



Office of the Services Commissions

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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/fill the following posts in the **Water Resources Authority (WRA)**:

1. **Senior Environmental Officer (Level 10) (Vacant) - Environmental and Quality Assurance Branch**, salary range \$7,716,512 – \$10,377,851 per annum.
2. **Financial Accountant (Level 9) (Vacant) - Director, Finance and Accounts Branch**, salary range \$6,333,301 - \$8,517,586 annum.
3. **Corporate Planner (Level 9) (Vacant) - Corporate Branch**, salary range \$6,333,301 - \$8,517,586 per annum.
4. **Records Officer (Level 5) (Vacant) - HRM and Administration Branch**, salary range \$2,803,771 - \$3,770,760 annum.
5. **Administrative Assistant (Level 4) (Vacant) - License and Regulation Section**, salary range \$2,190,302 - \$2,945,713 annum.
6. **Administrative Assistant (Level 4) (Not Vacant) - HRM and Administration Branch**, salary range \$2,190,302 - \$2,945,713 annum.

1. Senior Environmental Officer (Level 10)

Job Purpose

The incumbent is responsible for planning, organizing, directing and coordinating the environmental; related programmes of assigned Units. The duties include ensuring the equitable protection and monitoring of Jamaica's water resources in a sustainable manner and that the quality of water conform with the conditions of license.

Key Responsibilities

- Develops and prepares the Corporate and Operation Plans and supporting budget to ensure that the work of the Environment Unit has the required resources;
- Plans, co-ordinates and directs the activities of the Environmental Unit;
- Researches and recommends the purchase of equipment and materials within the approved budget;
- Reviews and verifies requisitions for material purchases and fuel;
- Requests, reviews, analyzes and recommends invoices and cost estimates for water quality and environmental activities;
- Participates in monthly/quarterly/annual performance review and reporting for the Environmental and Water Quality Unit;
- Manages the Water Quality database;
- Recommends new techniques and technologies to accurately monitor and manage the resource;
- Evaluates Environmental Impact Assessment report;
- Provides technical support to Unit to effectively complete all assignments;
- Reviews Water Quality Analyses and recommends action for the sustainable management of water resources;
- Reviews and edits technical notes for submission to the Managing Director and Deputy Managing Director;
- Peer-reviews and edits Technical Reports from all Divisions of the Authority;
- Reviews studies carried out by Consultants for the Authority and for other Government entities;
- Reviews environmental legislation, guidelines and policies; with a view to increasing legislative relevance and strength;

- Represents the Authority at national, regional and international meetings, workshops and conferences;
- Reviews Closure Plans for permitted facilities and makes recommendations;
- Waters Quality monitoring and assessment network and programmes;
- Co-ordinates and monitors water quality, control and protection zones;
- Assists with Public Education and Public Awareness, as requested by other WRA Units, especially for special environmental days and select, nominate or assign Environmental Team Members to represent the WRA;
- Provides leadership, support and guidance to direct reports;
- Co-ordinates and conducts monthly team meetings;
- Ensures direct reports are aware of and operates in accordance with all relevant laws and policies related to their jobs and the overall strategic goals of the WRA;
- Receives travelling and subsistence claims from direct reports, approves and ensures they are submitted for on time payment;
- Participates in the recruitment of team members for the Unit, as needed;
- Initiates and participates in disciplinary proceedings relating to direct reports and implements corrective measures;
- Conducts Performance Appraisal monthly, quarterly and annually;
- Checks, approves and updates leave for direct reports.

Required Knowledge, Skills and Competencies

- Deductive and inductive reasoning;
- Critical thinking and analytical skills;
- Good oral and written communication skills;
- Innovative and decisive;
- Business conduct and ethics;
- Teamwork and collaboration;
- Presentation and report writing skills;
- Good leadership, supervision, employee development;
- Flexibility and results oriented;
- Initiative and adaptability;
- Performance management;
- Working knowledge of environmental entities and their mandate;
- Ability to interpret and analyze Developmental Blueprints;
- Working understanding of the co-ordinate system;
- Knowledge of sewage treatment methods and design;
- Knowledge of the hydrology;
- Knowledge of water quality monitoring and assessments;
- Knowledge of water quality control and water quality assurance;
- Knowledge of the Water Resources Act, Public Bodies Management and Accountability Act;
- Knowledge of project management principles, supervisory management skills;
- Knowledge of watershed management and aquatic ecosystems.

