. are received for all known cyclical and ongoing contractual obligations and that these are booked in Accounts Payable FINMAN and ACCPAC Financial System on a monthly basis;
- Liaises with the Director, Management Accounts and HOD'S and externally funded Projects Manager regarding any new service or acquisition of any goods, stores or assets, which has or will give rise to a liability on the part of the Ministry;
- Ensures that all bills, claims, vouchers, statements etc. are properly checked for probity, propriety, regularity, authenticity etc. before certification and acceptance of charge as an accounts payable;
- Trains and guides officers in procedures for thoroughly checking bills, claims, vouchers etc.;
- Rechecks in detail a sample of vouchers, claims checked and passed by Accounts Payable Officers;
- Manages the Disbursement Unit ensuring that it achieves its objective in an efficient, effective and economical manner;
- Examines all incoming files, correspondence, claims, vouchers submitted to the Unit, and assigned to respective Accounts Payable Officer for detail checking along with any note for their guidance;
- Monitors the rate of work of Accounts Payable Officers ensuring that claims, vouchers etc. that are assigned for checking are processed within a reasonable time;
- Assists and guides Accounts Payable Officers on technical issues or in resolving problems encountered;
- Drafts disbursement request for the IADB;
- Authorizes Journal entries, payments, and lodgements on the Accrual Accounting System (FINMAN).

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus
- Team work and co-operation
- High level of Integrity
- Compliance
- Good Interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking
- Problem solving and decision making
- Impact and Influence
- Initiative
- Planning and organizing
- Goal/result oriented
- Good Leadership skills
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)
- Excellent knowledge of Government Procurement Policy.
- Good knowledge of Contract Management.
- Ability to manage limited resources in order to achieve outputs.
- Knowledge of FAA Act, Staff Orders and acts related to Statutory Bodies, and Government Companies.

Minimum Required Qualification and Experience

- Bachelor's degree in Accounting or Management Studies with Accounting from a recognized University eg. UWI, UTECH **OR**;
- ACCA Level 2 **OR**;
- A.Sc. – Accounting, MIND, along with the completion of revised Government Accounting Course;
- At least three (3) years' experience in Government Accounting in payments and accounts payable.

Special Condition Associated with the Job

- May be required to work beyond normal working hours.

3. Access Officer (SEG 1)**Job Purpose**

To facilitate the administration of the Access to Information Act. The Access Officer will be responsible for ensuring that the procedures outlined in the Act are followed.

Key Responsibilities

- Acknowledges all applications for access to official documents;
- Maintains a record of all incoming ATI Applications;
- Informs the Permanent Secretary of all requests received;
- Obtains copies of application to be routed to specific offices;
- Liaises with the Divisions, Agencies and Departments within the Ministry of Science, Energy and Technology's Portfolio to identify information required and do follow-up;
- Co-ordinates the processing of Applications after identifying the appropriate Division;
- Conducts reference interviews to ensure that the documents requested are those supplied;
- Informs applicants on the status of requests;
- Prepares submissions for the Attorney General's Chambers in the event of cases brought before the Appeals Tribunal;
- Represents the Ministry at meetings of the Association of ATI Administrators;
- Prepares Reports for submission to the Office of the Prime Minister/ Permanent Secretary;
- Keeps abreast of the ATI Act and other pertinent legislation;
- Leads the ATI Unit in promoting awareness of the provisions of the Act;
- Participates in fostering and developing efficient Record Management Programmes;
- Manages and maintains access to information database;
- Craft responses to information requested;
- Informs applicants when a request is transferred to another public authority;
- Facilitates access to information in the most appropriate form;
- Calculates the cost relating to request;
- Assists in implementing and managing the Performance Management Appraisal System;
- Performs any other related duties assigned.

