



CIRCULAR No. 161
OSC Ref. C.5850¹⁶

15th 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 be assigned to/fill the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Senior Director, Economic Policy and Investment (GMG/SEG 5) (Not Vacant) – Economic Policy and Investment Branch**, salary range \$7,716,512 - \$10,377,851 per annum.
2. **Systems Development and Programming Manager (MIS/IT 6) (Vacant) - Information and Communications Technology Branch, Corporate Services Division**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Project Officer (GMG/SEG 3) (1 year Contract) – Urban Renewal and Development Programme**, salary range \$5,198,035 - \$6,990,779 per annum.
4. **Systems Administrator (MIS/IT 5) (Not Vacant) – Information and Communications Technology Branch, Corporate Services Division**, salary range \$4,266,270 - \$5,737,658 per annum.
5. **Public Procurement Administrator (GMG/AM 2) (Not Vacant) – Public Procurement Branch, Corporate Services Division**, salary range \$1,711,060 - \$2,301,186 per annum.

1. **Senior Director, Economic Policy and Investment (GMG/SEG 5)**

Job Purpose

Reporting directly to the Chief Technical Director, the Senior Director is required to provide guidance, leadership and monitoring of all activities related to the formulation and amendment of the Economic and Investment Policies and Legislation, as well as monitoring the implementation of Investment Projects within the Ministry's Agencies and Departments. The incumbent will also collaborate with Economic and Investment Agencies to boost and promote growth and investment strategies and programmes to enhance policies and project implementation, and to maximize the benefits of existing investments and foster the expansion of investment opportunities within Jamaica. The Senior Director also provides technical advice and general information to the Minister, Permanent Secretary and Chief Technical Director.

Key Responsibilities

Management/Administrative:

- Recommends participation of Branch Representatives at relevant meetings, conferences, seminars and workshops;
- Prepares and oversees preparation of Reports to Ministers of other Ministries, Permanent Secretary, Chief Technical Director, Agencies and international meetings and conferences;
- Oversees the development and implementation of the Branch's Strategic Business/Operational Plans, Budget and Individual Work Plans;
- Represents the Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops and seminars relevant to the Division's roles and functions;
- Reviews Annual Reports from Agencies under the Branch's Portfolio;
- Ensure that policies and programmes of the Branch, as well as Agencies and projects under its purview, are administered efficiently to achieve set targets;
- Ensures Operational Plans of the Unit are technically sound and that objectives set are achievable and consistent with overall Policy Directive.

Technical/Professional:

- Leads consultations on Economic and Investment related policies, programmes and legislation with stakeholders at a national and international level, in accordance with GOJ

policy. (Where necessary, arranges the establishment of Steering Committees, co-ordinates the Committees' activities and chairs these committees' interactions);

- Co-ordinates the completion of reviews to policies and legislation in the Investment Sector;
- Reviews annually the Legislative Programme in keeping with the Ministry's Strategic plans and programmes or projects for submission to Cabinet;
- Oversees the monitoring of Agencies to ensure compliance with GOJ's policies and guidelines, as well as compliance requests from OCG with respect to Investment projects;
- Participates in the review of investment project proposals;
- Provides policy direction to Agencies under the Branch's Portfolio;
- Prepares Cabinet Submissions, Notes, Briefs, Reports and Position Papers, to facilitate the implementation of the Ministry, its Agencies, policies, programmes, legislation and projects, to promote the support necessary to create an enabling environment for investments;
- Develops and maintains appropriate partnerships with Ministries, Agencies, the Private Sector, International and Regional Organizations, to keep abreast of Economic and Investment Development and related issues that impact policy development and implementation;
- Attends meetings of the Cabinet Sub-committees to justify Cabinet Submissions Proposals;
- Prepares Ministry Papers and Green Papers on activities, proposed policies and programmes under the Ministry's Portfolio on which the public needs to be sensitized and their input required to shape policy;
- Contributes to the Minister's Budget Speech and the Governor General's Throne Speech and speaking engagements of the Minister and Permanent Secretary relative to the Investment Portfolio;
- Supervises projects under the purview of the Branch to ensure that components of respective project are implemented according to Project Plans and are in conformity with national development goals and other stipulations;
- Supervises consultants that may be appointed under special projects/programmes and assists in the Terms of Reference;
- Provides recommendations for resolution of any issue(s) that may disrupt successful project implementation;
- Negotiates partnership agreements with bodies, private and public, with respect to Investment Programmes, projects and activities. Monitors these agreements to ensure compliance with deadlines and in accordance with the stated objectives;
- Interfaces and interacts with Regional and International Institutions on an ongoing basis regarding support for portfolio area, and ensures currency with new developments that may impact the portfolio area;
- Monitors and supervises activities related to investments and investment project implementation;
- Interfaces with critical local institutions and organizations on an ongoing basis e.g. Development Council, NEPA & NLA, with a view to enhancing the flow of approvals for investment projects;
- Designs instruments and conducts on-going analysis to monitor the effectiveness of policy and programme initiatives, and proposes modifications based on results of evaluation activities;
- Represents the Ministry and the GOJ at home and abroad at high-level bilateral, regional and multilateral negotiations dealing with industrial development issues, and provides the necessary Position Papers and debriefings on these meetings;
- Provides oversight to Branch staff and ensures the attainment of targets and the proper functioning of the Branch.

