



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 504

OSC Ref. C.6528¹³

16th 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/be assigned to the following posts in the **Ministry of Science, Energy, Telecommunications and Transport (MSETT)**:

1. **Statistician (SOG/ST 6) (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum
2. **Director, Employee Relations, Health, Safety and Wellbeing (GMG/SEG 3) (Not Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum
3. **Human Resource Officer (Pension Administration) (GMG/AM 4) (Not Vacant)**, salary range \$2,803,771- \$3,770,761 per annum
4. **Executive Secretary (OPS/SS 5) (Vacant)**, salary range \$2,803,771- \$3,770,761 per annum
5. **Administrator (GMG/AM 3) (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum
6. **Payment Officer (FMG/AT 2) (Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum

1. Statistician (SOG/ST 6)

Job Purpose

Under the general direction of the Chief Research Officer, the Statistician provides information and statistical advisory services to the Ministry for developing, implementing and monitoring science, energy, telecommunication and transport policies. The officer also oversees the development of statistical functions, including collecting, analyzing, interpreting and presenting quantitative information from various sources. The officer is also responsible for developing and maintaining statistical databases for the Ministry's portfolio areas and producing, compiling and distributing monthly, quarterly and annual statistics report publications.

Key Responsibilities

Management/Administrative:

- Participates in meetings and workshops on economic planning and statistical issues related to the Ministry's various portfolios;
- Develops and manages the Ministry's respective portfolio statistics databases;
- Keeps current with developments in statistics and their application to science, energy, telecommunications and transport. These include research management, research ethics, data manipulation, and the use of appropriate statistical programmes;

Technical/Professional:

- Searches, collects, analyses, tabulates and presents statistical information for storage in the statistical databases and for inclusion in reports and summaries;
- Organizes, participates in, and supervises the collection of information for science, energy telecommunications and transportation; public works and related social variables;
- Prepares and publishes statistics reports and posts same on the Ministry's intranet and internet website;
- Investigates, interprets, analyses and prepares recommendations regarding various science, energy, telecommunications and transport activities;
- Collects and collates data on the Ministry's Portfolio areas for submission to international bodies
- Reviews, contributes to and comments on research proposals before survey implementation; and oversees and/or gives input to the creation of survey instruments;

- Evaluates ongoing surveys and recommends improvements to existing methods, including the development, promulgation and monitoring of standards and guidelines for surveys undertaken by the Ministry;
- Participates in the development and formalization of working relationships, e.g. Memorandum of Understanding (MOUs) between the Ministry and portfolio and non-portfolio data sources identified to assist in the development of the statistical function;
- Analyses data, interprets results and indicates reliability of findings, including forecasting trends in the science, energy, telecommunications and transport industries, through the use of techniques such as modeling, with the aid of mathematical techniques and software;
- Uses appropriate statistical techniques and develops methods to analyze science, energy, telecommunications and transport activities, and conditions data to provide rational quantitative basis for forecasting public works;
- Utilizes databases and information sources to meet internal and external statistical needs;
- Aids in preparing training courses;
- Performs any other related function as 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
- Integrity
- Compliance
- Interpersonal skills
- Goal/result oriented

Technical:

- Strategic vision
- Analytical thinking
- Problem solving and decision making
- Initiative
- Planning and organizing
- Ability to manage external relationships
- Use of technology – relevant computer applications
- Knowledge and experience in research methodology, survey design and implementation
- Knowledge of software packages such as SPSS
- Knowledge and experience in publishing and writing
- Clear understanding of statistical terms and concepts
- Demonstrated ability to employ modelling and statistical packages to treat data sets from the Ministry's various portfolios

Minimum Required Qualification and Experience

- Undergraduate Degree with a significant quantitative component, such as Statistics, Mathematics, Economics, Operational Research, Social and Political Sciences, Psychology, Geography, Civil Engineering
- Minimum of three (3) years' professional experience in Statistics or related field with continuous professional development

Special Conditions Associated with the Job

- Field investigations are an integral part of statistical responsibilities; therefore, the incumbent should be prepared to endure exposure to natural elements e.g. dust, heat, etc.

