



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. 502 **OSC Ref. C. 5850¹⁶**

12th December, 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 following **vacant** posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Director, Information and Communication Technology (MIS/IT 7) Information and Communication Technology Branch - Corporate Services Division**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Senior Engineer, Designs, Pavements and Hydrology (SOG/ST 7) - Technical Audit and Special Projects Branch, Policy Planning, Monitoring and Evaluation Division**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Senior Secretary (OPS/SS 3) - Executive Management Branch**, salary range \$ 1,711,060 - \$2,301,186 per annum.

1. Director, Information and Communication Technology (MIS/IT 7)

Job Purpose

The incumbent is responsible for overseeing the activities of all areas of Information Communication Technology in the Ministry. The role will also formulate, develop and implement Information Communication Technology (ICT) policies, plans and strategies to guide the Ministry in achieving its goals and objectives, both in the long and short terms.

Key Responsibilities

Management/Administrative:

- Reviews the Ministry's ICT policies and procedures in accordance with industry standards;
- Participates in the Organization's Strategic Planning Process, prepares and monitors the Corporate and Operational Plan and Budget, ensuring the work of the Division is carried out according to plan and agreed targets;
- Participates as a member of management team in planning, problem resolution and reviewing the performance of functional areas;
- Provides guidance to the Permanent Secretary, Director General, Chief Technical Director, Director Corporate Services and Directors on matters relating to ICT;
- Represents the organization at meetings, conferences and other functions;
- Prepares Annual/Quarterly/Monthly and other reports, as required.

Technical/Professional:

- Develops, implements and maintains policies to guide and inform the use of ICT in the Ministry;
- Maps the business processes of the Ministry and puts in place new systems to improve productivity and efficiency;
- Facilitates the development of a robust and resilient ICT infrastructure through proper planning, forecasting and adherence to international standards in design and implementation;
- Plans the development of a Wide Area Network (WAN) linking the Ministry with all of its Agencies and portfolio entities and develops a set of protocols governing the exchange of information and communication between the entities;
- Plans the virtualization of the operating environment to increase productivity and reduce cost;
- Establishes on-going systems analysis for systems improvement and directs new system development.;
- Provides technical expertise to the Ministry and Portfolio entities to provide for adequate ICT services to these entities and to chart the course for the eventual integration of the networks;

- Directs the development of security strategies to protect the network and data;
- Directs the development of benchmark and baseline performance testing for in-house systems;
- Oversees the development of systems for the care and maintenance of computer and network equipment;
- Develops and maintains short and long-range plans for the implementation of technology within the Ministry;
- Develops reviews, evaluates and recommends proposals for hardware and/or software acquisition;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems;
- Develops Training Plan for ICT staff to achieve and maintain the relevant technical competencies to deliver quality IT support and service to the Ministry and its entities;
- Provides technical support to facilitate the Ministry's Social Media Programme;
- Plans the implementation of open-source platforms to reduce IT costs;
- Recommends changes to ICT policies based on new internal and external demands.

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 Division/Branch and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Branch;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Management and Development (HRM&D) Branch;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communications skills;
- Excellent leadership skills;
- Excellent interpersonal skills;
- Good problem-solving skills;
- Ability to use own initiative;
- Good teamwork and co-operation skills.

Technical:

- Sound knowledge of networking technologies and software development principles;
- Knowledge of international standards and best practice in ICT policy development and implementation;
- Ability to direct and co-ordinate the development and integration of integrated computer systems involving network infrastructure and client/server business applications;
- Knowledge of data security systems disaster recovery procedures;
- Ability to evaluate and assess computer systems and hardware/software proposals for technical merit, cost effectiveness and business applications;
- Knowledge of GoJ procurement policy and process;
- Ability to communicate with and understand the requirements of professional staff in their area of specialization;
- Knowledge of current ICT developments/trends.

Minimum Required Qualification and Experience

- Masters Degree in an ICT discipline with relevant managerial experience;
- Three (3) years of experience in related field;
- Project Management training;
- Certification in Cisco Network Administration would be an asset;
- Certification in Microsoft System Engineering would be an asset.

OR

- Bachelor Degree in ICT Discipline with relevant managerial experience;

- Six (6) years of experience in a related field;
- Project Management training;
- Certification in Cisco Network Administration would be an asset;
- Certification in Microsoft System Engineering would be an asset.

2. Senior Engineer, Designs, Pavements and Hydrology (SOG/ST 7)

Job Purpose

Under the direction of the Senior Director, Technical Audit and Special Projects, the Senior Engineer, Designs, Pavements and Hydrology is responsible for providing technical advice on drainage and pavement design standards, specifications and workmanship for maintenance, rehabilitation and new construction of works carried out by the National Works Agency (NWA) and other implementing organizations. In addition, the Senior Engineer conducts monitoring and evaluating activities during and after the construction phase of said works to ensure that the scope of works are completed in accordance with contract documents and agreed/established work standards.

