



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 113 **OSC Ref. C. 6528¹³**

4th March, 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 fill the following **vacant** posts in **Ministry of Science, Energy, Telecommunications and Transport (MSETT)**:

1. **Senior Assistant Attorney General (JLG/LO 5) - Legal Services Unit**, salary range \$8,309,840 - \$11,175,811 per annum.
2. **Director, Telecommunications (GMG/SEG 4) - Technical Services Directorate Division**, salary range \$5,597,715 - \$7,528,305 per annum.
3. **Senior Technical Co-ordinator (GMG/SEG 3) - Executive Office Division**, salary range \$4,594,306 - \$6,178,830 per annum.
4. **Data Protection Officer (GMG/SEG 3) - Executive Office Division**, salary range \$4,594,306 - \$6,178,830 per annum.
5. **International Transport Policy Officer (Aviation) (GMG/SEG 2) - Technical Services Directorate Division**, salary range \$3,770,761 - \$5,071,254 per annum.
6. **Licensing, Examination and Registration Officer (GMG/SEG 2) - Government Electrical Regulator/Licensing, Examinations and Registration Branch**, salary range \$3,770,761 - \$5,071,254 per annum.

1. Senior Assistant Attorney General (JLG/LO 5)

Job Purpose

Under the general direction of the Permanent Secretary, with technical oversight from the assigned Deputy Solicitor-General in the Attorney-General's Chambers (Headquarters), the Head of Legal Services coordinates the legislation programme as well as serves as Chief Legal Counsel for the Ministry and provides legal support to its Departments and Agencies, in order to assist the entities to achieve their strategic objectives. The Head of Legal Services is responsible for the day-to-day operations of the Legal Service Unit. Instructions on the legal priorities of the Ministry as well as oversight of the work of the Legal Services Unit are the responsibility of the Permanent Secretary.

Key Responsibilities

Management/Administrative:

- Prepares the Unit's Operational Plan and Budget ensuring their alignment with the strategic objectives and priority programmes of the Ministry;
- Prepares and presents the Ministry's Quarterly and Annual Legislation Programme ensuring all priority Bills are adequately represented; monitors progress of the implementation of the programme and submits updates to the Permanent Secretary and the Cabinet Office as required;
- Provides legal advice to the Permanent Secretary; Departments and Agencies within the portfolio purview of the Ministry; and other relevant personnel;
- Develops, implements and maintains policies and procedures to guide the operations of the Unit;
- Prepares technical Briefs for the Minister, as required;
- Participates and submits performance and other reports as required and ensures timely submission of all documents/information requested from the Unit;
- Attends meetings, conferences, seminars on matters relating to the Ministry, its Agencies and Departments.
- Keeps abreast of international conventions related to the Ministry's activities and interprets and advises on its implications.

Technical/Professional:

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the Mission critical functions of the Ministry and its entities;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its entities;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the legislative programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the legislative programme;
- Assists in the preparation of Bills for tabling and provide legal support in the preparation of the Minister's Briefs;
- Attends sittings of Parliament including Committees of Parliament and provides clarification on Bills, as required;
- Prepares, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts, Memoranda of Understanding and other commercial documents;
- Prepares Legal Briefs to the Solicitor-General through the Permanent Secretary to support the escalation of nuance or highly complex legal matters or matters of national importance;
- Prepares Briefs to the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft Policy Papers submitted by other Ministries or Departments;
- Reviews material to be provided by the Ministry in response to queries by the Integrity Commission, Requests under the ATI¹ Act, and other appeals;
- Serves as Instructing Counsel on matters being pursued by the Director of State Proceedings on behalf of the Ministry and its entities and assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation;
- Follows up and provides updates on legal matters and attend Hearings on behalf of the Ministry;
- Prepares Orders for signature of the Minister, ensuring all necessary/required consultations and Cabinet Submissions are done and coordinates the gazetting of the Orders;
- Reviews International Agreements in consultation with the Ministry with responsibility for Foreign Affairs and reviews draft Cabinet Submissions seeking approval for ratification;
- Reviews and advise on legal implications of internal policies and procedures;
- Represent the Ministry by participating on Inter-Ministerial Committees or Teams in relation to legislation or policy in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision-making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in Professional Organizations and participating in AGC initiatives;
- Performs such other related legal services as may be determined by the Permanent Secretary and the assigned Deputy Solicitor-General and from time-to-time.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends measures to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Collaborates with the Human Resource Department, develops and implements a succession planning programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Unit;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Ministry's goals;
- Performs any other related duties and functions that may be assigned from time to time by the Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and teambuilding skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Public Law and Public International Law
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the Ministry and its Departments and Agencies
- Excellent knowledge of the Legal System and the Legal Framework of Government
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the Ministry
- Excellent written and verbal communication including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Problem solving and negotiation/facilitation skills and experience
- An excellent understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change