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

Job Purpose

Reporting to the Director, Human Resource Management and Development, the incumbent 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/Professional:

- 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 devises ways to mitigate same;
- Reviews current policies, practices and cultural attitudes and makes recommendations to improve/promote a harmonious working environment;
- Organises 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 co-operation, 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 make 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 reports, prepares performance evaluation reports 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;
- Participates in the development/review of Human Resource Policies and Procedures Manual;
- 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
- Integrity
- Compliance
- Interpersonal skills
- Change management
- Goal/result oriented

Technical:

- Strategic vision
- Analytical thinking
- Problem solving and decision making
- Impact and Influence
- Initiative
- Planning and organizing
- Leadership
- 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's Degree in Human Resource Management, Management Studies, Labour & Employment Relations or similar discipline
- Professional courses/training in Employee Relations and/or Industrial Relations
- Minimum of four (4) years' working 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 Conditions Associated with the Job

- May be required to work beyond regular working hours.

3. Human Resource Officer (Pension Administration) (GMG/AM 4)

Job Purpose

The incumbent will provide support within the Human Resource Branch, with particular emphasis on maintaining pension/retirement related records, pension matters, employee benefit programmes and assists with other administrative duties.

Key Responsibilities

Administrative/Managerial:

- Ensures that pensions/retirement documents are kept up-to-date, certified and are easily retrievable;
- Advises on the interpretation of employment legislation and conditions of service;
- Provides administrative support in respect of all HR matters;
- Keeps staff abreast of Human Resource policies and regulations and applies accordingly.

Technical:

- Prepares retirement schedule and ensures that it captures all prospective retirees;
- Ensures that Period of Service Records are prepared correctly and are readily available for submission to Pensions Branch;
- Ensures all leave records are up-to-date to facilitate final preparation of vacation leave computation for submission to Pensions Branch;
- Assists in co-ordinating and preparing submissions to the Management Committee meetings;
- Liaises with external Government entities about conditions of service for staff;
- Seeks approval from respective entity regarding retirement;
- Advises staff on routine/simple pension matters, while referring more complex issues to Ministry of Finance and Public Service;
- Prepares and submits documents for the processing of retirement benefits to the Pensions Branch;
- 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;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent communication and interpersonal skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Interpersonal skills
- Change management

Technical:

- Initiative
- Problem solving and decision making
- Planning and organizing
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)
- Excellent knowledge of the Pensions Act and Regulations
- Knowledge of Human Resource Management techniques and practices
- Good knowledge of Public Service Regulations 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's Degree in Human Resource Management, Management Studies or Public Administration.
- Minimum of three (3) years' working experience in a related area in an organization of similar size and complexity

Special Conditions Associated with the Job

- May be required to work beyond regular working hours.

4. Executive Secretary (OPS/SS 5)

Job Purpose

The incumbent will provide administrative support to the Permanent Secretary, in order to ensure that the operations of the office are effective and efficient in relation to communications and work assignment between the Permanent Secretary and his/her direct reports, the Honourable Ministers, the Ministry's Agencies, other government entities and regional and international bodies and the general public.

Key Responsibilities

- Liaises with Senior Heads of Sections and personnel outside of the Unit to facilitate administrative support;
- Establishes, supervises and maintains an appropriate filing system for the recording and easy retrieval of information;
- Logs mails/files received in the Permanent Secretary's Office;
- Maintains a database for tracking Cabinet Submissions and decisions and distribution of Cabinet decisions;
- Oversees and maintains the "third copy" files for correspondence sent out by the Permanent Secretary;
- Types reports, correspondences, memos, forms, agendas etc. proofreads documents for accuracy, completeness and conformity with established formats;
- Co-ordinates activities for a variety of meetings;
- Attends meetings and prepares Minutes;
- Ensures that all documents and papers are prepared by relevant officers for the Permanent Secretary's overseas meetings;
- Screens visitors and phone calls intended for the Permanent Secretary and refers them to the appropriate personnel in the event of his/her absence or unavailability;
- Compiles, stores and retrieves management data;
- Researches and provides information to the Permanent Secretary in the preparation of reports;
- Aids in the preparation of the annual budget and monthly cash flow of the Unit's expenditure;
- Monitors the financial performance of the Unit, using the electronic performance monitoring system, and provides regular updates to the Permanent Secretary;
- Requests and maintains an adequate supply of office stationery;
- Ensures that telephone bills are reconciled and payments are made in respect of toll calls;
- Prepares requisition forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit;
- Makes arrangements for local and overseas travel for the Permanent Secretary;
- Takes dictation and reproduces confidential and other correspondence;
- Deals with urgent correspondences, faxes and emails in the absence of a Unit official;
- Maintains and shares electronic folders containing calendar and contacts in the Microsoft Outlook programme;
- Assists in the preparation of Corporate and Operational Plans for the Unit;
- Attends administrative meetings on the instructions of the Permanent Secretary;
- Arranges for printing, photocopying, binding, and dispatch of documents produced;
- Maintains an effective general filing system;
- Maintains an effective mailing system;
- Prepares resource material and packages for participation in seminars, workshops and retreats;
- Maintains the Permanent Secretary's diary recording appointments, meetings conferences, visits on a daily basis;
- Confirms, cancels and reschedules appointments on the Permanent Secretary's behalf;
- Takes action Minutes at meetings, where directed to do so, and circulate them as required;
- 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
- Interpersonal skills
- Change management
- Integrity
- Compliance