Minimum Required Qualification and Experience

- MSc Degree in Hydrology/Echohydrology/Environmental Science; **or**
- MSc Degree in Chemistry/Biogeochemistry; **or**
- Post Graduate Diploma in a related field;
- Proficiency in use of Microsoft Office software; Word, Excel, Powerpoint;
- Five (5) years' experience in a similar position;
- Experience working with Governmental and International Environmental Regulations;
- Experience using GIS Applications in Hydrology and Training in Water Quality Monitoring and Analysis.

Special Conditions Associated with the Job:

- Extended days or weeks away from home; travelling overseas or locally, conducting field investigations, wading in rivers or other hazardous water bodies and traversing hilly terrains;
- Sometimes required to work on weekends and holidays.

2. Financial Accountant (Level 9)

Job Purpose

The incumbent is responsible for the financial record keeping of the Authority. The incumbent is also responsible for certifying and posting accounting transactions to the General Ledger and ensuring that all financial transactions are recorded in accordance with International Accounting Standards (IAS) and the Financial Administration and Audit (FAA) Act. Duties also include preparation of draft financial statements and monthly reports, as well as assisting with the Annual Budget and financial analysis.

Key Responsibilities

- Reviews Payment Vouchers to verify that they are accompanied by supporting documents;
- Checks and verifies Accounts Receivable and Payable transactions;
- Authorizes requisitions for materials and services;
- Codes and posts supplier and service invoices to the accounting system;
- Follows procedures to renew Tax Compliance Certificate;
- Posts entries to General Ledger, prints Trial Balance and prepares Income and Expenditure Report;
- Reviews and ensures reconciliation is balanced, and all related entries are entered and posted;
- Reviews all salary adjustments, verifies that correct statutory deductions are made;
- Reviews Journal entries for monthly and fortnightly salaries;
- Responds to customer's emails, reconciles customers' account, email statements and invoice customers for Volume Based Fee;
- Checks Monthly Payroll Deductions (SO1) against Annual Return from (SO 2) for accuracy and file all statutory obligations for the authority;
- Records and maintains Income and Expenditure Reports for each project;
- Processes all employee loan applications and ensures that all applicable documents are verified and approved;
- Calculates interest and maintains employee loan account balances;
- Prepares Financial Reports and drafts Annual Financial Statement;
- Reviews and verifies travel and subsistence claims;
- Assists with Annual Budget preparation;
- Ensures internal controls are maintained;
- Prepares and reviews accounting schedule for annual audit;
- Ensures back-up of Accpac Accounting Software;
- Assists with the review, update and maintenance of the Accounting System;
- Reviews letters to external institutions;
- Conducts Performance Appraisals monthly, quarterly and annually.
- Provides leadership, support and guidance to direct reports.
- Co-ordinates and conducts monthly Team meetings;
- Certifies travelling and subsistence claims;
- Participates in the recruitment of Team Members;
- Initiates and participates in disciplinary proceedings relating to direct reports and implements corrective measures;
- Reviews, approves and submits leave application for direct reports to the relevant department/personnel so that their record can be updated.

Required Knowledge, Skills and Competencies

- Critical thinking and analytical skills;
- Organization and attention to details;
- Good time management skills;
- Mathematical and deductive reasoning;
- Confidentiality/Integrity;
- Active learning;
- Teamwork and collaboration;
- Business conduct and ethics;
- Performance management skills;
- Effective oral and written communication skills;
- Supervisory management;
- Budget management.

Minimum Required Qualification and Experience

- BSc in Accounting or Management Studies; **or**
- ACCA Level II; **or**
- Diploma in Government Accounting Level III/ Business Administration;
- Proficiency in AccPac and PowerPay Payroll software;
- Proficiency in use of Microsoft Office Suit;
- Five (5) years' experience in a Senior Accounting Position;
- Experience working with accounting software;
- Supervisory experience would be an asset.

3. Corporate Planner (Level 9)

Job Purpose

The incumbent is responsible for co-ordinating and managing the process of developing, refining and monitoring the Water Resources Authority's Strategic/Corporate and Operational Plans. The incumbent will report on the implementation of programmes in relation to the policies and strategic objectives of the WRA. The Corporate Planner is required to analyze, highlight and report on events to reduce risks and uncertainty in the corporate planning process.

