



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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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/be assigned to the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Senior Director, Projects, and Technical Services (GMG/SEG 5) (Vacant) – Technical Services, Projects and Housing Branch**, salary range \$6,820,273 - \$9,172,509 per annum.
2. **Director, Organization Development (GMG/SEG 3) (Vacant) – Human Resource Management and Development Branch**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Director, Performance Management & Appraisal (GMG/SEG 1) (Not Vacant) - Human Resource Management and Development Branch**, salary range \$3,094,839 - \$4,162,214 per annum.
4. **Administrative Assistant (GMG/AM 2) (Vacant) – Information Communication and Technology Branch**, salary range, \$1,550,136 - \$2,084,761 per annum.
5. **Senior Secretary (OPS/SS 3) (Vacant) – Housing Fund Accounts**, salary range \$1,550,136 - \$2,084,761 per annum.

1. **Senior Director, Projects, and Technical Services (GMG/SEG 5)**

Job Purpose

To monitor and initiate all major projects the Ministry will eventually pursue and implement through external agencies and co-ordinate and monitor projects to be internally executed.

Key Responsibilities

Management/Administrative Responsibilities

- Recommends participation of representatives at relevant meetings, conferences, seminars and workshops;
- Prepares and oversees preparation of Reports to Ministers other Ministries, Permanent Secretary, Agencies and international meetings and conferences;
- Oversees the development of the Branch's Strategic Business and Operational Plans, Budget and Individual Work Plans;
- Represents Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops, and seminars.

Technical Responsibilities

- Develops a sound framework to facilitate the identification and development of major projects proposals;
- Conducts Risk Management Assessments;
- Participates in the Strategic and Operational Planning process;
- Oversees the budgeting process for projects to be implemented and ensures that they are consistent with the Strategic and Operational Plans of the Ministry;
- Participates at the policy level in determining the projects, which would be given priority consideration;
- Provides advice to the Permanent Secretary and Chief Technical Director on project development, monitoring, and execution;
- Participates in the Quarterly and Annual Performance Review to assess achievements;

- Collaborates with the Technical and Administrative Officers in the Ministry and other external stakeholders in identifying opportunities for housing projects;
- Liaises with international funding agencies, the Planning Institute of Jamaica and other Government Agencies involved in project development, monitoring, and execution;
- Reviews feasibility studies and makes informed decisions;
- Participates and facilitates the formulation of proposals;
- Assists in the administration and preparation of the Tender Process for housing projects; including the identification of projects, appraising and awarding tenders;
- Oversees the selection of Contractors by ensuring that the Tendering Procedures are consistent with established guidelines and Government;
- Ascertains the extent of existing Joint Venture Projects;
- Ensures that systems of control for the operational and financial management of projects are implemented;
- Ensures that all project components of pre-approved project plans are implemented in a cost-effective manner in keeping with project requirements;
- Ensures effective mechanisms for monitoring and reporting on joint venture projects;
- Evaluates the progress of projects, prepares and submit reports;
- Assists in the maintenance of a database for monitoring project status, challenges in execution and record of expenditure;
- Prepares requisite Briefs and official Submissions on matters related to the Ministry's existing joint venture projects;
- Conducts site visits and observe project operations;
- Performs other related duties and responsibilities as may be required.

Human Resource Responsibilities

- 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 organizational goals;
- Participates in the recruitment of staff for the Branch 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 the welfare and development of staff in the Branch;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch and Ministry's goals;
- Contributes to the development and implementation of the 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 for the Orientation Programme.