Human Resources:

- 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 reviews the Branch'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 Branch;
- 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 Branch in collaboration with HRMD;
- 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 Branch, 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 Branch.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication and presentation skills;
- Customer and quality focus;
- Negotiating skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent leadership and problem-solving skills;
- Teamwork and co-operation;
- Ability to work under pressure.

Technical:

- Strong research, analytical and report writing skills;
- Competent in the use of computer applications including Microsoft Office Suite and Microsoft Projects;
- Excellent knowledge of economics, investment and trade policy issues;
- Excellent knowledge Jamaica Promotions Act, Investment Incentives Act and other relevant legislations;
- Competent in preparation of Cabinet Submissions, Notes, Briefs and Reports;
- Sound knowledge in policy development procedures.

Minimum Required Qualification and Experience

- Graduate Degree in Economics/ Finance, Business Administration, Management Studies or relevant Area;
- Degree in Economics/Finance, Business Administration, Management Studies or relevant area;
- Three (3) years' experience in the Senior Management post in the Public Sector; **or**
- Five (5) years' experience in a Senior Management post.

Special Conditions Associated with the Job

- Travel within and outside of the country are critical to this job;
- May be required to work beyond normal working hours to meet deadlines.

2. Systems Development and Programming Manager (MIS/IT 6)

Job Purpose

The incumbent is responsible for designing, developing and implementing software solutions to enable the different Units/Divisions and users in the Ministry to carry out their functions effectively and efficiently.

Key Responsibilities

Management/Administrative:

- Manages the staff of the Section to ensure that support is available to staff throughout the working hours;
- Contributes to the preparation of the Division's Strategic Plan, Budget and other administrative functions;
- Participates as a member of the management team in planning, problem resolution, and reviewing section performance;

- Provides guidance to the Director of Information Communication Technology and managers on matters relating to software development and acquisition;
- Represents the Organization at meetings, conferences and other functions related to ICT;
- Deputizes in the absence of the Director, Information & Communication Technology.

Technical/ Professional:

- Designs, develops and implements software solutions for use in the Ministry;
- Evaluates the Ministry's software solutions against established industry benchmarks for performance, security, stability, user friendliness, etc. and plan and implement improvements to the systems where necessary;
- Plans and implements upgrades and modifications to existing systems to accommodate changing user needs and technology in a dynamic environment;
- Evolves the existing software systems application in various areas;
- Translates business requirements into maintainable, robust and efficient software systems;
- Leads the conducting of unit testing and integration testing for functionality and limits;
- Develops Systems Specifications/Requirements Documents for the new and current software applications;
- Conducts fact-finding and analysis to provide input to requirements and participate in the development of a design system;
- Prepares high quality detailed system design specifications from a conceptual design, such as the result of programme efforts produced by the system specified by user requirement.
- Conducts research into new software packages/platforms/systems and makes recommendations to the ICT Director;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems;
- Standardizes the development of software solutions on a bankable, easy to support and maintain platform;
- Communicates proactively and collaborates with external and internal customers to analyze information needs and functional requirements and deliver various documents as needed: (Functional requirements, Business Requirements Document), Use Cases, GUI, Screen and Interface designs);
- Develops and maintains accurate documentation of all custom developed software solutions including source codes and programme logic flow diagram;
- Documents software changes to reflect modification, upgrades etc.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends 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;
- Contributes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Contribute to the development and implementation of a 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.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- People Management skills;
- Good problem-solving skills;
- Teamwork and co-operation;
- Ability to use own initiative.

Technical:

- Knowledge and expertise to design, develop and implement network-wide software solutions;
- Good knowledge of the Windows 2003/2008 network platform;

- Expert knowledge of SQL Server, VB 6, PHP, C-Sharp and .NET platforms;
- Working knowledge of Open-Source Platforms and solutions;
- Ability to evaluate and assess IT solutions for technical merit, cost effectiveness and business application;
- Ability to communicate with and understand the requirements of professional staff in area of specialty;
- Knowledge of current technological developments/trends in area of expertise.

