



Office of the Services Commissions

(Central Government)

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7th May, 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/be assigned to the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Engineer (SOG/ST 6) (Vacant) - Technical Services, Projects and Housing Branch**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Director, Documentation/Information and Access Services (GMG/SEG 3) (Not Vacant) - Corporate Services Division**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **GISSEP Manager/Assistant Trainer (GMG/SEG 2) (Not Vacant) - National Spatial Data Management Branch**, salary range \$4,266,270 - \$5,737,658 per annum.
4. **Works Policy Officer (GMG/SEG 2) (Not Vacant) - Works, Infrastructure Policy and Monitoring Branch**, salary range 4,266,270 - \$5,737,658 per annum.
5. **Monitoring Officer (GMG/SEG 1) (Not Vacant) - Water Policy and Monitoring Branch**, salary range \$3,501,526 - \$4,709,163 per annum.
6. **Driver (LMO/DR 1) (Vacant) - Facilities and Property Management Branch**, salary range \$22,720 - \$30,556 per week.
7. **Office Attendant (LMO/TS 2) (Not Vacant) - Facilities and Property Management Branch**, salary range \$18,647 - \$25,078 per week.
8. **Attendant (LMO/TS 1) (Not Vacant) - Facilities and Property Management Branch**, salary range \$18,647 - \$25,078 per week.

1. **Engineer (SOG/ST 6)**

Job Purpose

Under the general direction of the Director, Technical Services, the incumbent is responsible for providing requisite engineering services and technical advice to the development of the Ministry's programmes, producing engineering designs and reports, and monitoring the development stage of the projects, ensuring conformity to design specification and standards.

Key Responsibilities

Management/Administrative:

- Prepares Annual/Quarterly/Monthly and general progress reports as required;
- Prepares Individual Work Plan based on strategic alignment with the Branch's Strategic and Operational Plan.

Technical/Professional:

- Establishes operational objectives and guidelines for all engineering activities;
- Participates in meetings pertinent to role/function;
- Contributes to the development of the Unit's Annual Budget and Corporate Plan;
- Contributes to the preparation of operational reports;
- Conducts investigations of planned/proposed project development sites;
- Prepares engineering design drawings;
- Reviews and approves engineering designs for expansions to existing Ministry housing projects;
- Monitors implementation of projects to ensure conformity to design specifications;

- Investigates and assesses the engineering related concerns of purchasers of Ministry housing solutions as necessary to the Ministry;
- Reviews payment requests and approves payment on contracts where required;
- Prepares technical reports;
- Participates in the selection and induction of staff;
- Participates in site visits; monitors and assesses implemented projects to ensure conformance with design and cost estimates;
- Interprets blueprints, schematic drawings, layout and other visual aids;
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Possess strong organizational skills;
- Good interpersonal and communication skills;
- Task oriented and results driven;
- Good analytical and judgement skills;
- Good innovative ability;
- Team oriented.

Technical:

- In-depth knowledge of the building regulatory framework;
- Knowledge of the housing and construction Sectors;
- Knowledge of Urban Planning;
- Knowledge of the contract's administration process;
- Knowledge of project assessment and technical analysis;
- Knowledge of engineering regulations and standards;
- Knowledge and use of AutoCAD software and other engineering design software;
- Sound knowledge of the Building Code and I-Codes.

Minimum Required Qualification and Experience

- BSc. Degree in Civil Engineering or related discipline;
- Training in Project Management;
- Five (5) years' professional experience.

Special Conditions Associated with the Job

- Required to conduct site visits;
- Exposure to hazardous elements in conducting site visits;
- May be required to work beyond normal working hours.

2. Director, Documentation/Information and Access Services (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Corporate Services, the Director, Documentation/Information Access Services, is responsible for co-ordinating the management of files and overseeing the maintenance, distribution, storage and disposal of all official files and records within the custody of the Ministry of Economic Growth and Job Creation. The incumbent maintains proper accountability of all the official records and mails which enter or are created by the Ministry and makes them available within the minimum time to the relevant users. He/she also administers the process of the Access to Information Act on behalf of the Ministry.