Required Knowledge, Skills, and Competencies

Core:

- Possess strong management skills
- Excellent interpersonal and communication skills
- Good organizational skills
- Good analytical and judgement skills
- Good problem solving and decision-making skills
- Strong deductive reasoning skills
- Ability to co-ordinate and manage multiple projects simultaneously
- Working knowledge of standard and specialized computer applications
- Team and results oriented
- Possess initiative
- Analytical and judicious

Technical:

- Excellent knowledge in Project Management Techniques and tools
- Knowledge of the Housing Sector and appreciation for the Ministry's policy direction
- Knowledge of Ministry or Central Government Operational Procedures
- Knowledge of Government's Procurement Policy and Procedures
- Knowledge of the general requirements of multilateral lending agencies
- Knowledge of the contract administration process and the established forms of contract

- Knowledge of Project/Construction Management

Minimum Required Qualification and Experience

- Masters Degree in Project Management, Construction Management or Engineering
- Specialized training in project management (without project management degree)
- Leadership training
- At least six (6) in a similar capacity at the managerial level.

OR

- BSc. Degree in Project Management, Construction Management or Engineering
- Specialized training in project management (without project management degree)
- Leadership training
- At least ten (10) in a similar capacity at the managerial level.

2. Director, Organization Development (GMG/SEG 3)

Job Purpose

The incumbent will provide management advisory and support service to the Ministry of Economic Growth and Job Creation with a view to improving the efficiency and effectiveness of its operations.

Key Responsibilities

Management/Administrative:

- Participates in meetings, conferences, seminars, workshops as required;
- Contributes to the development of the Division's Strategic and Operational Plans and Budget;
- Prepares and delivers presentations and reports as required.

Technical/Professional:

- Conducts organizational reviews within the Ministry of Economic Growth and Job Creation
- Documents areas in need of strengthening in terms of structure, systems, and Human Resource Developments.
- Consults with Divisional Heads and other Senior Managers and staff in the Ministry to identify and determine problems;
- Conducts preliminary surveys to determine and define the objectives of the study, scope of study, appropriate methods, and techniques to be employed and the requisite Terms of Reference;
- Develops detailed Plan of Action, in collaboration with the relevant parties, including targets and deadlines.
- Examines relevant statutes, regulations, directives, and reports related to the Organization to determine legislative framework for functional responsibility.
- Collects and analyzes data for functions within the Ministry through various research methodologies.
- Develops new and revises existing Job Descriptions;
- Prepares charts of existing and proposed organizational structures;
- Prepares and issues report of findings and recommendations;
- Assists in implementation of recommendations;
- Conducts systems and procedures studies;
- Formulates recommendations to reflect business process re-engineering to eliminate duplications/overlaps and waste;
- Promotes the use of technology to enhance efficient and effective delivery of service and the accomplishment of major targets and objectives;
- Supports the implementation of the Performance Management Appraisals Systems (PMAS) and other reform initiatives;
- Reviews, as part of a team, the Work Plans to ensure that they are properly prepared and reflect measurable performance indicators;
- Facilitates the monitoring of the Performance Management & Appraisal System within the Ministry to ensure equity and fairness.

Human Resource Responsibilities

- Contributes to 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/Unit for the Orientation Programme.

Required Knowledge, Skills, and Competencies

Core:

- Excellent Analytical and Problem Solving
- Good Planning and Organizing
- Interpersonal Skills
- Oral and written communication
- Team and Results oriented

Technical:

- Knowledge of management analysis/organizational development theories, practices, and methodologies
- Knowledge of Government Administrative and Operation Systems
- Knowledge of human resource management techniques
- Strategic planning/thinking
- Use of relevant computer applications, such as Visio

Minimum Required Qualification and Experience

- First Degree in Management or Social Sciences or equivalent
- Specialized training in management/organizational analysis and design
- Five (5) years experience in Management Analysis or Human Resource Development to include at least two (2) years in a similar position.

3. Director, Performance Management & Appraisal (GMG/SEG 1)

Job Purpose

The incumbent will plan activities to support the development, maintenance and monitoring of the Performance Management and Appraisal System and assist in the development of the Procedural and Operation Manuals within the Ministry.

Key Responsibilities

Management/Administrative

- Develops Individual Work Plan based on strategic alignment with the Division's Operational Plan;
- Participates in and arranges meetings, seminars and workshops as required;
- Prepares Annual/Quarterly/Monthly or Special Reports as assigned;
- Prepares and delivers presentations for the sensitization and maintenance of the Performance Management System.