Minimum Required Qualification and Experience

- Bachelor's degree or Equivalent in Information Technology with emphasis on Software Development;
- Three (3) years' experience in related field.

Specify Licensing or Certification Necessary for the Job

- Professional certification (**MCSD, MCDBA**) in software development is highly desirable.

Special Conditions Associated with the Job:

- Will be required to work long hours, after hours and on weekends and public holidays when the need arises;
- Required to travel to the Ministry's various locations to assess the development and maintenance of systems.

3. Project Officer (GMG/SEG 3)

Job Purpose

The project officer will be central to the overall implementation of the Urban Renewal and Development Programme from project design through to project completion and closure. Such responsibility will include ensuring project activities are sustainable, of the highest quality, and maximize value for money. The Project Officer will serve as the primary liaison with stakeholders and be responsible for the implementation of assigned projects, ensuring that they are delivered on time, within budget, to specification, and in keeping with Government guidelines. The incumbent will ensure that project objectives are met in keeping with the Ministry's vision for urban renewal.

More specifically, the project officer will report directly to the Senior Director, Urban Renewal and Development and conducts all project management duties in the execution and implementation of the Ministry's urban renewal projects.

Key Responsibilities

- Provides technical support in project planning, selection and implementation;
- Participates in project design, as well as development and preparation of Project Plans for targeted communities;
- Prepares Project Brief and related documents;
- Assists in the design and review of selection criteria/matrix for urban renewal projects;
- Reviews project proposals from external entities;
- Makes recommendations towards initiatives under the Urban Renewal and Development Programme;
- Designs scope of work for projects under the programme;
- Co-ordinates the preparation of Tender Documents and Tender Reports;
- Informs contractors of the standards and preferred techniques necessary for project implementation;
- Develops project schedules for activities ensuring work is within project scope;
- Oversees and prepares estimates for projects;
- Reviews and evaluates estimates/bill of quantities submitted by contractors/suppliers;
- Develops a Risk Management Plan for each project;
- Prepares and manages short form contractual arrangements with contractors;
- Prepares Payment Certificates and other relevant documents;
- Co-ordinates project meetings (as required) as part of the monitoring exercise for projects;

- Manages project resources for efficient use and in compliance with the Ministry's guidelines;
- Co-ordinates site assessments to project locations prior to implementation of projects;
- Monitors the implementation of all approved projects to ensure conformity and value for money;
- Prepares Progress Reports for projects being implemented;
- Prepares and submits Project Final/Closure Report for each project undertaken;
- Reviews documentation submitted to the Ministry to facilitate payment to contractors according to Ministry's guidelines;
- Prepares Practical Completion Certificates for all completed projects;
- Prepares Payment Certificates for project completed under the programme;
- Provides onsite quality control, communicating and engaging with Ministry clients and contractors on all aspects of the project plans and progress;
- Manages project database for planning, tracking quality, time and resource utilization for projects;
- Liaises with key stakeholders regarding project design, objectives, and implementation;
- Participates in workshops, seminars, meetings etc.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication;
- Good interpersonal skills;
- Strong organizational skills;
- Excellent time management skills;
- Experienced in the use of standard computer applications.

Technical:

- Knowledge of Project Management;
- Knowledge and experience in Monitoring and Evaluation;
- Knowledge of Central Government's operational procedures;
- Knowledge of Public Procurement Policy and guidelines;
- Knowledge and experience in preparing Project Estimates/Bill of Quantities.

Minimum Required Qualification and Experience

- Bachelor's Degree from an accredited college or university in Urban Planning, Construction Management, Project/Programme Management, or a related field;
- Five (5) years' experience in the Public/Private Sector working in a similar and/or related capacity.

4. Systems Administrator (MIS/IT 5)

Job Purpose

Under the general direction of the Director, Information and Communications Technology, the incumbent will administer the network system(s) of the Ministry to ensure the continuous availability of network services, integrity of the individual systems and the overall health of the network.