Required Knowledge, Skills, and Competencies

Core:

- Good Oral and Written Communication skills
- High level of Integrity
- Team Work & Cooperation
- Initiative
- Compliance
- Time Management
- Good Interpersonal Skills
- Adaptability
- Customer and Quality Focus

Technical:

- Use of technology
- Managing external relationships
- Goal/results oriented
- Planning and organizing
- Technical Skills: Working knowledge of the ATI Act

Minimum Required Qualification and Experience

- Bachelor's degree in Information Management, Archival Studies or a related field;
 - One year related work experience at the Supervisory Level.
- OR**
- Associate degree in Records & Information Management and 3 years related work experience at the Supervisory Level.

Special Condition Associated with the Job

- Files may contain dust;
- Ability to lift a standard box of records.

4. Executive Assistant (SEG 1)

Job Purpose

The incumbent will assist the Chief Technical Director with administrative duties by providing a wide variety of complex and confidential administrative and secretarial support; and communicating information on behalf of the Chief Technical Director to members of the public, stakeholders in the Information and Communications Technology (ICT) and Science, Technology and Innovation Sectors, Chief Executives Officers, Heads of Agencies and other senior executives of private businesses and industries, regional and international agencies to ensure the smooth and effective operation of the Office.

Key Responsibilities

Management/Administrative

- Assists with the preparation of the Division's Operational Plan and Budget;
- Manages the Office by relieving the Chief Technical Director of routine requests and matters;
- Ensures that all official obligations are met, by arranging meetings, conferences and ensuring that all relevant parties are advised and arrangements are made;
- Provides the necessary administrative support to ensure effective management of the ICT Division;
- Co-ordinates the Chief Technical Director's schedule;
- Opens, sorts, and distributes incoming correspondence, including faxes and email;
- Monitors matters that have been passed to directors/desk officers for action, ensuring that they are pursued to finality, and apprise the Chief Technical Director of the results;
- Liaises with staff in Ministries, Department and Agencies (MDAs), as well as, the private sector entities to arrange meetings and other businesses on behalf of the Chief Technical Director;
- Keeps records of all deadlines that have to be met and important matters that have been dealt with, bringing them to the attention of the Chief Technical Director and interfacing with the officers and departments concerned to ensure that the deadlines are observed;
- Handles the daily administrative functions of the Office of the Chief Technical Director and manages the timelines for all upcoming projects, issues, and reports and commitments.

Technical/Professional

- Follows established rules and procedures in responding to requests and queries and redirecting items and/or visitors to other staff members;
- Reviews and summarizes miscellaneous reports and documents;
- Prepares background documents and outgoing mail as necessary;
- Handles incoming and outgoing electronic communications on behalf of the Chief Technical Director;
- Receives and screens incoming telephone calls to the Chief Technical Director, providing friendly and professional greeting, directing calls, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses and responds where appropriate;
- Provides accurate word-processing support by composing and/or editing a variety of documents; this includes highly confidential correspondence, memoranda, contracts and proposals;
- Proof-reads all outgoing reports, documents and correspondence for spelling, grammar and layout appropriateness, making appropriate changes as necessary;
- Develops and maintains a well-organized filing system that permits easy reference and rapid retrieval of information;
- Studies and analyses submissions to the Chief Technical Director and where appropriate, deals with them or otherwise brings them to early attention so that they can be addressed without delay;
- Manages local and overseas travel arrangements for the Chief Technical Director;
- Arranges and schedules appointments for the Chief Technical Director as requested, and preparing documents for meetings as appropriate;
- Prepares agendas, attends meetings and ensures that the Minutes are taken, transcribed and distributed as required;
- Arranges meetings, workshop and training events;
- Assists in drafting Cabinet Submissions and Cabinet Notes, as well as, other documents as directed by the Chief Technical Director;
- Researches and collates information for briefing of the Chief Technical Director;
- Prepares routine Monthly Reports, and other reports as directed from time to time;
- Performs other related duties and responsibilities as may be determined by the Chief Technical Director from time to time.

