



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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2nd 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 the **vacant** post of **Science Programme Manager (GMG/SEG 3)** in the **Science Division, Ministry of Science, Energy and Technology**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

The Science Programme Officer is responsible for providing technical support to the Principal Director, Science as well as co-ordinating and monitoring the Ministry's relations with local, regional, and international science stakeholders and to ensure that the Ministry's science related policies, plans and programmes are accurately and effectively represented in these fora.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Strategic Business Plan and Budget for the Division;
- Processes matters related to local, regional and international affairs which are referred for the attention of the Science Division and ensures accurate and timely action;
- Liaises with Ministries, Departments and Agencies and assists in the development and renewal of international instruments relating to Science, such as Memorandum of Co-operation/Understanding/Agreement, Mutual Administrative Agreements and any other technical assistance;
- Liaises with Ministries, Department and Agencies (MDAs), local and international stakeholders and other stakeholders to facilitate follow-up and ensures timely and informed implementation of decisions;
- Gathers, documents and shares information on local, regional and international organizations and other key science players that interact with the Ministry;
- Establishes and maintains a calendar of activities for local, regional and international Science Fora;
- Develops and maintains a database on all local, regional and international science organizations, their contacts, activities, projects, issues and positions dealing with enquiries from the public, press and related organizations;
- Establishes and manages co-ordinated interaction mechanism with local, regional and international organizations including development partners on science related issues;
- Ensures the dissemination of information and/or decisions emanating from regional and international fora;
- Assists with co-ordinating the Ministry's science activities;
- Seeks and pursues opportunities for the Ministry to network with relevant science related organizations;
- Participates in planning and co-ordinating conferences and workshops;
- Maintains all international correspondence records;
- Acts as Focal Point for all matters related to the Science Portfolio;
- Attends meetings, as required by the Science Division/Ministry;
- Provides assistance to projects as required.

Technical/Professional:

- Participates in the review and development of related science policies;
- Conducts research on science issues as background information for briefs, speeches and policy-making;
- Prepares Cabinet Notes and Submissions on Science related matters, as required;
- Sits on Heads Committees as required by the Science Division/Ministry;
- Keeps a record of the Ministry's responsibilities to regional and International Science Organizations and makes recommendations to ensure full participation in related activities;
- Participates in the interface with both local and International Science Industries and services acting as a representative for the interface with external regulators and state Trade Agencies;

- Develops monitoring and evaluation systems for implemented policies, programmes and projects;
- Provides support in attracting and negotiating partnerships with other Governments, Public Sector Agencies, local, regional and international organizations, academic and other institutions regarding Science Programmes, projects and activities and monitors the implementation of these partnerships;
- Develops systems to monitor the performance of the Science Industry to ensure compliance with provisions of licences;
- Participates in the development and implementation of an integrated Risk Management programme that facilitates the Division's planning, decision-making and reporting mechanisms;
- Consults/liases with the appropriate MDAs and other stakeholders to elicit advice/feedback on local, regional and international science matters affecting the Ministry;
- Prepares, monitors and oversees responses to queries, questionnaires, surveys etc. from local, regional and international organizations ensuring the provision of prompt and accurate information and data;
- Examines and quality assures documents/correspondence prepared by the Division;
- Provides analysis and advice on local, regional and international science matters;
- Researches, prepares and submits reports, briefs, discussion/position papers, meeting agendas as required;
- Co-ordinates and collaborates with other Directors in the Ministry on Science Projects, Programmes and Assignments, to ensure timely responses;
- Organizes or participates in the preparation for visits by Regional and International dignitaries and other official events linked to the development and maintenance of the Science Sector, as required at the level of the Ministry;
- Represents the Ministry at local, regional and international fora (meetings, conferences, symposiums, conventions) as required;
- Enables the Ministry to emulate international best practise by monitoring trends and developments;
- Facilitates the Ministry's Science Knowledge Transfer Programme;
- Assists with the preparation of speeches and speaking notes as required;
- Assists in identifying and accessing technical and other assistance for the implementation of science projects and programmes;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Client and quality focus/commitment to service quality
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision making skills
- Good planning and organizing skills
- Goal/Result oriented
- Confidentiality
- Mutual respect
- Strategic vision
- Impact and Influence
- Managing partner and external relations
- Good analytical thinking skills

Technical:

- Use of information, communication and technology
- Legislation, regulations and policies
- Budget management
- Change management
- Research methodology
- Negotiation
- Risk Management

Minimum Required Education and Experience

- Bachelor of Science Degree in Natural Sciences, Mathematics, Earth Sciences, Engineering or related fields from an accredited tertiary institution; plus;
- Training in Project Management, Management Studies or similar management training;
- Training in International Studies;
- Four (4) years' relevant experience;
- International exposure through overseas posting or employment, attendance at conferences, meetings, etc.; working overseas etc. would be an asset;
- Fluency in Spanish or French would be an asset.

Special Condition Associated with the Job:

- Extended hours may be required to meet project deadlines;
- Travel local and overseas in the execution of official duties, if required.

Applications accompanied by résumés should be submitted **no later than Monday, 15th 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**