Key Responsibilities

- Leads the Corporate and Operational Plans process. combines inputs from each Department and reviews for alignment with WRA objectives;
- Develops and maintains a Business Performance Improvement (BPI) system;
- Works with the MD to examine, evaluate, maintain and improve corporate planning processes and procedures;
- Provides training and guidance to the various Units in the preparation of their Corporate and Operational Plans;
- Reviews Unit plans to ensure conformity with policies, directives and overall strategic objectives;
- Ensures that the WRA's Budget is aligned with the Operating and Corporate Plans;
- Ensures reports, briefings and presentations adhere to Strategic Policy and Performance Monitoring standards;
- Researches and proposes improvements to the annual, quarterly and monthly planning processes and co-ordinates planning and analysis efforts;
- Co-ordinates and chairs meeting with Technical Work Team;
- Conducts statistical analysis on internal and external factors impacting or influencing the development of the WRA's Corporate and Operational Plans.
- Monitors projects and programmes within the WRA and submits monthly reports on progress and cost;
- Consults with the Managing Director to formulate and prepare measurable time specific KPI Reports for various activities, monitors and evaluates performance against targets and informs the Managing Director on factors influencing performance;
- Ensures production of quarterly, semi-annual and annual performance reports and co-ordinate the timely production of these reports;
- Prepares Capital Project Proposal Submission, as needed;
- Co-ordinates plans for workshops, seminars and conferences related to project activities;
- Assists with the collection, collation and storage of policy and related documents;
- Represents the organization at workshops, meetings, seminars and other functions;
- Prepares Annual report on activities and initiatives of the WRA for submission to Ministry, Cabinet and Parliament as required by the Public Bodies Management Act.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills;
- Ability to exercise initiative;
- Team player;
- Excellent Writing skills;
- Communication and Facilitation skills;
- Good presentation skills;
- Analysis and problem-solving skills;
- Organizational skills;
- Proficiency in MS Office Suite;
- Sound investigative skills;
- Business ethics;

- Critical thinking skills;
- Teamwork and collaboration;
- Strategic thinking;
- Strategic planning/implementation;
- Human capital planning;
- Agility;
- HR analytics;
- Project management;
- Compensation administration.

Minimum Required Qualification and Experience

- B.Sc. in Organizational Behaviour/Management/Public Administration/Developmental Science;
- Any equivalent combination of academic qualification and field experience;
- Postgraduate degree in relevant field would be an asset;
- Management Accounting would be an asset;
- Three (3) years' working experience in planning, programme monitoring and evaluation or strategic management.

Special Conditions Associated with the Job

- Travelling in country and overseas is required;
- May be required to work outside of normal office hours.

4. Records Officer (Level 5)

Job Purpose

The incumbent is responsible for providing safe custody, easy access, and retrieval of files and other documents in the Registry. Duties include creating, sorting, filing, recording, storing and retrieving information on WRA's activities.

Key Responsibilities

- Records, distributes and dispatches all incoming and outgoing correspondences;
- Maintains safe storage of and limit access to confidential documents;
- Retrieves files from storage, process incoming requests, and provide information in an appropriate format;
- Sorts files, document, and maintain filing systems in accordance with established records management guidelines and procedures;
- Maintains classification structure for easy retrieval of records;
- Updates and maintains files and records database;
- Assists with the development of Document Management Policies to facilitate the efficient and secure access to documents;
- Maintains records of requests to ensure that files are delivered in a timely manner;
- Maintains a system to record and track files/documents loaned to internal and external stakeholders, follow-up on outstanding files/documents and ensures timely return of files and documents.

Required Knowledge, Skills and Competencies

- Knowledge of catalogue and classification systems;
- Knowledge of Records Management Policies, Procedures and Standards;
- Attention to details;
- Methodical;
- Good oral and written communication skills;
- Social and interpersonal skills;
- Teamwork and collaboration;
- Customer service;
- Good time management skills;
- Good planning, organizing and co-ordinating skills;
- Proficiency in the use of Microsoft Office Suite.

Minimum Required Qualification and Experience

- Diploma in Library Studies;
- One (1) year experience in a similar position.

Special Conditions Associated with the Job

- Exposure to dust when retrieving files;
- Physical effort required to remove and return files;
- Movement within the office to distribute files and documents.

5. Administrative Assistant (Level 4)

Job Purpose

The incumbent is responsible for carrying out administrative and secretarial activities of the Licenses and Regulation Unit.