Key Responsibilities

Management/Administrative:

- Participates in meetings, conferences, and other technical fora;
- Contributes to the development of Strategic/Operational Plans and Budget;
- Develops Individual Work Plan;

Technical/Professional:

- Performs daily administration of the Local Area Network (LAN) and Wide Area Network (WAN) including system performance, stability, integrity, security and troubleshooting;
- Performs hardware and software upgrades to network servers including operating systems and applications;
- Monitors Network performance in order to determine whether adjustments need to be made and to determine where changes will need to be made in the future;

- Assists in the implementation of network security measures to safeguard data, software, and hardware;
- Monitors the network servers for threats and provides appropriate solutions and Action Plans;
- Oversees the management of Desktop PCs including developing plans for software and hardware upgrades, and the assignment and reassignment of Desktop PCs;
- Configures and tests computer hardware, VOIP, networking software and operating system software;
- Recommends changes to improve systems and determine hardware or software requirements related to such changes;
- Makes recommendations to the Director, Information and Communications Technology about recommended software and hardware the ministry should invest in;
- Provides end-user support including problem resolutions relating to hardware, software, and communication issues;
- Performs data backups and Disaster Recovery operations;
- Provides documentation of network systems, operational procedures, network topology and hardware inventory;
- Performs routine Network start-up and shutdown procedures and maintains control records;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems;
- Performs miscellaneous job-related duties as assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Excellent problem-solving skills;
- Ability to work in a team;
- Ability to exercise initiative.

Technical:

- Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCPIP, WINS, DHCP and IIS support functions;
- Ability to install, configure and troubleshoot Windows 2003/2008 Servers and active directory;
- Knowledge and expertise to formulate, develop, implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis;
- Knowledge of in-house platforms such as Windows 2003/2008 Server, Exchange 2003/2008 Server, ISA 2004 Server and Symantec Antivirus Corporate Edition;
- Expertise with network monitoring and analysis tool;
- Must be able to communicate with and understand the requirements of professional staff in area of specialty;
- Knowledge of current technological developments in area of work.

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent in an ICT related discipline;
- Two (2) years' proven working experience in computer networking.

Specify Licensing or Certification Necessary for the Job:

- Professional certification in Computer Networking (MCSA, CCNA).

5. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the general supervision of the Director 3, Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

Key Responsibilities

- Co-ordinates reports on behalf of the Organization by:
 - ⇒ Preparing reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the PPC;
 - ⇒ Assisting with the preparation of monthly reports for submission;
- Maintains records in accordance with the FAA Act, etc. by:
 - ⇒ Organizing and maintaining filing system;
- Maintains correspondence loggings system;
- Disseminates in a timely manner all incoming and outgoing correspondences;
- Co-ordinates meetings by:
 - ⇒ Arranging Department and Procurement Committee meetings;
 - ⇒ Disseminating relevant documents for meetings;
 - ⇒ Recording and generating accurate and timely Minutes for meetings;
- Makes travel arrangements for organization officers;
- Organizes all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channelled through the proper system before typing the Purchase Orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. Prices, quotations, necessary signatures are affixed. If necessary, return to originating Department of Purchase Requisition for authorized signature or other information required;
- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Assists in expediting movement of purchase orders from the hospital to the Suppliers;
- Communicates in all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Purchase Requisitions correctly;
- Maintains Proper records management for Purchase Requisitions, Purchase Orders, and C.O.D. letters;
- Prepares Purchasing document for dispatch to suppliers, stamp, record and send Purchase Order requiring GCT exemption to Tax Administration Jamaica;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists Suppliers to locate invoices that have been submitted for payment;
- Prepares C.O.D. letters and uniform allowance letters, makes records in the required books and take them to the relevant Accounts Department;
- Follows up on C.O.D. letters, ascertain re-preparation of cheques and return the appropriate documents to the Accounts Department when the goods are supplied, or the services are provided;
- Answers the telephones and screen calls and direct callers to the appropriate person or use initiative to assist callers where possible;
- Attends to the suppliers when they come to collect orders or make inquiries, re-orders and orders that are not collected or dispatched by messenger or the post;
- Assists with taking information from Shipping Agents, receiving shipping documents from Courier Services and delivering them to the Custom Broker;
- Receives cheque from the Accounts Department for overseas suppliers and send via Courier Service to the respective suppliers or make contact with the persons requesting the information as to the means by which suppliers are to get orders and cheques;
- Performs other similar and related tasks are required;
- Performs any other related duties that may be assigned from time to time by the Head of the Branch.

Required Knowledge, Skills and Competencies

- Sound oral and written communication skills;
- Good interpersonal skills;
- Good organizational skills;
- Ability to take initiative and be a self-starter;
- Ability to maintain confidentiality;
- Competent in: - MS Excel, MS PowerPoint, MS Word and Report Writing;
- Good command of the English language;
- High degree of integrity and diplomacy.

Minimum Required Qualification and Experience

- Diploma in Business Administration/Management Studies/Accounting or any other related field;
- One (1) year of working experience in the related field.

Applications accompanied by résumés should be submitted **no later than Friday, 26th 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**