Minimum Required Qualification and Experience

- Bachelor of Laws Degree;
- Legal Education Certificate;
- Diploma in Management or Public Administration would be an asset;
- Eight (8) years' experience as a practicing Attorney in the Private or Public Sector, at least three (3) years of which should be in the Public Sector.

Special Conditions Associated with the Job

- Extended hours may be required to meet project deadlines;
- Ability to travel overseas and locally on work related business;
- Ability to work under pressure.

2. Director, Telecommunications (GMG/SEG 4)

Job Purpose

Under the General guidance of the Principal Director, the Director, Telecommunications will ensure the smooth operation of the Telecommunications portfolio and works with internal and external partners to help to foster an enabling environment for ICT and in particular telecommunications activities.

The incumbent will be responsible for formulating and implementing national telecommunications policies, efficient spectrum management, infrastructure development, regulatory compliance and international co-operation to drive the growth, innovation and accessibility of Telecommunications Services Nationwide, as well as ensuring the Country's competitiveness in the Global Telecommunications Landscape.

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 Telecommunications Branch;

- Deals with customer complaints regarding telecommunications matters;
- Reviews and monitors the Corporate/Strategic and Operational Plans and Budget for the Department(s) or Agency(ies) within the Telecommunications Portfolio and reports accordingly;
- Acts as focal point for all matters related to the licensing regime for the Telecommunications Portfolio;
- Attends meetings, as required by the Technical Directorate Division/Ministry;
- Sits on Heads Committees as required by the Division/Ministry;
- Acts as Secretariat to the Telecommunications Appeals Tribunal;
- Monitors, evaluates and assesses licensing regime for the Telecommunications Portfolio;
- Provides assistance to projects, as required;
- Acts as the Government of Jamaica's (GoJ) focal point and/or representative for designated organizations such as the International Telecommunication Union, Caribbean Telecommunications Union, Caribbean Community, the United Nations, Organization of American States with particular focus on activities of Inter-American Telecommunication Commission (CITEL) and the Inter-American Committee against Terrorism (CICTE).

Technical/Professional:

- Participates in the development and implementation Strategic Plans for the Telecommunications Sector, aligning with the Country's economic and development goals;
- Identifies opportunities for growth, innovation and infrastructure expansion to meet the evolving needs of the Country;
- Ensures that Telecommunications and Spectrum Licences are properly prepared, signed, issued and database is maintained;
- Reviews and evaluates the terms and conditions, as well as recommendations for the grant/suspension/revocation of licences for compliance with regulations and administrative procedures;
- Provides technical advice and makes recommendations at the Work Permit Meetings;
- Sits on and/or chairs Subcommittees of Regional and International Organizations;
- Fosters collaboration and engagement with Telecommunications Service providers, industry associations and other stakeholders to promote innovation, investment and the advancement of the Telecommunications Sector;
- Keeps a record of the Ministry's responsibilities to Regional and International Telecommunications Organizations and makes recommendations to ensure full participation in related activities;
- Researches and collects information and documentation required for and/or related to licensing activities;
- Provides technical inputs into the development of policies for the Telecommunications Sector;
- Provides support for regulatory activities related to Telecommunications and Spectrum matters;
- Prepares Cabinet Notes/Submissions on Telecommunications related matters, as required;
- Conducts research on Telecommunications issues as background information for briefs, speeches and policy-making;
- Participates in the development of Cyber Security and e-Government strategy for the GoJ.
- Co-ordinates, as necessary, training in various Telecommunications Portfolio disciplines.