Professional/Technical

- Participates in the Strategic and Operational Planning activities of the Ministry in order to provide guidance to line managers and staff in completing their Divisional and Individual Work Plans;
- Conducts PMAS Sensitization Sessions within the Ministry;
- Executes PMAS related Change Management Initiatives in collaboration with other HR staff members;
- Assists in the development of Output Focused Job Description and monitors approval of Job Description for the required posts;
- Conducts development Work Plan Sessions as required;
- Reviews samples of Divisional/Unit Plans and Individual Work Plans to ensure quality of content with Operational Plan and Unit Plan inclusion of performance standards in keeping with PMAS guidelines.

- Prepares PMAS Status Report for the Employee Performance Management and Appraisal Team (EPMAT) regarding the implementation and maintenance of PMAS;
- Keeps abreast of any changes regarding the procedures or principles of PMAS and monitors the implementation of these changes within the Ministry;
- Provides training in collaboration with Training Unit for newly appointed managerial and non-managerial staff with respect to their responsibilities under the PMAS;
- Provides guidance and advice on PMAS related issues to all staff;
- Prepares comprehensive PMAS Compliance Reports for the Director Organization Development
- Extracts required employee records for the Audit of the system and provides other support as required for the Post Implementation Evaluation of the system;
- Maintains a Confidential Register of performance ratings and applicable rewards/sanctions.
- Assists in the development of the PMAS Communication Plan in collaboration with various Divisions and teams;
- Develops customized PMAS material for Employee Orientation Sessions in the Ministry;
- Assists in the development of process workflows and charts depicting and formalizing various processes throughout the Ministry.

Required Knowledge, Skills, and Competencies

Core:

- Excellent communication skills
- Excellent presentation skills
- Excellent interpersonal skills
- Confidentiality
- Customer service oriented
- Team and result oriented

Technical:

- Excellent knowledge of PMAS activities, tools, functions and objectives
- Working knowledge of organization development
- Excellent planning and organizing skills
- Creativity and innovation

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management/Management Studies or related Social Science
- Training in Performance Management & Appraisal systems
- Three (3) years' experience in a related capacity

Special Condition Associated with the Job

- May be required to work long hours based on exigencies.

4. Administrative Assistant (GMG/AM 2)

Job Purpose

The incumbent will assist in the planning and execution of the programme of activities for the Office of the Director and provide administrative and secretarial support to aid the fulfilment of the Office's role in providing direction and in translating operationally the corporate objectives of the Ministry.

Key Responsibilities

Management/Administrative:

- Develops with guidance from the Director a set of operational objectives and guidelines for the operations of the Office;
- Establishes a Yearly Planner as a tool to guide the long and short-term planning of the Director and to aid maintenance of major appointments and deadlines;
- Develops and maintains an efficient Manual and Computerised Records Management Systems;

- Develops Individual Work Plan for review by Director.

Technical/ Professional:

- Organizes and manages the Director Schedule, monitors and updates planned programmes, activities, and appointments;
- Conducts research and prepares reports/briefs;
- Drafts briefs as required;
- Processes incoming and outgoing correspondence in with established guidelines, which includes updating of Correspondence Database;
- Responds to routine correspondence as directed;
- Composes letters/memoranda with minimum/general instructions;
- Scans photocopies and email documents as directed by the Director;
- Assembles and disseminates information to internal and external stakeholders as requested;
- Pursues appropriate follow-throughs to ensure matters are attended and appraises the Director appropriately;
- Organizes meetings hosted by the Director by:
 - Preparing Agenda for meetings and complies relevant meeting documents and ensures follow-through with post-meeting actions and decisions
 - Preparing Minutes of meetings and distributes in accordance with established guidelines;
- Assesses calls to the Director's Office. Ascertains and initiates appropriate actions;
- Screens and hosts all visitors coming to the Director and makes referrals to appropriate staff;
- Ensures an efficient Computerised and Manual Systems of filing for the office and the secure maintenance of official and confidential records;
- Plans and ensures appropriate arrangements for the Director local and overseas trips - prepares itineraries;
- Establishes and maintains good working relationships with both internal and external customers of the Unit;
- Maintains the stock level of stationery within the Unit;
- Maintains and continually updates database with names, telephone, fax numbers, e-mail and addresses of clients;
- Liaise with officers to ensure that documents are placed/or updated on the Ministry's website and intranet;
- Collects and collates data of relevance to the work of the Branch as required; under the guidance of the Director and carries out analysis of data and information and prepares reports.

