



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 355 **OSC Ref. C. 6528¹³**

11th September, 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 following posts in the **Ministry of Science, Energy, Telecommunications and Transport (MSETT)**:

1. **Director, Employee Relations, Health, Safety and Wellbeing (GMG/SEG 3) (Not Vacant) - Corporate Services Division**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Human Resource Officer (Pension Administration) (GMG/AM 4) (Not Vacant) - Corporate Services Division**, salary range \$2,803,771 - \$3,770,761 per annum.
3. **Senior Policy Analyst (GMG/SEG 3) (Not Vacant) - Strategic Planning and Policy Services Division**, salary range \$5,198,035 - \$6,990,779 per annum.

1. Director, Employee Relations, Health, Safety and Wellbeing (GMG/SEG 3)

Job Purpose

Reporting to the Director Human Resource Management and Development, the Director, Employee Relations, Health, Safety and Wellbeing has responsibility for managing industrial relations issues, designing and implementing social and welfare programmes to facilitate a harmonious working environment. The officer is also responsible for promoting and implementing Occupational Health and Safety standards within the Ministry, thus fostering a safer and healthier work environment.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Plans, directs and monitors the work of the Employee Relations, Occupational Health and Wellness Unit, by ensuring that direct reports' Individual Work Plans are prepared;
- Manages the daily operations of the Unit to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports, as directed;
- Represents the Ministry at meetings/conferences and other fora, as directed;
- Provides guidance/advice to the Director, HRMD and other personnel on matters under purview;
- Administers policies and programmes, ensuring consistency, equity and the maintenance of good Human Resources practices;
- Keeps abreast of trends and changes in Employee Relations and Wellbeing and makes recommendations for their adoption, where necessary, to enhance the Branch's Human Resource service delivery.
- Disseminates information to staff on changes in the relevant Acts, Regulations, Codes and Laws.

Technical:

- Develops, delivers and maintains a business focused employee relations strategy that meets the needs of staff and the organization;
- Designs and implements systems and procedures, as required, to deal with employee related issues in the Ministry;
- Monitors the implementation of Labour Relations strategies to ensure organizational compliance with relevant legislation, industrial instruments, organization and Government policy;
- Develops, maintains and co-ordinates the implementation of the following policies for the Ministry:-
 - Code of Conduct and Disciplinary Procedures
 - Dress Code
 - Punctuality

- Health and Safety
- Co-ordinates welfare committee and takes lead responsibility for promoting and engaging staff to be involved in activities from which they will benefit;
- Co-ordinates the establishment of a Disciplinary Committee, as required;
- Engages and works with the Director, HRM&D and other senior personnel to provide support in a range of situations such as recruitment, planning, customer care, managing employees' absence, performance and quality, to help the organization grow and develop;
- Identifies potential impact of workplace stresses and devise ways to mitigate same;
- Reviews current policies, practices and cultural attitudes and makes recommendations to improve/promote a harmonious working environment;
- Organizes resource persons and arranges sessions to motivate staff and inform them about health and safety issues;
- Ensures the registration of new employees on Health Insurance Plan
- Liaises with representatives of health insurance company on behalf of staff;
- Co-ordinates arrangements for medical examination of permanently appointed staff members; Ensures that arrangements for medical board examination for staff on extended sick leave are made;
- Manages the process of recognizing employees who are eligible for long service awards and recognition awards.
- Assists in the conducting of workshops and seminars to inform and teach employees about good practices at the work place;
- Develops, drives and oversees employee relations initiatives which will foster and enhance cooperation, unity and fairness within the Ministry;
- Manages the administration of the Disciplinary and Grievance processes;
- Maintains accurate records and prepares reports for appropriate action;
- Ensures that counselling is provided for staff, as required, by liaising with Public Sector Employee Assistance Programme and other relevant bodies and makes referrals;
- Researches, interprets and reports on staff relations with a view to resolve any challenges;
- Prepares reports using records of actions taken on grievance, arbitration and mediation cases and related labour relation to identify problem areas;
- Provides guidance and advice as required and requested by managers and staff about the disciplinary processes, procedures and policies;
- Ensures the effective and efficient administration of benefits inclusive of pension, compensation and leave administration;
- Ensures that employees are sensitized on Occupational Health and Safety matters, work-life balance practices, disaster management and other current issues;
- Ensures the effective co-ordination of health, welfare and social activities for the Ministry;
- Ensures that mechanisms are developed to manage Occupational Health and Safety issues and other job-related injuries that may occur;
- Contributes to the Ministry's Disaster Management Plan.

Human Resource:

- Monitors and evaluates the performance of direct report, prepares performance evaluation report and recommends corrective action, as necessary;
- Participates in the recruitment of staff for the Ministry;
- Provides guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's goals;
- Assists with the orientation of staff;

Other:

- Performs other related functions assigned from time to time;
- Participates in the development/review of Human Resource Policies and Procedures Manual.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Customer and quality focus;
- Teamwork and co-operation;
- Integrity;
- Compliance
- Excellent interpersonal skills;
- Change management.