Key Responsibilities

Management/Administrative:

- Establishes policies and procedures and formulates goals and objectives for operations essential to the effective delivery of information services and management of the Library and Registry;
- Creates strategic plan/programmes/projects for the Division (corporate, operational, monthly plans, projects performance reports and any other related reports).
- Develops and implements policies, procedures and code of practices for access to the organizations official records, in order to maintain compliance to the Access to Information Act;
- Conceives strategies for managing increasingly complex and often conflicting interests

regarding a very wide variety of access to information requests;

- Reviews/researches information as requested for the provision of access;
- Plans, develops and establishes policies and procedures, formulates goals and objectives for operations essential to the effective delivery of information;
- Ensures adherence to legal requirements which affect the information of the organization;
- Constantly reviews the division of labour within the unit and takes appropriate action to ensure enhancement of efficiency and effectiveness;
- Makes and supports recommendations for the acquisition and installation of appropriate equipment and materials;
- Forecasts/plans for short/long term workload on the basis of organizational and functional considerations and controlling assignments to achieve a satisfactory balance between capabilities and available staff.

Technical/ Professional:

- Researches/analyzes and administrates on request made to access public records in accordance with the ATI Act;
- Prepares and presents Ministry's case to ATI Appeals Tribunal in matters to avert appeals against Ministry's decision for access;
- Analyzes and appraises the status of record keeping and documentation in the Ministry and develops and oversees the implementation of modern, professional and technical standards;
- Develops long-range forecasts for the Records and Information Management Programme within the Ministry;
- Represents the Ministry at conferences;
- Administers the provision of a comprehensive reference service to support the Ministry and its Divisions need for relevant, timely and accurate information;
- Guides and advises the ministry's directorate in relation to Records and Information Management practice and procedures;
- Conducts/co-ordinates/collaborates with internal and external Committees relevant to the function of the Ministry;
- Devises the development of Ministry's automated information systems (records, files, unpublished documents to be automated) and liaise with the Information and Communications Technology Branch in the design and control use of such system;
- Monitors design and adaptation of relevant policies (information privacy, etc.) in support of the ministry's information systems;
- Acts as the key contact for strategic advice regarding compliance with the Access to Information Act, the retention, storage and destruction of records;
- Ensures appropriate response in accordance with requirements to disclose records, as a result of litigations with specific reference to information management;
- Satisfies the information needs of the Ministry's clientele by reviewing documentation systems, procedures, holdings and equipment to ensure that they support management's effectiveness in the conduct of business;
- Documents all issues identified by the Records Committee for referral to the Attorney General/Access to Information Unit for advice;
- Directs and monitors the implementation of appropriate systems and procedures to enhance the delivery of documented information within the Ministry;
- Provides policy advice on the ATI Act in relation to other legislation arising from ATI Act issues;
- Reviews existing information services systems, procedures, staffing, accommodation, equipment and standards of performance, making recommendations for improvement and monitor proper implementation;
- Participates in the meetings of focal points appointed by the Governments of the signatory countries on the implementation of Principle 10 of the Rio Declaration on the Environment.

Human Resource:

- 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;
- Contributes to the welfare and development of staff in the Branch;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch/Division and Organization goals;
- Contributes to the development and implementation of a succession planning framework in collaboration with the Human Resource Management and Development Branch, through the development of procedural manuals and other duties prescribed within the framework;

- Prepares and conducts presentations on role of Division/Branch for the Orientation programme.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Strong analytical skills;
- Good leadership skills;
- Problem solving skills;
- Teamwork and co-operation skills;
- Result oriented.

Technical:

- Excellent knowledge of Records Management practices in the Public Sector;
- Sound knowledge of computer applications – (Microsoft word, Excel, Microsoft Access etc.);
- Full knowledge of the relevant legislations - Access to Information Act, Archival Act, FAA Act, Legal Deposit, Intellectual Property Right, etc.;
- High level of technical expertise in relation to the functions of library and information skills.

Minimum Required Qualification and Experience

- Bachelor's Degree in Library and Information Studies, from a recognized University or a related degree;
- Seven (7) years' experience working as a Librarian or in a related field, three (3) years of which should be in a managerial capacity;
- Trained, certified and experienced in the use of computer applications systems (Database Management, Internet, PowerPoint, Microsoft Publisher etc.).

