



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 266**  
**OSC Ref. C. 5850<sup>13</sup>**

**15<sup>th</sup> June, 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 be assigned to the post of **Senior Technical Co-ordinator (GMG/SEG 3) - (Not Vacant)** in the **Executive Management Branch, Ministry of Economic Growth and Job Creation**, salary range \$4,594,306 - \$6,178,830 per annum.

### **Job Purpose**

The incumbent will provide high level technical and operational support to the Office of the Permanent Secretary with a view to enhancing the efficiency and effectiveness of the Ministry in pursuit of its mandate and strategic objectives. This includes stakeholder management, monitoring and co-ordinating the progress of policy proposals, contributing to the development of strategic plans and matters assigned to the Permanent Secretary.

### **Key Responsibilities**

#### **Management/Administrative**

- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the Executive Office;
- Prepares the Annual Budget for the Executive Office;
- Follows-up to ensure that all performance reports are prepared and reviewed for the attention of the Permanent Secretary;
- Reviews and assesses the output of the Permanent Secretary's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated;
- Manages matters related to local, regional and international affairs which are presented for the attention of the Permanent Secretary's Office and ensures accurate and timely action;
- Guides the development, implementation and maintenance of appropriate Communication, Information and Records Management systems that facilitate timely and accessible information from the Permanent Secretary's Office;
- Ensures that all administrative matters for the Office are administered effectively and makes recommendations for improvements as may be required;
- Ensures the smooth operations of the Permanent Secretary's Office in the absence of the Permanent Secretary;
- Proactively prioritises conflicting needs ensuring that same are handled expeditiously and are followed through to successful completion;
- Assists with the co-ordination of Senior and other Management Team Meetings;
- Represents the Ministry at local, regional, and international fora (meetings, delegations, conferences, symposiums, conventions) as required.

#### **Technical/Professional**

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including but not limited to the Office of the Parliamentary Council, Attorney General's Chambers, Cabinet Office) to elicit advice/feedback on matters affecting the Ministry;
- Monitors responses to queries from the Auditor General, Contracts Commission and Office of the Contractor General by communicating with relevant officers in MEGJC, its portfolio agencies and ensures the provision of prompt and accurate information and data;
- Monitors responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the Permanent Secretary and the Honourable Minister are provided with accurate information;
- Interacts/Networks directly with Ministers of Government, Permanent Secretaries, Director Generals, Heads of Agencies and Senior Officials of Government to ensure that matters in relation to the work of the Ministry are expeditiously undertaken/addressed;
- Advises the Permanent Secretary on policy development in response to requests, instructions, emerging trends and/or observation of deficiencies in existing policies and provides the relevant recommendations;

- Examines and assures quality of submissions to Cabinet on behalf of the Ministry and its portfolio Departments and Agencies;
- Prepares Cabinet Submissions and Ministry Papers on behalf of the Permanent Secretary;
- Prepares/reviews research papers, reports and other technical documents as directed by the Permanent Secretary and maintains an archive of such documents and briefs as instructed by the Permanent Secretary;
- Examines and quality assures Annual Reports and other statutory reports for the Ministry, its Departments and Agencies;
- Examines and quality assures documents prepared by MDAs for the signature of the Honourable Minister;
- Researches, prepares and submits position papers, reports, briefs, meeting agendas as required;
- Responds to queries by analysing reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to MDAs for comments, reports, and briefs for the attention of the Honourable Minister;
- Co-ordinates and collaborates with other programme managers in the Ministry on projects and assignments, to ensure timely responses;
- Manages short-term projects and programmes being managed by the Ministry;
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensures the timely and informed implementation of decisions;
- Participates in the preparation for visits by regional and international Heads of State and other official events as required at the level of the Ministry;
- Prepares speeches and speaking notes as requested by the Permanent Secretary;
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary;
- Responds generally to the demands of the Office of the Permanent Secretary.

#### **Human Resource Management**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals, and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Ministry and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures, and regulations of the Public Service/Ministry;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

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

##### **Core**

- Good Oral and Written Communication
- Teamwork and Co-operation
- Interpersonal Skills
- Takes Initiative
- Customer and Quality Focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Problem Solving and Decision Making
- Planning and Organizing
- Goal/Result Oriented
- Managing Partners
- Analytical Thinking
- Impact and Influence

##### **Technical**

- Use of Information and Communications and Technology
- Good People Management
- Good Change Management
- Strategic Vision
- Ability to multitask, work under pressure and meet tight deadlines

- In-depth, up-to-date knowledge of Government's priorities of the day
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations
- Ability to interface with senior Government officials both locally and internationally
- High level of diplomacy
- Excellent research skills
- Good knowledge of Government's systems and related Operational Policies
- Ability to manage projects
- Knowledge of legislation, regulations, and Government policies
- Knowledge of policy development

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

- Bachelor's Degree in Management Studies, Public Sector Management/ Public Administration or Business Administration or related area from an accredited tertiary institution; plus
- At least five (5) years' experience in a similar and managerial position in the public sector in an organization of similar size and complexity.
- Certification/experience in Project Management would be an asset.

#### **Special Conditions Associated with The Job**

- Maybe required to work beyond regular working hours.
- Typical office environment, no adverse working conditions.
- Maybe required to travel locally and overseas in the execution of official duties.

Applications accompanied by résumés should be submitted **no later than Wednesday, 28<sup>th</sup> June, 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](mailto: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**