



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 378
OSC Ref. C. 6528¹²

19th September, 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 **Manager, Air Policy Secretariat (GMG/SEG 3)** for the period **October 7, 2023 to January 25, 2024** in the **Ministry of Science, Energy, Telecommunications and Transport**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

The incumbent under the general supervision of the Senior Director, Transport Policy, will be responsible for managing the operations of the Secretariat to prepare for and successfully negotiate Air Services Agreements (ASAs) between Jamaica and other nations, and provide high-level technical and policy support to ensure effective coordination among stakeholders locally and internationally on air policy matters with a view to position Jamaica as a strategic air transport hub for the Caribbean region and the world and further serve to develop Jamaica's Aviation Industry to provide world-class services.

Key Responsibilities

Research/Consultation:

- Consults with internal and external stakeholders to gather information to support the deliberations of the APC Technical Sub-Committee, with a view to addressing specific concerns raised in respect of specialized areas;
- Undertakes research to provide guidance and clarity on matters raised during the negotiations of ASAs, in line with the tenets of the model ASAs of the negotiating States, as required;
- Develops and maintains lines of communication with the Aviation Industry Stakeholders, such as the Passport Immigration and Citizen Agency (PICA), Ministry of Finance and the Public Service (MFPS), Ministry of Foreign Affairs and Foreign Trade (MFAFT), Ministry of Labour and Social Security (MLSS), and airport operators;
- Arranges entity stakeholder consultation and participation at the APC Technical Subcommittee on a needs basis, and facilitate their input into the deliberations of ASAs and other matters relating to the Aviation Industry; and
- Captures the deliberations of specialized and targeted stakeholder consultations for further action as appropriate.

Drafting and Execution of Air Services Agreements:

- Records changes to, and comments on Draft ASAs or Memoranda of Understanding during APC Technical Sub-Committee Meetings;
- Undertakes updates of Draft ASAs or Memoranda of Understanding, consequent on the deliberations at the APC Technical Sub-Committee and input from stakeholders;
- Liaises with members of the APC to obtain comments and/or input on ASA Articles or positions in respect of specific States;
- Coordinates and documents the input of the members of the APC on various matters submitted for consideration;
- Prepares and dispatches the finalized drafts of the ASAs for legal scrubbing by the Attorney Generals' Chambers and the MFAFT;
- Prepares draft Cabinet Submissions to seek approval for the Jamaican Delegation to commence negotiations and/or to sign finalized ASAs with specific States;
- Coordinates with internal stakeholders (MTM and APC) and the MFAFT to facilitate signing of approved ASAs outside of International Commission for Air Navigation (ICAN) Events as the need arises;
- Prepares other draft Cabinet Submissions and Notes on matters relating to the execution of the APC's mandates; and
- Develops and maintains a register/database of ASAs, from which status reports are generated on a monthly, quarterly and annual basis.

International Negotiations and Co-ordination:

- Maintains updated versions of working documents (draft ASAs or MOUs) with changes and comments tracked inline during APC Meetings;
- Submits the detailed tracked comments/feedback of the APC Technical Sub-Committee (duly ratified by APC) to the Ministry of Foreign Affairs and Foreign Trade (MFAFT) in both hard and soft copy versions of the working documents, for onward transmission through the Diplomatic channels to the respective states;
- Submits ASAs to the MFAFT for final review and subsequent signing, after receiving final agreement of the APC Technical Sub-Committee, ratification of the APC and the approval of Cabinet;
- Facilitates and co-ordinates Jamaica's participation in the Annual International Commission for Air Navigation (ICAN) events, to include:
 - ✓ Preparation of documentation to obtain approval
 - ✓ Registration of Jamaica's Delegation
 - ✓ Arranging bilateral Meetings with other States
 - ✓ Finalizing the agenda for the delegation
- Monitors the International Civil Aviation Organization (ICAO) Portal as Jamaica's Focal Point and provide monthly summary updates on ICAO communications to the APC;
- Co-ordinates any inputs required to respond to State Letters, and draft responses for submission in a timely manner;
- Serves as the Co-ordinator/Focal Point for the activities required to support Jamaica's Candidature to the ICAO Council for the 2022 assembly;
- Maintains communication between Jamaica and the African Civil Aviation Commission (AFCAC) and other Civil Aviation Commissions, through the MFAFT, to further Jamaica's lobby efforts for the ICAO Council seat; and
- Plans, co-ordinates and executes the objectives of the ICAO Candidature Committee (comprised of key stakeholders of MTM, JCAA, MFAFT et.al.).

Technical Support:

- Co-ordinates the activities of the APC Secretariat with guidance of the Senior Director, Transport Policy (SDTP);
- Provides administrative support for the APC Secretariat and the Chairman of the APC;
- Prepares the Annual Report on the activities of the APC;
- Leads and co-ordinates the preparation of the APC's Strategic and Operational Plans;
- Prepares and maintains the Annual Budget for the APC Secretariat;
- Prepares requisitions for office supplies and equipment to facilitate APC activities as necessary;
- Maintains current communication with the Members of the APC;
- Maintains a Register of current information on the Members of the APC;
- Plans and executes the logistics for monthly APC meetings, APC Technical Sub-Committee Meetings (based on agreed frequency);
- Prepares, reproduces and distributes Notes of the APC and APC Sub-Committee Meetings in a timely manner;
- Prepares agenda and working documents for Meetings;
- Maintains the records of the APC Secretariat through filing, retrieval, retention, storage, compilation, coding, updating et.al in consultation with the MTM's Registry; and
- Maintains the Calendar for the APC Secretariat.

Other:

- Identifies and resolves minor problems and situations that affect the efficiency with which the APC is able to fulfill its mandates; and
- Undertakes special assignment as designated by the MTM's Permanent Secretary, Chief Technical Director or the SDTP.

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

- Excellent leadership and management skills
- Excellent co-ordination and time management skills
- Strong team player
- Excellent ability to manage partners and external relations
- Demonstrates initiative
- Ability to multitask, work under pressure and meet tight deadlines
- Methodical, well organized and with a keen eye for details
- Results-oriented
- Excellent oral and written communication skills
- Well-developed interpersonal skills
- Excellent planning and organizing skills
- Sound personal and professional integrity;

- Excellent judgment, decision-making and problem-solving skills
- Analytical skills

Functional/Technical:

- Knowledge of the Aviation Sector
- Knowledge of the ICAO and its principles
- Knowledge of the principles of International Negotiations
- Thorough knowledge and understanding of international policy, conventions, treaties and legislation related to aviation transport
- Excellent human relations and negotiation skills
- Excellent research and data analytics skills
- Ability to prepare Cabinet Submissions, Notes, Briefs and other policy documentation
- In-depth knowledge of Air Services Agreements
- Ability to establish and maintain relevant monitoring systems for the efficient functioning of the Air Policy Secretariat
- Overall knowledge of GoJ procurement processes
- Knowledge of GoJ Policy Process
- Proficiency in the use of Microsoft Suite technology (Word, PowerPoint, Excel, Access and Outlook)

Minimum Required Education and Experience

- Bachelors level Degree in Public Administration, International Relations, International Development Studies, Public Policy, Law, Diplomacy or related field;
- Five (5) years' experience at the management level, preferably in the Public Sector;
- Masters level degree in Public Administration, International Relations, International Development Studies, Public Policy, Diplomacy or related field would be an asset;
- Experience in international negotiations, and/or Diplomacy would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 2nd October, 2023 to:**

**Permanent Secretary
Ministry of Science, Energy, Telecommunications and Transport
PCJ Building
36 Trafalgar Road
Kingston 10**

Email: hr@mtw.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**