3. GISSEP Manager/Assistant Trainer (GMG/SEG 2)

Job Purpose

Under the general direction of the Senior GIS Manager/Trainer, the incumbent manages the work of the Geographic Information Systems in Schools Education Programme (GISSEP) and GISSEP Sub Committee of the Land Information Council of Jamaica. The Incumbent will also be responsible for undertaking training exercises, developing manuals and courses in collaboration with the Senior GIS Manager/Trainer and the Spatial Plan Co-ordinator. The position will interface with the Ministry of Education for assistance in the mentoring of the Geography students within Jamaica.

Key Responsibilities

Management/Administrative:

- Assists with co-ordinating relevant meetings, workshops and conferences on behalf of the Branch and/or Ministry;
- Assists in developing the Branch's Strategic Business and Operational Plans, Quarterly and Annual Reports and Budget.
- Prepares Individual Work Plan based on alignment with the Branch's Operational Plan;
- Develops and conducts presentations on various aspects of the Geospatial Industry and other special projects.

Technical/Professional:

- Assists in providing training for the LICJ, GISSEP, and other training related requirements.
- Manages the coordination of the GIS in Schools Education Programme with the Ministry of Education and Youth;
- Coordinates activities to facilitate the reviving and continuation of the Mentorship Programme;
- Provides educational, technical and morale support to selected schools through the mentorship programme on a weekly basis;
- Assists in preparing concept notes and sponsorship proposals to facilitate events under annual Geography Awareness Week (GAW);
- Assists in coordinating events and activities under annual Geography Awareness Week (GAW);
- Assists in developing the training plans and schedules for the Branch;

- Facilitates training, presentations, seminars, and workshops for LICJ member entities and any other stakeholders to strengthen their GIS capabilities;
- Assists in the conscription of trainers for specific short courses and workshops;
- Assists with the design and delivery of LICJ Training courses;
- Creates manuals and other relevant training documents;
- Reviews existing documentation and liaises with Technical Officers within relevant Agencies to gain a comprehensive understanding of the status of activities and National GIS training requirements;
- Maintains a wealth of knowledge of state-of-the-art technology, equipment and software;
- Assists in the troubleshooting of hardware and software infrastructure;
- Provides technical support on GISSEP, mentoring and other related GIS training matters;
- Manages the mentoring and GIS in Schools Education Programmes;
- Represents the Ministry on local, regional and international bodies and technical groups on GIS training as directed.

Human Resource:

- Contributes to the development and implementation of the Succession Planning Framework in collaboration with the Human Resource Branch by developing procedural manuals and performing other duties prescribed within the framework.

Other:

- Participates in team efforts to achieve Branch and Ministry goals;
- 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 presentation skills;
- Good planning and organizing skills;
- Ability to work in a diverse team;
- Results-oriented;
- Strong interpersonal skills;
- Good collaborative and conflict-resolution skills.

Technical:

- Effective training and delivery skills;
- Knowledge of GIS, Global Navigation Satellite Systems (GNSS) and Remote Sensing (RS);
- Competence in the use of GIS related Software;
- Competence in the use and troubleshooting of computer applications and hardware infrastructure;
- Ability to transfer knowledge of complex topics to non-technical groups.

Minimum Required Qualification and Experience

- Bachelor's Degree in Geography, Geography Education, Geographical Information Systems, or a spatially related science;
- Two (2) years' experience and knowledge of GIS training programmes and activities.

4. Works Policy Officer (GMG/SEG 2)

Job Purpose

Under the general direction of the Director, Works Policy and Research, the Works Policy Officer is responsible for formulating, reviewing and advising on Works Policies and liaising with assigned sub-sector operating Agencies to ensure that the plans developed are in keeping with the Ministry's Strategic objectives.

Key Responsibilities

Management/Administrative:

- Contributes to the preparation of the Strategic, Operational and Work Plans and the Budget;
- Prepares Annual, Quarterly and Monthly reports and analysis of findings, as required;
- Attends meetings, seminars and workshops on behalf of the Branch;
- Prepares and delivers presentations in relation to portfolio area.