Required Knowledge, Skills, and Competencies

Core:

- Ability to exercise initiative and judgment
- Possesses good interpersonal skills
- Maintains good internal and external customer relations
- Delivers output of a consistently high quality
- Possess a positive job attitude
- Good written and oral communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Results oriented

Technical:

- Basic Research and Analytical skills
- Basic Report Writing techniques
- Knowledge in Administrative Management
- Methodical Approach
- Negotiation skills
- Working knowledge of events planning

Minimum Required Qualification and Experience

- Diploma in Business Management or related discipline
- Five (5) CSEC subjects including English and Mathematics
- One (1) year experience in an administrative position

5. Senior Secretary (OPS/SS 3)

Job Purpose

The incumbent will assist in the planning and execution of the programme of activities for the Office of the Director and provide administrative and secretarial support to aid the fulfilment of the Office's role in providing direction and in translating operationally the corporate objectives of the Ministry.

Key Responsibilities

- Performs stenographic duties for the production of letters, memoranda, Minutes and other official documents;
- Prepare draft responses, letters, memoranda, reports, and notes of meetings;
- Oversees the log of all mails/files that comes directly to the Director Housing Fund Accounts;
- Receives telephone calls and visitors, makes appointments, and confirms meetings;
- Monitors enquiries directed to the Office and provides where possible necessary advice or information required by clients;
- Co-ordinates the preparation/collation of documents prepared by Heads of Sections for the Director's Meetings;
- Prepares resource materials and packages for participation in seminars, workshops, and retreats;
- Maintains schedule of all appointments and official engagements of the Director and issues reminders;
- Complies, stores and retrieve management data; including logging of incoming correspondence in log book;
- Researches and provides information to support the preparation of reports.
- Compiles Performance Management System Records for the Branch;
- Assists in the maintenance of effective client relations by, determining the nature of enquiries from visitors and callers;
- Liaises as necessary between the Director and the other staff for dissemination of information and instructions;
- Administers the Attendance Register and prepares Monthly Attendance Report on staff in the Branch for submission to the Senior Director, Human Resource Management and Development;
- Assists in the preparation of the annual Budget, Corporate Plan and Operational Plan for the Branch;
- Orders and maintains inventory on stationery used in the Branch;
- Prepares requisition forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit/Branch;
- Takes dictation and reproduces confidential and other correspondence;
- Deals with urgent correspondences, faxes, and emails in the absence of a Unit official;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees, and other related activities;
- Maintains and shares electronic folders containing calendar and contacts in the Microsoft Outlook programme;
- Establishes and maintains a Records Management System/Procedure for the Branch;
- Arranges printing, makes photocopies, binding and dispatching documents produced;
- Performs follow ups to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Branch.

Required Knowledge, Skills, and Competencies

Core:

- Excellent organisational skills
- Excellent communication skills
- Excellent time management skills
- Team-oriented with excellent interpersonal skills
- Ability to work under pressure and meet deadlines
- High level of confidentiality

Technical:

- Excellent administrative and secretarial skills
- Excellent knowledge of Government operations and protocol
- Excellent typing skills
- Ability to manage workloads and prioritize amongst conflicting demands

- Good Record Management Skills
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written material
- Sound knowledge of computer applications – Microsoft Word, Excel, PowerPoint, Publisher, and Access

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, 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 (4) to five (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 spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four (4) to five (5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient 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 software applications and four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Monday, 15th May, 2023 to:**

**Senior Director, Human Resource Management and 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**