Functional:

- Strategic vision;
- Good analytical thinking;
- Good problem-solving and decision-making skills;
- Impact and Influence;
- Ability to use own initiative;
- Good planning and organizing skills;
- Goal/result oriented;
- Good leadership skills;
- Good use of technology Proficiency in the use of relevant computer applications (Microsoft Office);
- Excellent knowledge of Labour Laws and Industrial Relations practices;
- Excellent knowledge of rules, regulations and guidelines related to health and safety in Jamaica;
- Considerable knowledge of modern occupational health and safety best practices and policies;
- Excellent knowledge of Public Service Regulations and Staff Orders;
- Strong consultative competencies in guiding communication approaches in support of executive leaders and business strategy;
- Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time;
- Ability to manage limited resources in order to achieve challenging output targets.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Management Studies, Labour and Employment Relations or similar discipline;
- Professional courses/training in employee relations and or industrial relations;
- Four (4) years' experience and track record in planning and delivery of employee and industrial relations initiatives; two (2) of which should be in a supervisory position.

Special Condition Associated with the Job

- May be required to work beyond regular working hours.

2. Human Resource Officer (Pension Administration) (GMG/AM 4)**Job Purpose**

Under the supervision of the Director, Employee Relations, Health, Safety and Well-Being, the Human Resource Officer is responsible for the effective coordination and management of the Ministry's pension process activities, including the processing applications for pension, deferred pension, gratuity, ex gratia award and refund of pension. The officer is also responsible for the processing of death benefits, maintaining pension/retirement-related records, assisting with employee benefit programmes, and assisting with other administrative duties within the Human Resource Management and Development Branch.

Key Responsibilities***Administrative/Managerial:***

- Ensures that pensions/retirement documents are kept up-to-date, certified and are easily retrievable;
- Keeps staff abreast of Human Resource policies and regulations and applies accordingly.

Technical:

- Prepares retirement schedule and ensures that it captures all prospective retirees;
- Prepares and issues retirement letters;
- Provides advice/guidance to retirees on the various benefits available to them and how to complete the various pension forms;
- Prepares and updates Period of Service Records;
- Ensures that Birth Certificates, Statutory Declaration of Age and all other Pension documents are submitted authentic;
- Maintains a record of all members of staff who will proceed on pre-retirement leave;
- Arranges counselling for retirees
- Keeps record of all Pension Advance and retirement benefits;
- Obtains information on financial status of prospective retirees from the Accounts Department;

- Computes leave eligibility for persons proceeding on pre-retirement leave and/or separation from the Ministry;
- Investigates queries made by pensioners and other agencies relating to the award of pension, ex gratia payment, gratuity etc. to retirees;
- Assists in co-ordinating and preparing submissions to the Human Resource Executive Committee (HREC) meetings;
- Prepares and uploads documents for the processing of retirement benefits to the Public Employee Pensions Administration System (PEPAS);
- Prepares schedules for long service award;
- Prepares documents for submission to the Public Service Establishment Division on matters relating to pre-retirement leave and the linking of service.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Customer and quality focus;
- Teamwork and cooperation;
- Integrity;
- Compliance;
- Good interpersonal skills;
- Change management.

Functional:

- Good problem-solving and decision-making skills;
- Ability to work initiative;
- Good planning and organizing skills;
- Good use of technology (Proficiency in the use of relevant computer applications - Microsoft Office and PEPAS);
- Excellent knowledge of the Pensions (Public Service) Act, 2017 and Regulations;
- Knowledge of Human Resource Management techniques and practices;
- Good knowledge of Public Service Regulation and Staff Orders;
- Ability to exercise sound judgement and convictions of purpose;
- Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Human Resource Management, Management studies or Public Administration;
- Three (3) years' Public Service experience in a related.

Special Condition Associated with the Job

- May be required to work beyond regular working hours.

3. Senior Policy Analyst (GMG/SEG 3)

Job Purpose

Under the general direction of the Senior Director, Policy Analysis, Research and Development, the Senior Policy Analyst is responsible for facilitating and monitoring the development, implementation and analysis of science, energy, telecommunications and transport policies and programmes in the Ministry and its Agencies, and providing technical support to the Ministry and its policy, planning, development and evaluation processes.

Key Responsibilities

Management/Administrative:

- Participates in the Division's policy visioning, development and evaluation sessions;
- Participates in the development of the Division's Corporate and Operational Plans and Budget;
- Prepares reports for submission to the Senior Director, as required;
- Identifies resources needed to meet key policy objectives;
- Functions as Desk Officer for assigned Agencies.