Required Knowledge, Skills, and Competencies**Core:**

- Good Oral and Written Communication skills
- Teamwork and Co-operation
- Good Interpersonal Skills
- Initiative
- Client and Quality Focus/Commitment to Service Quality
- Compliance
- Adaptability
- High level of Integrity
- Methodical
- Problem Solving and Decision Making
- Planning and Organizing
- Goal/Result Oriented
- High level of Confidentiality
- Mutual Respect
- Analytical Thinking

Technical:

- Use of Information and Communications Technology
- Legislation, Regulations and Policies
- Research Methodology
- Document Preparation
- Office Administration and Management
- File Management
- Document Management

Minimum Required Qualification and Experience

- BSc. Degree in Business Administration, Management Studies, Public Administration, Administrative Management or related field from an accredited tertiary institution; plus;
- At least three (3) years' experience in related field.

Special Condition Associated with the Job

- May be required to work beyond regular working hours.

5. Human Resource Officer Organizational Development and Performance Management (GMG/AM 3)

Job Purpose

Under the general direction of the Director, Organizational Development and Performance Management, the Human Resource Officer (OD & PM) is responsible for assisting with the management of activities to achieve the goals and objectives of the OD & PM functions within the Ministry as well as executing related administrative functions. In particular, the officer's main focus is to assist with the functions related to Performance Management and Monitoring.

Key Responsibilities

Management/Administrative

- Participates in the Corporate and Operational Planning activities by assisting with the preparation of the Units' (OD & PM) and the Division's Operational Plan and Budget;
- Assists with the preparation of activity/performance reports as requested;
- Ensures that records are kept up-to-date and are easily retrieved;
- Provides advice to managers and staff on the resolution of OD & PM matters;
- Advises on the interpretation of performance management guidelines;
- Provides administrative support in respect of all OD & PM matters;
- Keeps staff abreast of Human Resource policies and regulations;

Organizational Development

- Assists with the collection of job related data through interviews, questionnaires, observations and the examination of records to validate findings;
- Assists with the development, and maintenance of organizational charts and output focused job descriptions in collaboration with other HR colleagues, managers and employees;
- Participates in conducting organizational needs assessments to determine organizational readiness for change;
- Assists with the review and maintenance of customer services initiatives which have already been implemented throughout the Ministry.

Performance Management

- Ensures that PMAS notifications are prepared and issued (notices, reminders etc.) in a timely manner;
- Participates in the development of the Work Plan for the implementation of and oversight of the PMAS and its operation for each financial year;
- Participates in developing in collaboration with other HR colleagues and the EPMAT, plans for the development of the PMAS;
- Assists in conducting PMAS Sensitization Sessions within the MSET and its Agencies in collaboration with other HR colleagues;
- Assists in developing and executing PMAS related change management initiatives in collaboration with other HR colleagues, the EPMAT, managers and supervisors;
- Assists in conducting Work Plan Sensitization and Training Sessions as necessary;
- Assists with the review of samples of Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Develops strategy to collect PMAS Work Plans in a timely manner;
- Participates in the development of customized manuals and forms for the MSET, in keeping with the PMAS Guidelines;
- Creates the timetable for PMAS related activities over a given financial year for review by the Manager;
- Maintains current Register of employees, their Appraising Managers and Reviewing Managers;
- Ensures that all managers and supervisors are available and are in receipt of all PMAS Manuals, Handbooks, Templates, policies and procedures required to operate the system;
- Assists with monitoring compliance with the conducting of Interim Evaluations and provides guidance as necessary;
- Recommends and contributes to the development of mechanisms to track the completion of Performance Appraisals on an annual basis for all relevant staff members;
- Assists with monitoring the implementation by managers of remedial and corrective action to address poor performance;

