



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 53 **OSC Ref. C. 5850¹⁶**

26th January, 2024

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 the post of **Managing Director (Band 13), Board of Directors/Corporate Division** in the **Rural Water Supply Limited (RWSL)**.

Job Purpose

To support the Board in its strategic role by assisting with establishing the overall corporate and operational direction of RWSL and ensuring its implementation; its risk management role, by implementing and managing systems for effective risk management, compliance adherence and reporting; its stewardship role; by ensuring that RWSL's activities reflect the public sector values and employment principles and that RWSL has arrangements in place to meet its statutory obligations in the management of the engineering services including project planning, monitoring, allocation and regulation. The Managing Director is responsible for the representation of the Government's position on matters relating to the supply of potable water and for providing information on the status of agreements of that nature.

Key Responsibilities

- Consults with senior managers, establishes and ensures the maintenance of the Organization's main objectives, operating policies, procedures and programmes;
- Ensures that RWSL complies with relevant legislative and other Government requirements, and that the Board is able to account to Government on RWSL's activities;
- Ensures that major issues and risks (any obstacle that hinders RWSL from adhering to legislation and Government policy, as well as accomplishing its objectives) are identified and managed and that the Board and Government are kept informed;
- Analyses, interprets and gives effect to the policies, programmes and objectives of the RWSL and takes decisions on critical and sensitive matters;
- Manages the RWSL's relationships with its clients and stakeholders on behalf of the Board;
- Approves procurement activities and ensures that procurement process is in keeping with the GOJ's procurement guidelines;
- Attends and participates in meetings of the Board of Directors; where necessary, provides guidance to members on issues being discussed, the protocol and established procedures in the conduct of meetings;
- Ensures the continuous development of the public water system by maintaining a well-equipped and highly motivated staff to achieve maximum efficiency and effectiveness in the performance of the Company's functions;
- Initiates representation to the Government and International Funding Agencies for the funding of capital projects and ensures these objectives are successfully accomplished;
- Negotiates with Lending Agencies the terms and conditions of loan agreements, while ensuring strict adherence to the conditions outlined in such agreements;
- Assist with the preparation and agreement of external consultancy contracts to earn funds associated with appropriation in aid from other Government Ministries and Private Sector entities;
- Manages and oversees RWSL's assets and accountable for the expenditure of its funds;
- Promotes the maintenance of prudent financial practices through the Organization; reviews the Company's Budget, monthly and annual financial statements to ensure that they align with the Company's objectives, policies and programmes; grants approval, where appropriate, for submission to the Board of Directors;
- Reviews reports and directs senior managers to take corrective actions in relation to any undesirable situation;
- Co-ordinates the preparation of data required by the Board, Government Bodies or other International Funding Agency and ensure the timely transmission of the information;
- Prepare Briefs for the Board's Chairman and the Ministry of Economic Growth & Job Creation on any aspects of the Company's activities, when required;

- Directs and co-ordinates the preparation of annual reports and other performance reports of the Organization for submission to the Board;
- Intervene in disputes or other controversial issues which remain unresolved despite efforts made at lower levels of the Organization;
- Prepares and presents the Agency's Status Report to Heads of Agency meeting on a monthly basis;
- Provides guidance to the Portfolio Minister for Parliamentary Sectoral Debates and the Standing Finance Committee;
- Represents the Company at meetings, parliament, international conferences, and other relevant events;
- Provides technical direction on projects, conducts routine site visits to project sites periodically, and occasionally accompanies Government Officials or Officials of Lending Agencies;
- Ensures the establishment and maintenance of procedures and systems for the monitoring of water supply projects in Jamaica;
- Evaluates the performance of existing programmes and processes for water supply, planning and monitoring, and to make certain they meet the needs of users and Government;
- Ensures the co-ordination, direction and controlling of technical activities to ensure that their operations are aligned with the Government's policies and goals as well as the instructions of the Board;
- Approves appointment of senior staff and handle complex staff matters referred by the Manager in charge of Human Resources;
- Communicates policies and programmes of the Board and Government to the staff;
- Ensures compliance with legislation governing employment and occupational health and safety conditions;
- Ensures adequate plans and strategies are in place to address ongoing employment needs;
- Provides direction for conflict management and mitigating the risks of industrial disputes;
- Provides direction for the training and development of employees while actively participating in the management of executive employment;
- Approves employment, appointments, and promotions of staff;
- Conducts Performance Appraisals for Divisional Heads, on an annual or special basis.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus
- Teamwork and Co-operation
- Initiative
- Good use of technology
- Good planning and organizing skills
- Goal/Result Oriented
- Leadership
- Integrity
- Good social skills
- Compliance
- Adaptability

Technical:

- Methodical
- Analytical Thinking
- Strategic Vision
- Problem Solving and Decision Making
- Impact & Influence
- Good technical skills
- People Management
- Good interpersonal skills
- Managing Partners
- Change Management
- Managing the Client Interface
- Managing External Relationships

Other:

- Proficiency in Microsoft Office Applications including Word, Excel, PowerPoint
- Knowledge of water utility planning and operations
- Extensive knowledge of management principles and techniques

- Knowledge of the Management and Accountability Act, The Financial Audit & Accountability Act
- Extensive knowledge of Public Sector Procurement Policy and contracting process.

Minimum Required Qualification and Experience

- Graduate Degree in Engineering, Business Administration, Natural Resource Management, Public Administration, Human Resource Management or comparable professional qualifications;
- Project Management Certification;
- At least ten (10) years' experience at a senior management level, working at this level in Government is an asset;
- Professional Engineering certification is an asset.

Special Condition Associated with the Job

- Will be required to be on call 24/7 to handle emergencies;
- Position requires undertaking travel.

Further details can be obtained from the Manager, Corporate Services.

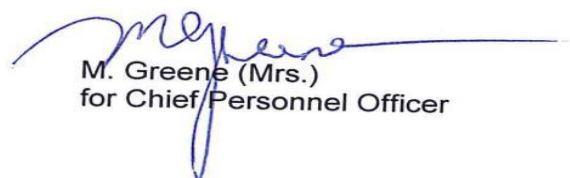
Applications accompanied by résumés should be submitted **no later than Thursday, 8th February, 2024 to:**

**Manager Corporate Services
Rural Water Supply Limited
3rd Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: info@rwsj.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.


M. Greene (Mrs.)
for Chief Personnel Officer