Technical/Professional:

- Conducts research and analysis of relevant documentation on various issues relating to work;
- Monitors the implementation of Government policy with regards to works infrastructure;
- Prepares draft policy papers and research reports, as requested;
- Provides administrative and technical inputs to policy development processes, functions, regulatory and otherwise;
- Liaises with relevant individuals and organizations on matters relating to programmes and activities of the Branch;
- Participates in developing proposals for new policies and amendment to existing policies on transport infrastructure;
- Monitors the impact of implemented policies in the Works Sector;
- Prepares official papers and submissions on Works Policy;
- Contributes to the preparation of the Branch's Corporate and Operational Plans and Budget.

Human Resource:

- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch and Organization's goals;
- Prepares and conducts presentations on role of Branch at seminars and briefings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Background in policy formulation and management;
- Strong Background in research-experienced in quantitative and qualitative data gathering and analysis;
- Knowledge of Central Government's operational procedures;
- Experience in the use of standard computer applications;
- Team-oriented;
- Excellent interpersonal skills;
- Good logic and analytical skills;
- Good oral and written communication skills.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management, Public Administration, Public Policy or related field;
- Training in policy formulation and management would be advantageous;
- Three (3) years' professional experience in Policy Development and Analysis in the Public Sector.

5. Monitoring Officer (GMG/SEG 1)**Job Purpose**

Under the general direction of the Director, Water Monitoring, the Monitoring Officer is responsible for assisting with the monitoring and assessment of project development and implementation, as well as site visits to ensure proper standards and adherence to Government of Jamaica's (GoJ's) regulations and established guidelines.

Key Responsibilities***Management/Administrative:***

- Contributes to the preparation of the Strategic Operational and Work Plans and the Budget;
- Prepares annual, quarterly and monthly reports and analysis of findings, as required;
- Attends meetings, seminars and workshops on behalf of the Branch;
- Prepares and delivers presentations in relation to portfolio area.

Technical/Professional:

- Assesses levels of impact which implementation of strategies/action plans have on the public;
- Develops, administers and analyzes questionnaires and surveys to stakeholders in relation to projects being implemented;
- Monitors the implementation of projects/programmes being undertaken by the GoJ's water

related entities;

- Liaises with clients to receive input about the nature of the research to be carried out;
- Defines and refines research objectives based on liaisons and level of information required;
- Prepares draft Cabinet Submissions and Notes;
- Prepares project proposal and implements projects being undertaken by the Water Policy and Monitoring Branch;
- Designs research instruments and administers to relevant groups in project communities;
- Uses appropriate and creative methodology to design and manage a research project - may involve the use of quantitative and/or qualitative methods and may include both pilot and development work;
- Applies a variety of research techniques to gather relevant information, including document analysis, surveys and case studies;
- Conducts information and data retrieval searches and input using electronic databases;
- Analyzes and evaluates research and interprets data, ensuring that key issues are identified;
- Gathers information by carrying out fieldwork;
- Presents and disseminates results, both orally and in writing;
- Offers research-based briefings and advice in writing, and prepares action plans;
- Attends Cabinet Infrastructure Committee meetings.

Human Resource:

- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Prepares and conducts presentations on role of Branch at seminars and briefings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills;
- Confidentiality;
- Teamwork and co-operation;
- Good research and analytical skills;
- Excellent presentation skills;
- Excellent research skills;
- Knowledge of monitoring and evaluation techniques;
- Knowledge of relevant computer applications;
- Knowledge of research methods.

Minimum Required Qualification and Experience

- First Degree in Natural Sciences/Water Management/Hydrology or related field;
- Training in research methods and techniques;
- Three (3) years' related experience.

6. Driver (LMO/DR 1)

Job Purpose

The incumbent is responsible for supporting the Ministry's operations through the provision of driving services to enable the transport of Ministry mail and supplies and the transport of personnel in the conduct of Ministry business.