Technical/Professional:

- Co-ordinates the implementation of decisions made by Cabinet with respect to science, energy and technology;
- Initiates research and analyses ideas and projects relevant to the development of the Science, Energy and Technology portfolios;
- Analyses and evaluates the feasibility of proposed and existing policies to drive the transformation of the Science, Energy, Telecommunications and Transport Sectors and their economic and social impact on government's priorities;
- Makes research-based recommendations to mitigate gaps in existing policies;
- Develops briefs on science, energy, telecommunications and transport issues and provides options for decision by the Senior Director;
- Develops performance indicators and programme evaluation criteria and methods to track policy impact;
- Tracks the implementation of policies in order to ensure that objectives are met in accordance with prescribed priorities and performance benchmarks;
- Recommends possible policies, policy options and amendments for the Science, Energy, Telecommunications and Transport portfolios;
- Analyzes the effects of policy proposals and amendments on Government and Ministry initiatives;
- Prepares database of policy issues and actions taken by the Ministry and its Agencies and prepares analytical reports and other publications for public use;
- Alerts the Senior Director to potential policy problems and risks in the Government's Science, Energy, Telecommunications and Transport policy framework in a timely manner and propose solutions;
- Co-ordinates the orderly and timely flow of accurate and rigorously analysed information on Science, Energy, Telecommunications and Transport matters for the Senior Director's attention;
- Guides the rigorous analysis of Science, Energy, Telecommunications and Transport policy issues in order to address the core problems;
- Determines the need for further policy research and analysis and, in collaboration with the Chief Research Officer, the most appropriate research tools to be applied in the development of science, energy and technology policies;
- Leads the design of a programme to ensure a clear understanding of the Government's science, energy, telecommunications and transport priorities and ensures that these are reflected in Cabinet Submissions and other related documents;
- Provides rigorous analyses and examine questions of why particular policies should be considered and developed, and when selected policies should be executed;
- Conducts quality assurance on Cabinet Submissions, and in collaboration with the Director, Human Resource Development, designs training programmes to address deficiencies;
- Establishes and maintains excellent communication with Private and Public Sector entities in the Science, Energy, Telecommunications and Transport portfolios and builds stakeholder networks to facilitate the collection and exchange of intelligence and provides update on relevant issues;
- Ensures effective and proper application of the code of consultation in the policy development process;
- Delivers training to relevant staff in the ministry and its agencies to create awareness of the procedures involved in policy development, monitoring and analysis;
- Conceptualises and leads the design of policy development and policy implementation tools;
- Monitors and prepares reports on the implementation of Cabinet Decisions and the current status of programmes and projects in the Science, Energy, Telecommunications and Transport portfolios;
- Monitors the implementation of decisions on inter-sectoral issues and facilitates collaboration among Ministries;
- Identifies inter-sectoral policy issues, maintains close contact with sector officials, identifies areas for future integration and ensures that adequate advance planning is done;
- Provides guidance on streamlining of the GOJ's policy development, analysis and monitoring processes in the ministry's policy making framework;
- Leads high level stakeholder consultations to resolve policy conflicts;
- Provides advice on weighing policy options and choices in situations where there are no applicable precedents and clearly preferable choices;
- Prepares policy papers and briefs for the Senior Director on current, emerging and interrelated matters impacting Science, Energy, Telecommunications and Transport related portfolio matters;
- Coordinates the preparation and monitors the implementation of the Ministry's Annual Policy and Legislation Programme for Science, Energy, Telecommunications and Transport;
- Identifies Science, Energy, Telecommunications and Transport policy matters that are lagging and propose corrective measures to the Senior Director;

- Analyzes and comments on studies prepared by the Ministry and its Agencies and otherwise and provides information to assist with decision making and/or to determine the advisability of adopting new measures;
- Provides technical support to the Ministry's policy, planning, development and evaluation process.

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;
- 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.
- Performs any other related duties that may be assigned by the Senior Director.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Integrity;
- Compliance;
- Good interpersonal skills;
- Customer and quality focus;
- Teamwork and co-operation;
- Change management.

Functional:

- Strategic vision;
- Good analytical thinking skills;
- Good problem-solving and decision-making skills;
- Impact and Influence;
- Ability to use own initiative;
- Good planning and organizing skills;
- Goal/result oriented;
- Good leadership skills;
- Good use of technology - Proficiency in the use of relevant computer applications (Microsoft Office);
- Excellent knowledge of Labour Laws and Industrial Relations practices;
- Excellent knowledge of rules, regulations and guidelines related to health and safety in Jamaica;
- Considerable knowledge of modern Occupational Health and Safety best practices and policies;
- Excellent knowledge of Public Service Regulations and Staff Orders;
- Strong consultative competencies in guiding communication approaches in support of executive leaders and business strategy;
- Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time;
- Ability to manage limited resources in order to achieve challenging output targets.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Administration, Management Studies, Policy Analysis, Development Studies, Natural Sciences, Mathematics, Earth Sciences, Engineering, Telecommunications Development or related fields from an accredited tertiary institution;
- Specialized training in modern approaches to policy research, development and analysis;
- Five (5) years' experience in policy development, analysis and monitoring.

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;
- The job is substantially office-based. However, the post holder is required to attend meetings outside the office and visit entities within the energy portfolio. Field visits may expose the incumbent to dust, noise, heat, vibration and other conditions present in energy

related operations.

Applications accompanied by résumés should be submitted **no later than Tuesday, 24th September, 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.



Desreen Smith (Mrs.)
for Chief Personnel Officer