



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 442 **OSC Ref. C. 6528¹²**

25th October, 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 following posts in **Ministry of Science, Energy Telecommunications and Transport**:

1. **Director, International Transport Policy (GMG/SEG 4) (Not Vacant)** during the period **December 1, 2023 to April 26, 2024**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Director, Organization Development and Performance Management (GMG/SEG 3) (Not Vacant)** during the period **November 20, 2023 to April 2, 2024**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Research Analyst (GMG/SEG 2) (Not Vacant)** during the **October 24, 2023 to February 29, 2024**, salary range \$3,770,761 - \$5,071,254 per annum.

1. Director, International Transport Policy (GMG/SEG 4)

Job Purpose

Under the general guidance of the Principal Director, the Director, Land Transport Policy is responsible for formulating, reviewing and advising on international transport infrastructural policies as well as liaising with the Ministry's Portfolio Agencies to ensure that policies and programmes are implemented and monitored.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Corporate Plan and Budget for the Division;
- Participates in the development of the Operational Plan for the Unit;
- Participates in local, regional and international conventions, workshops and meetings on Sub-sector Transport or infrastructure policy issues;
- Participates in working teams and committees that include the Ministry and Agency staff, Private Sector input and consultancy expertise as required.

Technical/Professional:

- Reviews and researches Sub-sector issues that require policy changes, including outcomes from international conventions, legislation, technology changes and other developments;
- Provides input to the transportation policy development process, including regional and international strategies;
- Participates in the monitoring of the effectiveness of the transport plan and related policy;
- Drafts policy statements, documents and papers for submission as required to support changes in policy, legislation and regulations for the sub-sector;
- Prepares briefs, reports and meeting notes as required for the Minister, Permanent Secretary or other senior officers so as to provide policy advice to the policy process;
- Liaises with the Attorney General's Department to obtain advice on legislation, policy changes, and interpretation;
- Participates in the development of the National Transport Plan including the development of policy and action plans and other documents for implementation in collaboration with the key stakeholders and other agencies, in keeping with the Ministry's Corporate and Operational Plans;
- Facilitates and encourages stakeholder participation in the formation of policy via public meetings;
- Undertakes socio-economic surveys to inform programmes aimed at transport works;
- Facilitates the tabling of Annual Reports and Audited Financial Statements for various portfolio Agencies in the Houses of Parliament;
- Liaises with Government Ministries and Agencies to achieve co-ordination, collaboration and integration of government policies;
- Conducts environmental scanning to inform proposals relating to transportation projects;

- Keeps up to date with current transportation technology research and analysis techniques and participates in research work;
- Designs and develops systems and processes to monitor the effectiveness and outcome of legislative and regulatory measures;
- Investigates and responds to the public queries regarding transport issues and problems;
- Monitors the impact of implemented transport policies;

Human Resource Management:

- Provides leadership to direct report through effective objective setting, delegation and communication;
- Ensures that training and other developmental needs of direct report is adequately identified and addressed;
- Ensures that direct report is aware of, and adheres to the policies, procedures and regulations of the Ministry;
- Recommends staffing arrangements and Vacation Leave for direct report in keeping with established Human Resource policies;
- Supervises and evaluates the work of direct report;
- Attends Directorate/Ministry staff meetings, as required.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership skills
- Excellent interpersonal skills
- Good problem solving and analytical skills
- Excellent organizational skills
- Ability to use own initiative
- Team work and co-operation
- Excellent oral and written communication skills

Technical:

- Sound background in policy development
- Excellent knowledge of Government's policy formulation, monitoring and evaluation processes and parliamentary procedures
- Knowledge of transport policy objectives, operations and planning processes
- Understanding of the legislative process
- Knowledge of prevailing social and economic factors impacting transport
- Knowledge of relevant environment standards and regulations
- Strong research and consultative skills
- Experience in the use of standard computer applications

Minimum Required Qualification and Experience

- Master's Degree in Public Administration/Management Studies, Public Policy Development or similar field;
 - Training in Policy Formulation and Management;
 - Five (5) years' experience in a similar capacity.
- OR**
- Bachelor's Degree in Public Administration/Public Sector Management, Public Policy Development or a similar held;
 - Training in policy formulation and management is advantageous;
 - Eight (8) years professional experience in Policy Development and Analysis in the Public Sector.