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

Behavioural:

- Good oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative

- Client and quality focus/commitment to service quality
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Goal/result oriented
- Confidentiality
- Mutual respect
- Good leadership skills
- People management
- Strategic vision
- Impact and influence
- Managing partners and external relations
- Good analytical thinking skills

Technical:

- Use of information and communications technology
- Legislation, regulations and policies
- Budget management
- Change management
- Conflict management
- Negotiation
- Mentoring
- Performance coaching
- Risk management
- Policy development
- Monitoring and evaluation
- Research methodology
- Project management

Minimum Required Qualification and Experience

- Master of Science Degree in Public Administration/ICT, Telecommunications or related field from an accredited tertiary institution;
 - Six (6) years' working experience in a Telecommunications related field.
- OR**
- Bachelor of Science Degree in Public Administration, ICT, Telecommunications or related field from an accredited tertiary institution;
 - Ten (10) years' working experience in a Telecommunications environment;
 - Broad exposure to ICT subject areas.

Special Condition Associated with the Job

- May be required to travel within the Country and overseas on official business;
- May be required to work beyond regular working hours.

3. Senior Technical Co-ordinator (GMG/SEG 3)

Job Purpose

Under the general supervision of the Chief Technical Director, Portfolio Progress and Reporting, the Technical Co-ordinator is responsible for co-ordinating and monitoring the development and implementation of technical related policies, plans and programmes of the Ministry of Science, Energy, Telecommunications and Transport, to ensure that the related responsibilities of the Permanent Secretary are executed efficiently and effectively.

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;

- Participates in reviewing and assessing 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;
- Prioritizes 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 the MSET its Portfolio Agencies and ensures the provision of prompt and accurate information and data;
- Provides assistance with the monitoring of 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, Directors General, Heads of Agencies and Senior Officials of Government to ensure that matters in relation to the work of the Ministry are expeditiously undertaken/addressed;
- Provides assistance with examining and assuring 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;
- 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 analyzing 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;
- Liaises with MDAs, Regional and other International Bodies/Institutions to facilitate follow-up and ensure 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 or the Director General;
- 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 skills
- Teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Client and quality focus/commitment to service quality
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Goal/result oriented
- Confidentiality
- Managing partners and external relations
- Good analytical thinking skills

Technical/Functional:

- Use of information and communications and technology
- Legislation, regulations and policies
- Research methodology
- Policy development
- Ability to think and act strategically across a wide range of functions
- 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
- Demonstrates sound personal and professional integrity reflecting high ethical and moral values
- High level of confidentiality, diplomacy and initiative
- Good knowledge of Government's systems and related operational policies
- Knowledge of international best practices

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or Business Administration or related area from a recognized Tertiary Institution;
- Seven (7) years' experience in a managerial position in the Public or Private Sector, in an Organization of similar size and complexity.

Special Conditions Associated with the Job

- Maybe required to work beyond regular working hours;
- Maybe required to travel locally and overseas in the execution of official duties.

4. Data Protection Officer (GMG/SEG 3)

Job Purpose

Under the general supervision of the Permanent Secretary, the Data Protection Officer (DPO) is to advise and provide guidance to the Ministry of Science, Energy, Telecommunications and Transport on a range of privacy, data protection and technology related regulatory and compliance matters.

The DPO is responsible for monitoring internal compliance, informing and advising the Ministry of Science, Energy, Telecommunications and Transport on data protection obligations, providing advice regarding Data Protection Impact Assessments (DPIAs) and acting as a contact point for data subjects and the Office of the Information Commissioner.

The DPO will support the success of the Ministry of Science, Energy, Telecommunications and Transport through assisting with the introduction and the implementation of its privacy programme. Both legal knowledge and technical fluency are highly desired as this role will work closely with staff across all areas of the Portfolio.