Key Responsibilities

- Records Minutes of monthly meetings;
- Maintains and updates application database for new permits and licenses;
- Collects, collates and submits to unit head, reports from members of the Unit.
- Manages loan/retrieval system and storage of topographic and geologic maps;
- Makes and receives internal and external calls for Units;
- Operates necessary office equipment and machinery such as fax machine and binder;
- Updates fix asset database and location for the Unit;
- Prepares requisition;
- Sorts and dispatches incoming and outgoing mails;
- Updates permits and licenses files and maintains Filing System;
- Drafts letters for compliance to conditions of licenses;
- Prepares letters to applicant in pursuant to new permits/license;
- Maintains and updates Permits and Licenses Unit account receivables;
- Types technical reports, letters, minutes, work programmes, memos, invoices, etc.;
- Enters and retrieves data and information into databases, utilizing specialized software;
- Assists with photocopying and filing for the respective Units;
- Performs relief duties for other Administrative Assistants and Telephone Operator/Receptionist.

Required Knowledge, Skills and Competencies

- Proficient in the use of technology;
- Takes initiative;
- Teamwork and co-operation
- Excellent oral and written communication skills;
- High standard of customer and quality focus;
- Methodical;
- Analytical thinking skills;
- Good problem-solving and decision-making skills;
- Technical skills;
- Good interpersonal skills;
- People Management skills;
- Good planning and organizing skills;
- Integrity;
- Social skills;
- Compliant;
- Adaptability;
- Proficient in MS Office Suite;
- Confidential.

Minimum Required Qualification and Experience

- Certified Administrative Professional and (CAP) with one (1) year experience OR Associate Degree in Administrative Management or Public Administration with five (5) years' experience.

Special Conditions Associated with the Job

- Multi-tasking activities;
- Technical reports preparation.

6. Administrative Assistant (Level 4)

Job Purpose

The position of Administrative Assistant carries out administrative and secretarial activities of the HRM and Administration Branch.

Key Responsibilities

- Provides secretarial and clerical support to the Director, Human Resource and Administration, as well as the HRM and Admin Team, including managing work schedule, preparing, emailing, printing, filing, mailing, scanning, faxing and photocopying correspondences;
- Maintains an electronic and hard copy filing system for the confidential storing of employees and other Department records in a safe and easy to retrieve manner;
- Sorts internal and external correspondences and files them in the correct order and in the relevant files;
- Maintains confidentiality of documents and information received;
- Provides scheduled updates to the WRA Human Resource Management Information System;
- Conducts research as required, and prepares draft letters, memos, reports, forms and notices, whichever is most appropriate;
- Maintains office supplies for the Unit by preparing requisitions and submitting them on a timely basis for approval and procurement;
- Reviews and analyzes Attendance Register and produces monthly attendance Report for submission to the Director, HRM and Admin.
- Monitors the Leave Management System and prepares monthly and annual Vacation Leave Roster for all Units;
- Provides administrative support to the recruitment and orientation processes, as well as organizing and scheduling training;
- Schedules and co-ordinates meetings and appointments;
- Attends meetings, takes meeting notes, prepares Minutes, and submits for approval before circulation;
- Assists with the distribution of Employee Health and ID Cards;
- Receives pension documents and submits, distributes, or file as required;
- Distributes approved notices electronically and hard copy format;
- Provides administrative support to other Departments as needed;
- Monitors travel documents for employees who travel overseas on behalf of the WRA;
- Assists with organizing social and other special events;
- Performs relief duties for other Administrative Assistants and Telephone Operator/Receptionist.

Required Knowledge, Skills and Competencies

- Proficient in the use of technology;
- Attention to detail;
- Service-oriented;
- Efficient handling of information;
- Integrity and confidentiality;
- Good time management skills;
- Proficient typing and computer skills;
- Good oral and written communication skills;
- Interpersonal and social skills;
- Methodical;
- Adaptability;
- Compliance;
- Good problem-solving and decision-making skills;
- Teamwork collaboration;
- Business conduct and ethics;
- Ability to work on own initiative;
- Knowledge of shorthand/speedwriting;

- Meeting scheduling;
- Proficient in Microsoft Office Suite.

Minimum Required Qualification and Experience

- Diploma/Certificate in Administrative Management/Management Studies/CPS, shorthand/typing must be included in studies
- Two (2) years' experience in a similar capacity.

Special Condition Associated with the Job

- Multi-tasking activities.

Applications accompanied by résumés should be submitted **no later than Tuesday, 11th June, 2024 to:**

**Director, Human Resources Management and Administration
Water Resources Authority
Hope Gardens, P.O. Box 91
Kingston 7**

via: <https://www.wra.gov.jm/opportunities/careers/>

NO EMAIL OR HAND DELIVERED APPLICATION WILL BE ACCEPTED.

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**