- Assists with monitoring the implementation of Staff Development Plans as an important aspect of performance management;
- Ensures that Performance Appraisal Records are properly maintained;
- Maintains a confidential Register of performance ratings and applicable pay awards/sanctions;
- Extracts required employee records for the audit of the system and provides other support as required for the post implementation evaluation of the system;
- Checks staff eligibility for increments/awards and notify the relevant HR Officers and provides information for the Manager to transmit to Payroll;
- Provides administrative support to the internal Recognition and Rewards Committee
- Assists in providing guidance to managers on giving recognition and rewards at the Divisional or Unit level;
- Prepares/compiles confidential Summary PMAS Report on appraisal results for the Director, Organizational Development and Performance Management, and identifies authorised users;
- Provides input and prepares/compiles PMAS status reports for the EPMAT and the PMIT monthly and/or as otherwise required;
- Provides input and prepares/compiles special PMAS related reports as required;
- Performs any other duties assigned.

Human Resource

- Prepares/compiles customized PMAS material for Employee Orientation Sessions in the MSET;
- Assists in providing training for newly appointed managers, supervisors with respect to their responsibilities under the PMAS;
- Assists in providing guidance and information on PMAS related issues to all staff including managers and supervisors.

Required Knowledge, Skills, and Competencies

Core:

- Oral and Written communication
- Customer and quality focus
- Team work and co-operation
- High level of Integrity
- Compliance
- Interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking
- Problem solving and decision making
- Impact and Influence
- Initiative
- Planning and organizing
- Goal/result oriented
- Proficiency in the use of relevant computer applications (Word, PowerPoint, Excel.)
- Good knowledge of Human Resource Management techniques and practices
- Good knowledge of Public Service Regulation, Staff Orders, Labour Laws, and practices.
- Comprehensive and sound knowledge of the Performance Management and Appraisal System as established in the guidelines issues by the Office of the Cabinet.
- Knowledge of job analysis, Performance Management and Appraisal processes and methods including writing job descriptions and Work Plans.
- Knowledge of research and data analysis techniques.
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations.

Minimum Required Qualification and Experience

- Associate of Science Degree in Business Administration, Public Administration, Management Studies, Human Resource Management or related field from a recognized tertiary institution;
- At least three (3) years' experience in Human Resource Management preferably in the Public Sector.

Special Condition Associated with the Job

- Will be required to travel island-wide;
- Will be required to work beyond regular working hours in an effort to meet deadlines;
- Required to work under pressure and with minimum supervision.

6. Executive Secretary (OSP/SS 4)

Job Purpose

The Executive Secretary is responsible for providing administrative and secretarial support to the Principal Director including, but not limited to greeting visitors and answering the telephone, receiving, and distributing mail and correspondence, gathering data, and compiling various reports for the Energy Division, photocopying materials, maintaining files, ordering supplies, and issuing correspondence. This involves high-level contacts and exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion, and judgment.

Key Responsibilities

Management/Administrative

- Receives and distribute incoming mail;
- Composes letters, memoranda from general instructions and prepares responses to correspondence containing routine inquiries;
- Interviews visitors and callers, determines the nature of enquiry and refers personnel to proper authorities/departments where appropriate;
- Screens calls for the Principal Director;
- Seeks information from the various Divisions of the Ministry's and Agencies which the Principal Director may need on any particular subject;
- Liaises as necessary between the Principal Director and members of staff and officers outside the organization;
- Performs general office duties such as ordering supplies and maintaining Records Management systems.

Technical/Professional

- Organizes and manages Principal Director schedule and updates activities and appointments;
- Co-ordinates and arranges meeting, prepares meeting documents, ensures Action Plan Reports and other meeting documents are circulated;
- Attends meetings and ensures that Minutes are taken, transcribed and distributed;
- Prepares Agendas and make arrangements for Committee, Board, and other meetings;
- Manages and establishes procedures for the use of office system;
- Ensure adequacy of office supplies;
- Establishes and maintain a system for the control and safekeeping of classified, secret and confidential documents files and reports;
- Liaises with Directors within the Ministry regarding scheduling of meetings.
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Interpersonal Skills
- Good Oral and Written Communications
- Job Knowledge
- Quality of Output
- Compliance
- Customer and quality focus
- Team work and co-operation

Functional:

- Organizing
- Use of Judgment
- Use of Technology
- Planning

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years general office experience.