Key Responsibilities

Management/Administrative:

- Maintains a daily log of monitoring activities to track project progress and to verify that project schedules and outputs are achieved;
- Prepares, reviews and submits progress and other reports, as required, and ensures timely submission of all documents/information to the Head of the Unit;
- Attends technical meetings and other fora, as required;
- Contributes to the preparation of the Unit's Operational Plan and Budget;
- Contributes to the review/development of operating standards and procedures to guide the Unit.

Professional/Technical:

- Evaluates design standards and technical specifications for road infrastructure construction, rehabilitation and maintenance to determine the technical, financial and economic feasibility of methods of construction and workmanship, and provides technical advice to the management of the fund;
- Carries out engineering studies, appraises technical procedures and regulations and makes recommendations, where appropriate;
- Assists in identifying operational system deficiencies and recommends effective solutions to the Senior Director, Technical Audit and Special Projects;
- Co-ordinates and conducts site visits islandwide, ensuring the inputs of all key stakeholders on road works and infrastructure development projects to:
 - ✓ Ensure works are completing according to design, budget, time and schedule
 - ✓ Ensure the procedures and materials used conform to established specifications
 - ✓ Ensure accuracy of dimensions of structural installations and layouts and recommends corrective action where necessary to meet desired results
 - ✓ Act as the quality control and assurance to ensure that the project objectives are met.
 - ✓ Ensure that all the construction safety rules and regulations are being observed
 - ✓ Carry out follow-up inspections, as necessary
- Investigates and resolves issues/problems that may arise utilizing appropriate conflict resolution approaches, and ensures that all relevant parties are consulted to avoid delays in project completion;
- Contributes to the design process of projects and provides technical advice on industry standards and practice;
- Provides support in conducting research to garner information for the preparation of development plans and/or to inform the internal planning process;
- Provides advice/guidance to the Senior Director on technical matters, including design standards, specifications and scope of work;
- Provides advice/guidance to the Head of the Unit on technical matters, including design standards, specifications and scope of work;
- Monitors work in progress using appropriate tools and mechanisms for quality control, and provides timely feedback to the Manager;
- Carries out engineering studies, appraises technical procedures and regulations and makes recommendation where appropriate.

Human Resources:

- Assists with providing guidance to ensure efficiency and effectiveness;
- Identifies skills/competency gaps and contributes to the development of staff;
- Participates in the recruitment of staff, as needed;

- 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;
- Mediation skills;
- Good decision-making and problem-solving skills;
- Good leadership skills;
- Management and supervisory skills;
- Good interpersonal skills;
- Good time management skills;
- Good analytical skills.

Technical:

- Knowledge in Project Management Techniques and tools;
- Sound understanding of Drainage and Pavement design techniques;
- Sound knowledge of Hydrology.

Minimum Required Qualification and Experience

- BSc in Civil Engineering or equivalent qualification;
- Certification in Project Management;
- Knowledge of relevant computer applications including CAD, GIS and Microsoft Projects;
- Five (5) years' engineering and project management and infrastructure design experience.

Special Conditions Associated with the Job

- Required to travel islandwide to conduct site visits;
- Exposure to conditions relate to the construction industry such as (noise, disruptive conditions, dust heat and unsociable behaviour).

3. Senior Secretary (OPS/SS 3)

Job Purpose

The incumbent is responsible for providing secretarial and administrative support to the office of the Permanent Secretary.

Key Responsibilities

Management/Administrative:

- Maintains office schedules and appointments;
- Processes incoming calls, visitors and correspondence;
- Prepares routine and official documents;
- Performs arrangements for meetings;
- Prepares Minutes;
- Maintains filing system;
- Maintains office inventories;
- Develops Individual Work Plan.

Professional/Technical:

- Performs stenographic duties for the production of letters, memoranda, Minutes and other official documents;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors all inquiries directed to the office and provides where possible necessary, advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Manager and issues reminders to ensure fulfilment;
- Assists in the maintenance of effective client relations, by determining the nature of enquiries from visitors and callers;
- Acts as a Liaison between the Permanent Secretary and other staff to disseminate information and instructions, as needed;
- Orders and maintains inventory on stationery used in the Division;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees and other related activities;

- Establishes and maintains a records management system/procedure for the Division;
- Performs follow ups to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Division;
- Prepares draft responses, letters, memoranda, reports and notes of meetings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent organizational skills;
- Excellent oral and written communication skills;
- Team-oriented with excellent interpersonal skills;
- Highly confidentiality;
- Excellent administrative and secretarial skills;
- Proficiency in word processing and standard computer applications.

Minimum Required Qualification and Experience

- CXC or GCE O' Levels subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at 50-55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 4-5 years' general office experience.

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g. word processing, database and spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' level; training in the use of a variety of software applications and 4-5 years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Friday, 27th December, 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.



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