



Office of the Services Commissions

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CIRCULAR No. 146 **OSC Ref. C.5850¹⁶**

2nd April, 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 to the post of **Director, Works Policy and Infrastructure (GMG/SEG 4) – (Not Vacant)** in the **Works, Infrastructure Policy and Monitoring Branch, Ministry of Economic Growth and Job Creation (MEGJC)**, salary range \$6,333,301 - \$8,517,586 per annum.

Job Purpose

To support the Senior Director in developing, reviewing and advising on works related policies and legislation, and collaborate with works infrastructure Agencies for policy, programme and project development and implementation. This job involves providing oversight for the undertaking of all research activities to inform the development of effective policies, legislation, programmes and strategies. This position also provides oversight and technical support for the development of Cabinet Submissions, Cabinet Notes, Ministry Papers and other position papers, as well as provide technical and general information to the Minister, Permanent Secretary and Chief Technical Director.

Key Responsibilities

Management/Administrative:

- Develops and coordinates the preparation of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Organizes meetings, seminars, workshops and international conferences;
- Prepares and oversees preparation of reports to Ministers, Permanent Secretary, Chief Technical Director, Agencies, local and international organizations;
- Co-ordinates actions arising from decisions of Steering Committees;
- Represents the Ministry at local, regional and international meetings, conferences, workshops and seminars/fora;
- Assists with the recruitment of suitable staff;
- Conducts Staff Performance Evaluation.

Technical/Professional:

- Reviews and researches sub-sector issues that require policy changes;
- Drafts policy statements, documents and papers;
- Develops Policy and Action Plans for implementation in collaboration with the key stakeholders and other Agencies in keeping with the Ministry's Corporate Plan;
- Develops, reviews and amends legislation and regulatory proposals;
- Reviews Annual Reports and other progress reports submitted by Portfolio Agencies to inform submissions to Cabinet and tabling of reports in the Houses of Parliament, as necessary;
- Facilitates and encourages stakeholder participation in the formation of policy via public meetings;
- Undertakes risk assessments to inform policy and legislations;
- Undertakes socio-economic surveys to inform programmes aimed at improving works infrastructure;
- Liaises with Government Ministries and Agencies to achieve co-ordination, collaboration and integration of Government policies;
- Provides policy advice to the Minister, Permanent Secretary through briefs, reports and meetings;
- Liaises with key internal stakeholders and the Attorney General's Department to obtain advice on legislation and policy changes and interpretation;
- Investigates and responds to public queries regarding works infrastructure issues and problems;
- Collaborates with Works Infrastructure Agencies in the development of policies, legislation and other works infrastructure documents related to Public-Private Partnerships as required;

- Liaises with Ministries Departments and Agencies (MDAs) e.g. the Ministry of Finance and the Public Service and the Development Bank of Jamaica, etc. to achieve co-ordination, collaboration and integration of Government policies;
- Co-ordinates, prepares and finalizes technical advice/response to request for comments from MDAs on policies, legislation, Cabinet Submissions, Notes and other official documents being drafted, to inform finalization of same;
- Prepares highly technical documentation such as Cabinet Submissions, Cabinet Notes, and Ministry Papers etc.;
- Reviews and finalizes Cabinet Submissions, Cabinet Notes, Ministry Papers etc.
- Attends Cabinet Committee Meetings (Infrastructure, Legislative etc.) to justify Submissions for Cabinet's approval;
- Prepares the Ministry's Policy Register and Legislative Agenda to inform GOJ's National Registry;
- Reviews documentation for submission to the Public Investment Management Secretariat (PIMSEC) related to the approval and implementation of BPOs and other investment projects;
- Co-ordinates and undertakes research on works infrastructure issues to inform policies, legislations and position papers at the local, regional and international levels;
- Co-ordinates the undertaking of socio economic and market surveys, via primary data collection methodologies;
- Reviews draft Socio-economic Reports and provides comments to inform finalization of reports prepared by the Research Team;
- Co-ordinates and undertakes research to provide response to questions posed in the Houses of Parliament;
- Collaborates with the Documentation Information and Access Services Branch to provide response to Access to Information requests;
- Participates in the Ministry's programme development and service delivery exercises;
- Assists in the provision of policy direction to Agencies under the ambits of the Ministry and other stakeholders;
- Reviews Investigative Reports prepared by the Works Infrastructure and Port Development Agencies and provide comments to the Minister, Permanent Secretary and Chief Technical Director;
- Co-ordinates, develops and facilitates technical assistance for special projects being undertaken by the Section;
- Participates in media interviews relating to the Works Infrastructure and Port Development Agencies.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Develops and review the Section's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment and selection of staff for the Unit;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division, the Ministry and the Government;
- Initiates disciplinary proceedings, where appropriate;
- Develops a job enrichment strategy for the Unit in collaboration with HR;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular staff meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems that affect the Unit to provide solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Unit.

Other:

- Serves on various Committees internal and external to the Ministry;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership skills;
- Excellent research and analytical skills;
- Excellent interpersonal and people management skills;
- Ability to analyze and interpret changes in the economic, political and social environment;
- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Excellent problem-solving skills;
- Ability to use own initiative;
- Ability to lead and work as a team;
- Ability to cope under pressured working conditions and meet deadlines.

Technical:

- Excellent knowledge of Government's policy formulation, parliamentary procedures, legislative process, GOJ's Policies and Procurement Guidelines;
- Knowledge of programme monitoring and evaluation processes;
- Knowledge of works policy objectives, operations and planning processes;
- Knowledge of the operations of Government and Portfolio Agencies;
- Knowledge of economic and social policies and factors impacting Works Infrastructure and Port Development;
- Knowledge of relevant environment standards and regulations;
- Knowledge of international trends and the changing environment;
- Risk Assessment skills;
- Sound knowledge of planning and policy development;
- Competence in the preparation of Cabinet Submissions, Notes, Ministry Papers and Position Papers;
- Sound knowledge of research methodologies;
- Excellent analytical skills;
- Competence in the preparation of technical reports;
- Competence in the use of relevant computer applications including various analytical tools;
- Strong research and consultative skills.

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 degree;
- Training in Policy Formulation and Management or Policy Analysis and Development;
- Training in Policy Formulation and Management;
- Eight (8) years' experience in a similar capacity.

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

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 25 Dominica Drive
Kingston 5.**

Email: 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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**