Key Responsibilities

Professional/Technical:

- Maintains a driving schedule with daily assignments and liaises with Ministry, Departments and personnel to ensure proper co-ordination of driving and related tasks;
- Maintains the motor vehicle maintenance schedule and ensures proper upkeep through periodic servicing and maintenance;
- Monitors to ensure the overall fitness and safety of the motor vehicle;
- Liaises with the Transport Manager to ensure appropriate registration, licensing and insurance of the motor vehicle;
- Ensures the vehicle is equipped with appropriate accessories and tools;
- Ensures regular cleaning of motor vehicle and its appropriateness for passenger travel;

- Collects and delivers correspondence and parcels for the Ministry;
- Ensures appropriate recording systems to account for mail collected and delivered, particularly registered mail and valuables;
- Transports Ministry personnel;
- Monitors the safety of personnel, mail, supplies and valuables during transit;
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

- Driving experience with the Government service or an established organization;
- Background in auto-mechanics;
- Exposure to the general operational procedures of Central Government;
- Good oral and written communication skills;
- Excellent interpersonal skills;
- Reliable and dependable.

Minimum Required Qualification and Experience

- Possesses the DAMS Certification (certification for drivers in Central Government);
- Auto-mechanics training is an advantage;
- Three (3) years' working experience.

Special Conditions Associated with the Job

- Holder of a General Driver's License;
- A typical working environment, however, duties entail undertaking assignments that involve driving long distances and through unfamiliar or difficult terrain.

8. Office Attendant (LMO/TS 2)

Job Purpose

The incumbent is responsible for performing attendant and mail service functions to support the operations of the Ministry, in accordance with established procedures and Ministry guidelines.

Key Responsibilities

Technical/ Professional:

- Collects and delivers mail to Ministry, Departments, Agencies, external organizations and the post office;
- Collects and delivers cheques to financial institutions on behalf of the Ministry;
- Collects sorts and delivers daily papers to Ministry Departments and staff;
- Prepares venues for meetings and other functions;
- Prepares refreshments as required;
- Collects and ensures the photocopying of documents for Ministry, Department and personnel;
- Ensures appropriate maintenance of the pantry, pantry equipment and supplies.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Experienced in performing attendant and mail functions;
- Awareness of established safety and sanitation standards;
- Knowledge of Central Government operational procedures;
- Good oral and written communication skills;
- Excellent interpersonal skills;
- Organized and flexible;
- Reliable and dependable.

Minimum Required Qualification and Experience

- Secondary School Level Education (School Leaver's Certificate);
- Literate and numerate;
- Two (2) years' working experience.

Special Conditions Associated with the Job

- Holder of a Food Handler's Permit;
- Position entails occasional performance of assignments outside regular working hours;
- Mail duties require much road commute.

9. Attendant (LMO/TS 1)

Job Purpose

The incumbent is responsible for providing support services to the Ministry of Economic Growth and Job Creation, facilitating mail delivery and the provision of services during meetings.

Key Responsibilities

- Collects and delivers mails on the road, as required;
- Clears files and letters from offices to the Registry and from the Registry to the offices;
- Clears urgent incoming mails from the Front Desk;
- Assists with the preparation of requisitions for supplies and materials;
- Assists with the maintenance of an inventory of supplies and materials;
- Monitors the allocation and level of supplies and materials, and advising management on a timely basis of the stock levels, so that supplies, where required, can be reordered on time;
- Photocopies documents as instructed;
- Assists with most routine tasks around the Office, etc;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Good interpersonal skills;
- Good oral and written communication skills;
- Good planning and organizing skills;
- Teamwork;
- Integrity;
- Ability to use own initiative;
- Customer and quality focus;
- Good deportment;
- Well mannered;
- Knowledge of Protocol;
- Knowledge of occupational hazards and safety rules.

Minimum Required Qualification and Experience

- Secondary School level education (School Leaver's Certificate);
- Literate and numerate;
- Two (2) years working experience.

Special Conditions Associated with the Job

- Extended working hours (early morning and late afternoons);
- May be required to lift and bend.

Specify Licensing or Certification Necessary for the Job

- Food Handlers permit.

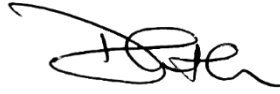
Applications accompanied by résumés should be submitted **no later than Monday, 20th May, 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, 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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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