OR

- Graduation from an accredited school of Secretarial Studies with proficiency in Typewriting at a speed of 50-55 words per minute and Shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications e.g. Word processing, database and spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND) plus four to five (4-5) years general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficiency in Typewriting at a speed of 50-55 words per minute and Shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' Level; training in the use of a variety of computer software applications and four to five (4-5) years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development

Special Condition Associated with the Job

- Maybe required to work beyond normal working hours.

7. Administrative Assistant (GMG/AM 3)

Job Purpose

The incumbent will provide administrative support services to the Director, International Co-operation and liaise with internal and external stakeholders on matters relating to the Science, Energy, and Technology sector.

Key Responsibilities

Management/Administrative

- Assists in the preparation of the Unit's Strategic and Operational Plans, Procurement Plans and Cash Flows;
- Assists with the preparation of the Budget for the Unit and related budgetary programmes;
- Develops Individual Work Plan based on alignment with the Unit's Operational and Strategic Plans;
- Maintains calendar of activities for the Director, International Co-operation, schedules and arranges appointments, meetings and consultations;
- Keeps a record of all deadlines and important matters, bringing them to the attention of the Director and interfacing with officers and Divisions/Departments/Agencies concerned to ensure that deadlines and important matters are completed;
- Provides information to stakeholders as directed by the Director, International Co-operation regarding ongoing and completed initiatives;
- Types, monitors and/or directs telephone calls, emails and facsimile transmittals;
- Co-ordinates meetings, workshops, seminars, conferences, consultations and other fora for the Unit;
- Attends meetings involving the Director, International Co-operation and records Minutes;
- Prepares agendas;
- Assists in preparing reports as directed by the Director, International Co-operation;

Technical/Professional

- Sources information to assist the Director, International Co-operation in making recommendations to the Permanent Secretary and other stakeholders;
- Organizes and manages the day-to-day activities of the Director, International Co-operation.
- Participates in and co-ordinates meetings and follow up on critical issues emerging from these meetings;
- Maintains critical files relating to the Science, Energy and Technology portfolio;
- Composes correspondence independently, from notes or from oral instructions;
- Liaises with all relevant stakeholders for the timely completion of activities relating to Science, Energy and Technology initiatives;
- Assists with the preparation of PowerPoint and other presentations for the Director;

- Organizes and co-ordinates, workshops, seminars, training sessions, exhibitions, fora conducted by the Unit;
- Conducts research to assist with the preparation of reports, proposals, project plans and other documents;
- Prepares resource materials such as brochures and relevant literature for workshops and other fora as instructed;
- Schedules and arranges meetings, focus groups, visits etc., co-ordinates documents or activities that may be needed before meeting;
- Secure Conference Rooms, multimedia equipment and other devices/resources for meetings/functions;
- Maintain confidential records and files;
- Maintains adequate levels of stationery and supplies for the Unit.
- Performs other related duties as assigned

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Ability to work under pressure
- High level of confidentiality

Technical:

- Knowledge of GOJ Procurement policies and guidelines.
- Use of technology- relevant computer applications such as Microsoft Office Suite
- Excellent Secretarial Skills
- Knowledgeable of research methodologies

Minimum Required Qualification and Experience

- Associate Degree in Public/Business Administration or related discipline
- Knowledge of Risk Management principles and procedures would be an asset
- Three (3) years related experience.

Special Condition Associated with the Job

- Typical office working conditions.

Applications accompanied by résumés should be submitted **no later than Friday, 26th May, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building
36 Trafalgar Road,
Kingston 10**

Email: careers@mset.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**