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

Job Purpose

- The Director, Organizational Development and Performance Management is responsible for co-ordinating activities for the development, implementation, and integration of strategies to improve performance at the organizational, divisional and individual levels across the Ministry and its Agencies, leading to a more efficient workforce and more effective utilization of Human Resources;
- The Director is also responsible for developing and ensuring the execution of a framework for modernisation initiatives within the Ministry and its Agencies.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Corporate Services Division's Corporate Business Plan, Human Resource Management and Development's (HRMD's) Operational Plan and Budget;
- Plans, directs and monitors the work of the Organizational Development and Performance Management (OD & PM) Unit by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Prepares Individual Work Plan;
- Manages the daily operations of the OD & PM Unit to consistently provide a high level of service to clients;
- Prepares and submits status and other reports as requested;
- Represents the Ministry at meetings/conferences and other forum as requested;
- Co-ordinates meetings and Sensitization Sessions as required.

Technical/Professional:

- Conducts (use of surveys, focus groups and other relevant methodologies) organizational needs assessments to determine organizational readiness for change;
- Identifies and communicates the compelling need for change/improvement by being an advocate for positive change and improvement within the Organization;
- Collaborates with management to develop and employ change management strategies;
- Analyzes change initiatives and recommends strategies for corrective action where necessary;
- Recommends and works collaboratively with stakeholders to find creative solutions that drive staff attraction, engagement and retention;
- Recommends, co-ordinates and participates in creating leadership and staff development strategies and programmes and a culture of continuous learning aligned with the organization's strategic direction;
- Recommends solutions to problems identified including changes to the Ministry's organization structure, systems, processes and office layout;
- Collaborates with key stakeholders to develop and maintain Human Resource systems (policies and standard operating procedures) and provides guidance to the Agencies for this undertaking;
- Examines relevant statutes, regulations, reports and directives related to the Ministry to determine its functional responsibility in keeping with legislative framework;
- Examines the delegation and exercise of authority, grouping of functions, inter relationship of organizational entities to determine any significant bearing on departmental activities;
- Conducts Job Analysis and develops and maintains Job Descriptions and Terms of References;
- Conducts desk audits to validate job responsibilities and duties;
- Prepares and maintains functional profile/charts for the Ministry and Divisions;
- Manages the development and maintenance of Organization Charts for the Ministry, its Divisions, Branches and Units;
- Conducts post audits of the Civil Service Establishment Act and makes recommendations to the Ministry of Finance and Planning in keeping with changes in the machinery of Government;
- Reviews the organization structure and makes recommendations to align it with the goals and strategic objectives of the Ministry;
- Prepares proposals for organizational reviews in keeping with achieving the goals of the Ministry and liaises with the Ministry of Finance and the Public Service (MOFPS) to consider proposals made;
- Assists with the implementation of recommendations from studies and consultancy outputs to ensure that value for money is achieved;
- Assists with designing and conducting Human Resource Management and Development (HRMD) audits and makes recommendations to improve programmes' and accountability systems' effectiveness;
- Assists with designing and implementing mechanisms for evaluating employees' satisfaction and recommends programmes to improve areas of dissatisfaction critical to the effective operation of the organization;
- Assists with career guidance and counselling;
- Provides advice to the Director, HRMD and other personnel on organizational development and performance management initiatives/matters;
- Manages performance management and appraisal for staff in the Ministry;
- Co-ordinates the implementation and administration of the PMAS within the Ministry by:
 - ✓ Co-ordinating and participating in the development as well as maintains the requisite PMAS documents such as Change Management, Communication and Training Plans;
 - ✓ Co-ordinating, conducting and participating in PMAS Sensitization Sessions;

- ✓ Co-ordinating and participating in the development and maintenance of the Ministry's Competency Framework;
- ✓ Maintaining Job Descriptions in keeping with the Ministry's Competency Framework;
- ✓ Providing assistance to Divisional Managers and staff in preparing Unit and Individual Work Plans;
- ✓ Co-ordinating and participating in the development and maintenance of a Rewards and Recognition Policy for the Ministry;
- ✓ Co-ordinating the establishment and chairing Rewards and Recognition Committee;
- ✓ Co-ordinating and participating in the development and maintenance of Standard Operating Procedures for the processing of appraisal forms;
- ✓ Ensuring the development and maintenance a PMAS Database;
- ✓ Preparing PMAS Report for submission to the relevant stakeholders;
- ✓ Liaising with and providing assistance to Heads of Divisions regarding the Performance Management and Appraisal Process;
- ✓ Developing customized PMAS material for Employee Orientation Sessions in the Ministry;
- ✓ Providing coaching, guidance and information on PMAS related issues to all staff including managers and supervisors;
- ✓ Monitoring compliance with the conduct of interim evaluations and providing guidance where necessary;
- ✓ Ensuring that performance appraisals are completed on an annual basis;
- ✓ Monitoring the implementation by managers of remedial and corrective actions to address poor performance and monitor the implementation of development plans;
- ✓ Ensuring that confidential Performance Appraisal Records are properly maintained in respect of applicable pay, rewards and sanctions;
- ✓ Ensuring that staff eligible for an increment/award are identified and the relevant HR Officer and payroll notified in the stipulated time frame;
- ✓ Planning and co-ordinating the arrangement of recognition and award activities/events at the corporate level;
- ✓ Uploading requested information to the MyHr+ platform.

