Office of the Services Commissions

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CIRCULAR No. 443   **12th November, 2024**
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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 the following posts in the **Ministry of Science, Energy, Telecommunications and Transport (MSETT):**

1. **Senior Director, Policy Analysis, Research and Development (GMG/SEG 5) (Not Vacant)**, salary range $7,716,512 - $10,377,851 per annum.

2. **Senior Policy Analyst (GMG/SEG 3) - (Not Vacant),** salary range $5,198,035 - $6,990,779 per annum.

1. **Senior Director, Policy Analysis, Research and Development (GMG/SEG 5)**

Job Purpose

Under the general direction of the Chief Technical Director, Strategic Planning and Policy Services, the Senior Director, Policy Analysis, Research and Development, is responsible for leading the Policy Analysis Research and Development team to support the development and implementation of policies and programmes within the Ministry. The incumbent will also provide technical advice to the Ministry, its portfolio entities, and other Government Agencies on matters of science, energy, telecommunications and transport.

Key Responsibilities

Management/Administrative:
- Represents the Ministry at meetings, conferences and other fora, as required;
- Prepares Technical Reports and policy papers;
- Directs and co-ordinates the outputs and activities of the technical officers within the Policy Analysis Research and Development Unit;
- Monitors the implementation of policies and recommends changes, where necessary, to achieve desired results;
- Prepares status reports on all policy, project and agency liaison activities of the Unit, as required.

Technical/Professional:
- Provides guidance/advice to the Chief Technical Director and other Unit/Branch/Division Heads on technical matters;
- Participates in the formulation/review of policies and legislation to improve and/or harmonize the activities of the Ministry and its Agencies; oversees the implementation of policy and legislative changes relating to functions within the span of control;
- Provides technical and professional advice based on robust methods of analysis, monitoring, comprehensive analysis and research work, consultation and collaboration, to guide and inform the policy development work undertaken in the Ministry;
- Provides research support to all Units, Branch and Divisions within the Ministry, as may be required to assist with the development of policies for portfolio entities;
- Conducts detailed analyses of technical/policy issues, documents and prepares clear and concise reports for non-technical audiences as appropriate;
- Participates in the development and monitoring of programmes and projects at all stages of implementation, including detailed review of contracts and other project documents;
- Prepares technical reports and policy papers for submission to Senior Government Officials;
- Develops and maintains effective science, energy, telecommunications and transport related research and information systems for current, anticipated and future demands;
- Oversees and directs the use of various tools and technologies for the execution of technical analyses;
- Oversees and provides support for the preparation and publication of Annual Transport Statistics Reports;
- Participates in negotiations with donor agencies and partners, as required, to execute programmes;

- Directs activities in response to concerns and queries raised by members of the public;
- Participates in local, regional and international conventions, workshops and meetings on policy and technical issues;
- Participates in dispute resolution actions to address conflicts relating to projects and other activities within either the Ministry or its portfolio entities;
- Leads and facilitates on approach and perspective that promotes Ministry's policy in responses to enquiries from internal and external stakeholders;
- Reviews and analyzes proposals, submissions, contract documents, reports and other documentation, and provides feedback to the relevant internal and external stakeholders.

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;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- 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 from time to time.

Required Knowledge, Skills and Competencies

Core:
- Excellent oral and written communication skills;
- Customer and quality focus;
- Teamwork and co-operation;
- Good interpersonal skills;
- Good problem-solving and decision-making skills;
- Good analytical thinking skills;
- Goal/result oriented;
- Good planning and organizing skills;
- Good leadership skills;
- Compliance;
- Integrity;
- Change management;
- Adaptability.

Functional:
- Use of Technology (relevant computer applications such as Microsoft Office Suite);
- Managing external relationships;
- Methodical;
- Thorough knowledge of the Public Sector environment and the machinery of Government;
- Familiarity with technical regulations and standards that govern the Science, Energy, Telecommunications and Transport Sectors;
- Knowledge of Project Management principles;
- Appreciation of environmental management principles;
- Understanding of the policy development and implementation process;
- Knowledge of Research Methodology.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Industrial or Civil Engineering, Public Policy, Planning, Economics, Statistics, Natural Sciences, or closely related technical design field from an accredited institution;
- Five (5) years' experience at the managerial/senior management level;
- Advance training in Project Management, Policy Research and Analysis and Contract Administration is desirable;
- Master of Science Degree in Industrial Engineering, Public Policy, Planning, Economics, Statistics, Natural Sciences, Public Sector Management, Business Administration, or other development related discipline would be a distinct advantage.

2.   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 examines 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 preferred 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;
- Co-ordinates 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 proposes 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.

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 from time to time by the Senior Director.

Required Knowledge, Skills and Competencies

Core:
- Excellent oral and written communication skills;
- Integrity;
- Compliance;
- Excellent interpersonal skills;
- Customer and quality focus;
- Ability to use own initiative;
- Excellent planning and organizing skills;
- Excellent analytical thinking skills;
- Excellent problem-solving and decision-making skills;
- Teamwork and co-operation;
- Excellent leadership skills;
- Change management.

Functional:
- Impact and Influence;
- Goal/result oriented;
- Strategic vision;
- Use of technology - relevant computer applications such as Microsoft Suite;
- Knowledge of GOJ policies and programmes;
- Thorough knowledge of policy analysis, monitoring and implementation;
- Ability to conduct research, analyse data and make sound and logical conclusions;
- Ability to handle multiple projects and meet established timelines;
- Flexibility in responding to changes in priorities and demands for work;
- Ability to coach, mentor and develop staff;
- Broad understanding of science, energy, telecommunications and transport issues, and cross-sectoral issues and programmes;
- Ability to develop and nurture relationships with internal and external stakeholders;
- Excellent presentation skills.

- Ability to work under pressure.

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 Monday, 25th November, 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