



## Office of the Services Commissions

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### **CIRCULAR No. 384** **OSC Ref. C. 5850<sup>15</sup>**

**27<sup>th</sup> 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 **Senior Director, Water Policy and Monitoring (GMG/SEG 5) (Not Vacant)** in the **Water Policy Monitoring Branch, Ministry of Economic Growth and Job Creation**, salary range \$6,820,273 - \$9,172,509 per annum.

#### **Job Purpose**

To provide overall guidance and leadership in developing and reviewing water related policies and legislation, monitoring the commitments in the Water Sector Policy and collaborate with Water Sector Agencies for policy and project implementation. Attend to all Water Policy and sewerage related issues within the Ministry. Provide technical, policy, and general information to the Minister, Permanent Secretary and Chief Technical Director.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- 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 Corporate/Operational Plans, Budget and Individual Work Plans;
- Represents Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops and seminars;
- Represents Minister on various Agency Boards;
- Reviews Annual Reports from all Water Agencies and programmes, including Central Wastewater Treatment Company Limited.

##### ***Technical/Professional:***

- Leads Consultations on water related policies with interest groups island-wide, in accordance with GOJ policy development procedures;
- Co-ordinates the completion of reviews on legislation in the Water Sector;
- Co-ordinates the sourcing of funds for the development and implementation of water related policies, programmes and projects;
- Determines the legislative programme to ensure congruence between legislation and policy direction;
- Oversees the monitoring of all major water and sewerage projects and programmes to ensure compliance with all Government policy and procedures;
- Collaborates with all Water Sector Agencies and the Office of Utilities Regulation (OUR) on the observation of set standards of co-operation by the Water Agencies;
- Advises Agencies and statutory bodies on policy directions;
- Negotiates funding for proposals and projects with international agencies such as World Bank and the Inter-American Development Bank, etc.;
- Reviews Progress Reports of the National Water Commission (NWC), Central Waste Water Treatment Company (CWTC), Water Resource Authority and Rural Water Supply Limited (RWSL) to ensure proper accountability of funds released for ongoing and new infrastructure projects, and make recommendations;
- Supervises ongoing research on current trends in water and sewerage policy, legislation and strategies internationally;
- Prepares Cabinet Submissions, Notes, Briefs and Reports;
- Co-ordinates and monitors Memoranda of Understanding between the Ministry of Finance and the Public Service and Public Private Partnerships (PPPs)
- Ensures that GOJ PPPs Guidelines are followed;
- Provides technical advice and comments on water and sewerage issues referred to the Division;
- Co-ordinates, researches and prepares responses to questions asked in the Houses of Parliament.

- Reviews and approves policy instruments for the development of water and sewerage related policies;
- Develops and presents Public Education Programmes in relation to the Water Sector Policy and Legislation;
- Reviews Tenders and other Agreements for capital projects;
- Reviews Annually, the Ministry's Water Legislative Programme for submission to Cabinet Office;
- Reviews insurance coverage for properties of all water agencies, as required;
- Develops and maintains appropriate partnerships with Ministry and Agency Heads, Private Sector, international and regional organizations on water and sewerage related issues, policy development and implementation;
- Attends meetings of PAAC, Cabinet Infrastructure and Legislation Sub-Committees and other meetings to defend and justify contracts of Water Agencies;
- Works with Permanent Secretary and CTD to ensure the Ministry plans and programmes are effectively carried out to fulfill the mandate of the Ministry;
- Ensures the Water Policy and Monitoring Branch performs in the most effective and efficient manner.

***Human Resource:***

- 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;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills, and Competencies**

***Core:***

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Competence in public speaking/presentations
- Excellent leadership skills
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Goal and results oriented

***Technical:***

- Knowledge of research methods
- Ability to function outside of the office environment
- Knowledge of water and wastewater management policies and legislation
- Competence in preparation of Cabinet Submissions, Briefs and Report
- Experience in policy development procedures
- Knowledge and use of relevant computer applications
- Excellent research and analytical skills
- Experience in GOJ legislation procedures
- Knowledge of monitoring and evaluation techniques

**Minimum Required Qualification and Experience**

- Masters Degree in Public Administration/Management Studies, Public Policy Development or similar field;
- Masters Degree in Water Resource Management, Hydrology, Natural Resource Management, Geography, Public Administration or similar field;
- Training in policy analysis and development;
- Training in monitoring and evaluation techniques;
- Three (3) years' experience in a similar capacity;
- Training in Leadership and Supervisory Management.

**OR**

- First Degree in Water Resource Management, Hydrology, Natural Resource Management, Geography Public Administration/Public Sector Management or a similar field;
- Training in policy analysis and development;
- Training in monitoring and evaluation techniques;
- Five (5) years' experience in a similar capacity;
- Training in Leadership and Supervisory Management.

**Special Condition Associated with the Job**

- Exposure to outdoor conditions in rural areas when travelling to visit project sites;

Applications accompanied by résumés should be submitted **no later than Tuesday, 10<sup>th</sup> October, 2023 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
The Towers, 7<sup>th</sup> Floor  
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**