Key Responsibilities

Administrative/Technical:

- Ensures that the Ministry of Science, Energy, Telecommunications and Transport processes personal data in compliance with the Data Protection Standards and in compliance with the Act and good practice;
- Provides overall management for the research, development, and implementation of Data Protection policies and procedures for the Ministry;
- Researches, designs, and implements Data Protection Governance Frameworks and Strategies to manage the use of personal data in compliance with the requisite standards and guidelines;
- Consults with the OIC to resolve any doubt about how the provisions of the Act and any regulations made under it, are to be applied;
- Ensures that any contravention of the data protection standards or any provisions of the Act by the Ministry of Science, Energy, Telecommunications and Transport is dealt with;
- Co-ordinates the efforts of the Ministry of Science, Energy, Telecommunications and Transport in the implementation of essential elements of the applicable data protection regulation, such as the principles of data processing, data subjects' rights, data protection by design and by default, records of processing activities, security of processing, and notification and communication of data breaches;
- Manages systems that ensure appropriate assignment of responsibilities in relation to the management of data and information and the processing and protection of personal data;
- Provides strategic legal and regulatory guidance to Senior Management and other Divisions on privacy and Data Protection issues, Law and trends;
- Performs or oversees initial and periodic privacy impact assessment, risk analyses, mitigation and remediation;
- Ensures that Data Controllers and Data Subjects are informed about their Data Protection rights, obligations and responsibilities and raises awareness about them;
- Oversees the maintenance of records required to demonstrate Data Protection compliance;
- Supports a programme of awareness-raising and training to deliver compliance and to foster a data privacy culture;
- Gives advice and recommendations to the Ministry of Science, Energy, Telecommunications and Transport about the interpretation or application of the data protection rules;
- Handles queries or complaints on request by the Ministry, the Data Controller, other person(s), or on their own initiative;
- Cooperates with the OIC (responding to requests about investigations, complaint handling, inspections conducted by the OIC, etc.);
- Draws the Organization's attention to any failure to comply with the applicable data protection rules and Policy;
- Supports the data incident response and data breach notification procedures;
- Prepares and submits routine and special reports, as required;
- Provides expert advice and educates employees on important data compliance requirements;
- Drafts new and amends existing internal data protection policies, guidelines and procedures, in consultation with key stakeholders;
- Delivers training across all Divisions and Units to staff members who are involved in data handling or processing;
- Participates in meetings, seminars, workshops and conferences as required;
- 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
- Good planning and organizing skills
- Good judgement and decision-making skills
- Customer and Quality-focused skills
- Good analytical and problem-solving skills
- Compliance
- Integrity
- Adaptability

Technical/Functional:

- Ability to use own initiative
- Knowledge of modern business practices and office procedures
- Understanding of research methods and techniques
- Proficiency in the use of computer applications

- Knowledge and understanding of the Data Protection Act
- Experience in managing data incidences and breaches
- Knowledge of Cybersecurity risks and Information Security standards

Minimum Required Qualification and Experience

- Bachelor of Law Degree Compliance, IT Security, Audit or similar background;
- Three (3) years' experience in Law, Audit and/or Risk Management, Compliance, or equivalent experience;
- Demonstrable experience, knowledge and/or in-depth understanding of Data Privacy Legislation (in particular GDPR);
- Experience or specialized training in Records and Information Management Systems;
- One (1) Data Protection and/or Privacy certification such as, CIPP, CIPT, ISEB, etc., (preferred).

Special Conditions Associated with the Job

- May be required to travel;
- Twenty percent (20%) of the time spent traveling to conduct research, submit reports and file documents related to data compliance.

5. International Transport Policy Officer (Aviation) (GMG/SEG 2)

Job Purpose

The International Transport Policy Officer (Aviation) will be responsible for carrying out duties regarding to Transportation Policy: monitoring aviation trends, formulating, reviewing and advising on 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

Technical/Professional:

- Reviews and researches Sub-Sector issues that require policy changes, including outcomes from international conventions, legislation, technology changes and other developments;
- Monitors and analyzes trends, developments, and challenges in the Aviation Industry;
- Conducts research on emerging technologies, market dynamics, and regulatory frameworks to inform policy decisions and support the growth and competitiveness of the Aviation Industry;
- Assists with 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 Ministers, 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;
- Provides information and assists in the preparation and review of the Units Budget;
- 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 GOJ Aviation Policies;
- Conducts environmental scanning to inform proposals relating to Transportation Projects;
- 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 Aviation Transport issues and problems;
- Supports the implementation of Aviation Policies by co-ordinating with relevant stakeholders, providing guidance on compliance, and monitoring progress;
- Monitors the impact of implemented Transport Policies and propose adjustments or improvements, as needed;