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

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent teamwork and co-operation skills
- Good interpersonal skills
- Ability to use own initiative
- Ability to work with client and quality focus/commitment to service quality
- Good compliance
- Sound adaptability skills
- Integrity
- Excellent planning and organizing skills
- Goal/results-oriented skills
- Confidentiality
- Excellent leadership skills
- People management skills
- Excellent and impact and influence
- Good Analytical thinking and problem solving

Technical:

- Knowledge and use of Technology
- Knowledge of legislation, regulations and policies
- Knowledge of budget management
- Understanding change management
- Understanding conflict management
- Good Negotiation skills
- Knowledge of performance coaching
- Knowledge of risk management
- Understanding mentoring
- Knowledge of employee engagement and retention
- Knowledge of organizational effectiveness and development
- Knowledge of HR Strategic planning
- Knowledge of Research methodology
- knowledge of the PMAS as established in the Guidelines

Minimum Required Qualification and Experience

- Undergraduate Degree in Management Studies, Human Resource Management/Development or a related field;
- Five (5) years' experience in Human Resource Development and Performance Management at the Middle Management level in an organisation of similar size and complexity;
- Specialised training in Management Analysis, Performance Management and Appraisal Systems and Change Management would be an asset.

3. Research Analyst (GMG/SEG 2)

Job Purpose

- Under the general guidance of the Director, Policy Analysis, Research and Development, the Research Analyst is responsible for conducting in-depth research, analyzing data, and providing valuable insights and recommendations to support decision-making processes in the Science, Energy, Telecommunications and Transport Sectors.
- The Research Analyst will also provide findings to contribute to the development of strategies, policies, and innovations in Science, Energy, Telecommunications and Transport Industries.

Key Responsibilities

- Collaborates with Departments/units of the Ministry and its Agencies in conducting research related to the Science, Energy, Telecommunications and Transport Sectors;
- Organizes, participates in and supervises the collection of information on Science, Energy, Telecommunications and Transport and related cultural, socio economic and environmental variables;
- Develops and implement methodologies for the collection and management of Science, Energy, Telecommunications and Transport data in conjunction with the Statistician and Research Officers;
- Conducts research and analysis to inform and support the related portfolio planning and project implementation process;
- Monitors industry trends, regulatory changes, and technological advancements in the Science, Energy, Telecommunications and Transport fields;
- Identifies key challenges, opportunities and emerging issues within these Sectors;
- Collaborates with cross-functional Teams to determine research objectives and priorities and develop research methodologies and frameworks to ensure data accuracy and reliability;
- Analyzes data collected and provides results;
- Prepares reports on research undertaken;
- Critiques studies undertaken by other researchers and prepares comments and recommendations on selected material;
- Carries out analysis and evaluation of ongoing Science, Energy, Telecommunications and Transport projects and prepares reports as required;
- Reviews and provides recommendations based on research findings to support business strategies, policy development and innovation initiatives;
- Carries out investigations and recommends solutions to Science, Energy, Telecommunications and Transport issues raised by members of the public;

- Conducts impact assessment studies and prepares reports on matters affecting the operation of the Science, Energy, Telecommunications and Transport Sectors and the quality of services provided to the public;
- Assists with the evaluation of the activities of the Ministry;
- Attends relevant internal and external meetings, workshops, conferences and seminars on transport issues and provides technical advice on Science, Energy, Telecommunications and Transport matters, including the presentation of papers and reports when required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Ability to conceptualize research issues
- Excellent analytical and statistical skills
- Good oral and written communication and presentation skills
- Excellent interpersonal skills
- Sound problem solving skills
- Good planning and organizing skills
- Knowledgeable in the use of computer and has proven experience in Microsoft office software and other relevant database
- Ability to work in a team
- Ability to work on own initiative

Technical:

- Knowledge of multimodal Science, Energy Telecommunications and Transport systems and development planning
- Knowledge of Project Management processes
- Knowledge of project evaluation
- Expertise in design of studies and research activities
- Understanding of maps, plans and drawings
- Knowledge of Economic principles

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Economics, Statistics, Planning, Engineering or related discipline;
- Additional training in Planning, Research and Policy analysis;
- Three (3) years' experience in a technical capacity or similar area;
- Post Graduate Degree in Economics or related discipline would be an asset

Applications accompanied by résumés should be submitted **no later than Friday, 3rd November, 2023 to:**

**Director, Human Resource Management and Development
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**