



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 438 **OSC Ref. C. 4857¹⁷**

8th November, 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 the **vacant** post of **General Manager (Level 11)** in the **Jamaica Bauxite Institute**, salary range \$11,455,206 – 15,405,979 per annum.

Job Purpose

The General Manager will have overall responsibility and accountability for the day-to-day operations of the Institute.

Key Responsibilities

- Develops policies for recommendation to the Government for the development of the bauxite/alumina/aluminum industry in Jamaica, in collaborates with the Chairman and Sub-Committees of the Board;
- Directs the implementation of agreed policies falling under the purview of the JBI, and ensure the implementation of monitoring strategies;
- Oversees the formulation and implementation of research and development programmes to enhance the utilization of Jamaican Bauxite Ore in an efficient, timely and environmentally safe manner;
- Manages the continual reassessment of Jamaican Bauxite Ore Reserves to update knowledge on their quantity and quality and to ensure rational allocation and utilization consistent with the national interest;
- Develops and implements community development programmes for the communities adjacent to Bauxite and Alumina operations, involving co-ordination among Company Heads, Members of Parliament, Community Leaders and Government Agencies, to ensure harmony between the operations and their neighbours and to ensure sustainable development programme in these community;
- Directs programmes to keep abreast of technological developments in Bauxite Mining and Bayer process technology, to ensure their application here for the most efficient, environmentally safe utilization of Jamaican Bauxite Reserves and to maintain cost-competitiveness in world market;
- Liaises with the Ministry directly responsible for Bauxite matters, as well as associated Ministries, inter alia, taxation, fiscal, monetary, utilities and labour matters;
- Liaises with and gives support to (via technical advice on negotiations or representation on boards) related Organizations such as Jamaica Bauxite Mining Limited (JBM), and Clarendon Alumina Production Limited (CAP);
- Liaises with and provide support on Government's behalf, business-related joint ventures or partnerships such as JAMALCAN, JAMALCO;
- Liaises with the Heads of the Bauxite/Alumina Companies, locally and abroad, and takes or recommends necessary actions to the Board, to enhance the proper development of the Industry;
- Manages the liaison with the Companies, the formulation and implementation of safe environmental practices in the production and refining of Bauxite and Alumina;
- Directs the development of programmes aimed at enhancing the development of by-products from the processing of Bauxite and Alumina, such as gallium, rare earth elements, iron, titanium, ceramic and building products, oxalates, and sodium aluminate;
- Provides oversight and development and the maintenance of a world-class documentation centre with relevant reference and archival documents related to the management of the industry, and the production on a scheduled basis of Journals and other Publications on the local and global industry;
- Oversees the development of Human Resources activities in the various critical areas of the Institute, to develop and enhance the availability and preferred employer status of the JBI to promote the retention of high-quality workforce;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Demonstration of strategic vision driven-leadership;
- Ability to create and implement Directional planning;
- Ability to spearhead the implementation of Sustainability Projects;
- Knowledge of and ability to provide guidance to the Business Planning portfolio;
- Ability to direct the implementation of Board mandated policies within the agreed time frame
- Proven track record in achieving budgeted targets;
- Possession of industry-based knowledge to be applied to spearhead the development and implementation of Bauxite Community Development Programme (BCDP);
- Ability to determine the degree and subsequent adoption of applicable technological innovations;
- Ability to guide the Development and achievement of set goals towards self-sustainability programmes;
- Competence to implement and ensure that commendable organizational systems remain in place to identify respective Divisional responsibilities and accountabilities and to make the determination on how performance will be measured;
- Ability to provide leadership that will give employees the flexibility to innovate within the rules and parameters of the institute to engender an inclusive culture;
- Ability to implement Strategic Planning objectives to achieve buy-in from the management on goals and objectives;
- Ability to initiate and spearhead growth strategies.

Minimum Required Qualification and Experience

- An Advanced Degree in the Sciences (Pure or Applied), Economics, Commerce, Engineering, the Liberal Arts, Law, or any other comparable Subject;
- Ten (10) years working experience in research, technical management and international negotiations at a Senior Executive level in a large-sized organization;
- Demonstrable experience in developing Strategic and Business Plans and a working knowledge of measures of performance;
- Publications in critical scientific, economic or resource policy journals is an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 21st November, 2024 to:**

**The Human Resource Manager
Jamaica Bauxite Institute
Hope Gardens,
P.O. Box 355,
Kingston 6.**

Email us at: hrd@jbi.org.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**