- 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;
- Maintains accurate documentation of policy development processes, consultations and decisions;
- Undertakes any other duties that may be assigned.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Teamwork and co-operation
- Good analytical thinking, problem-solving and decision-making skills
- Ability to use own initiative
- Good planning and organizing skills
- Attention to detail

Technical/Functional:

- 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
- Extensive knowledge of aviation regulations, policies, and international standards, such as those set by the International Civil Aviation Organization (ICAO)

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management, Public Administration, Public Policy, or development related discipline;
- Training in Policy Formulation and Management would be an asset;
- Four (4) years professional experience in Policy Development and Analysis in the Public Sector.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- May be required to travel locally and overseas in the execution of official duties.

6. Licensing, Examination and Registration Officer (GMG/SEG 2)

Job Purpose

Reporting to the Manager Licensing, Examinations and Registration, the Licensing, Examinations and Registration Officer has responsibility for coordinating the examination process as well as processing applications for candidates for licensing and registration as Inspectors and Electricians, respectively.

Key Responsibilities

Management/Administrative

- Participates in the preparation of the Annual Operational Plan for the Department to support the achievement of the Regulator's Strategic Objectives;
- Provides input into the preparation of the Annual Budget for the Department to support the achievement of the Department's Strategic Objectives; takes corrective action, where necessary to improve performance;
- Supports the implementation of Operational Policies for the Department in keeping with the strategic objectives of the Regulator;
- Develops Individual Work Plan based on strategic alignment with Department's Operational Plan;
- Provides input for the development of Operational Plans;

- Represents the Organization, as appropriate, at various local, regional and international conventions, workshops and meetings on policy or regulatory matters.

Technical/Professional:

- Liaises with Tertiary and Vocational Institutions for the preparation of training material;
- Liaises with Regulatory Agencies and/or electrical experts to understand any changes to electrical standards or regulations;
- Provides support to the Committee of Examiners and Panel of Electrical Experts including Tertiary and Vocational Institutions in the preparation of study guides;
- Processes requests from candidates for licensed Inspector and registered electrician;
- Co-ordinates and publicizes examinations;
- Responds to queries on examinations;
- Updates the electronic system with all examination related information;
- Prepares periodic reports- general and specific;
- Co-ordinates meetings for the Committee of Examiners;
- Participates in consultations with industry stakeholders, as required;
- Keeps abreast of trends in the industry and programmes of study for Electricians and makes recommendations for enhancing the curriculum;
- Provides technical advice to the Manager Licensing, Examinations and Registration and the Committee of Examiners on matters related to the examination process;
- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Excellent customer service skills
- Excellent inter-personal skills
- Ability to work well in a team as well as alone
- Results oriented

Technical:

- Knowledge of the Electricity Act and Regulations
- Good stakeholder management and relationship building skills
- Good analytical skills
- Good project management skills
- Good problem solving and decision-making skills
- Good planning and organization skills
- Sound knowledge of records and information management techniques
- Ability to prepare reports, formulate positions on issues, articulate opinions concisely conveying necessary information and make and defend recommendations
- Ability to work well in a team as well as alone
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelors Degree in Business Administration, Education or related discipline;
- Three (3) years' experience in similar environment.

Applications accompanied by résumés should be submitted **no later than Friday, 15th March, 2024 to:**

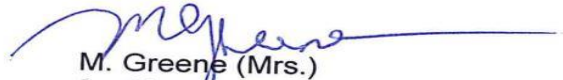
**The Permanent Secretary
Ministry of Science, Energy, Telecommunications and Transport
PCJ Building
36 Trafalgar Road,
Kingston 10**

Email: hr@mtw.gov.jm

Please note that only shortlisted applicants will be contacted.

Applications should include the names and positions of two (2) senior persons who can provide a character and work-related reference.

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