Technical:

- Problem solving and decision making skills
- Planning and organizing
- Records management skills
- Ability to record and transcribe meeting minutes.
- Ability to maintain calendars and schedule appointments.
- Ability to create, compose and edit written materials.
- Ability to work under pressure and meet deadlines.
- Use of technology (relevant computer applications – Microsoft Office Suite)

Minimum Required Qualification and Experience

- Four (4) or more CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 60-65 words per minute and shorthand at a speed of 120 words per minute, plus seven (7) years general office experience.

OR

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 60-65 words per minute and shorthand at a speed of 120 words per minute; training in the use of a variety of software applications e.g., word processing, database and spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Secretarial Seminar at Management Institute for National Development (MIND) plus seven (7) years general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 60-65 words per minute and shorthand at a speed of 120 words per minute; training in the use of a variety of computer software applications and seven (7) years general office experience plus the appropriate Secretarial Seminar at Management Institute for National Development (MIND).

Special Conditions Associated with the Job:

- Long hours in the use of computers, copy and fax machines and other office equipment.

5. Administrator (GMG/AM 3)**Job Purpose**

The incumbent will provide administrative support to the Senior Director, Transport Policy (International and Land) in order to ensure that the operations of the Unit are carried out in an efficient manner.

Key Responsibilities***Technical/Professional:***

- Maintains a database on contract procurement and implementation;
- Compiles, stores and retrieves management data;
- Researches and provides information to the Senior Director, Transport Policy (International and Land) in the preparation of reports and other documents;
- Prepares the annual budget and weekly cash flow of the Unit's expenditure;
- Reviews and compiles contracts for submission;
- Responds to queries from stakeholders;
- Liaises with internal units, portfolio agencies and other stakeholders in response to queries within the sector;
- Monitors the financial performance of the Branch using the electronic performance monitoring system, and provides regular updates to the Senior Director, Transport Policy (International and Land);
- Requests and maintains an adequate supply of office stationery;
- Ensures that telephone bills are reconciled and payments are made in respect of toll calls;
- Prepares requisition forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit;
- Assists in the preparation of the Corporate and Operational Plan for the Branch;
- Prints, photocopies, binds and dispatches documents;
- Maintains an effective general filing system;
- Prepares resource material and packages for participations of seminars, workshops and retreats;

- Co-ordinates activities for the Executive Staff meeting, attends meetings, takes notes and prepares Minutes;
- Takes action Minutes at meetings and circulates them as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Accountability
- Ability to work on own initiative
- Excellent organizing and co-ordination skills
- Customer focus
- Professional attitude
- Good interpersonal skills
- Ethics and Integrity

Technical:

- Excellent Records Management skills
- Ability to create, compose and edit written material
- Proficiency in Microsoft Office
- Excellent knowledge of Government Operations and Protocol
- Ability to manage workloads and prioritize amongst conflicting demands

Minimum Required Qualification and Experience

- Diploma in Public Administrative Management, Management Studies or equivalent
- Minimum of two (2) years related working experience

6. Payment Officer (FMG/AT 2)

Job Purpose

Under the general direction of the Payment Supervisor, the incumbent is responsible for the preparation of payment vouchers and the maintenance of registers for externally funded agency projects and the Ministry.

Key Responsibilities

- Prepares payment vouchers;
- Prepares and inserts foreign payments, credit card payments, petty cash reimbursement and foreign exchange request on web portal;
- Receives invoices, claims, bills etc. and clears commitment to generate payment vouchers ensuring the correctness of details regarding:-
 - Payee;
 - Amounts payable;
 - Account codes;
 - Purpose or description of payment;
 - Authority or file reference;
 - Invoices, claims bills etc. duly certified for processing;
- Prepares utility matrix on a monthly basis;
- Prepares and distributes Digicel and Flow bills for payment;
- Relieves Cashier daily;
- Receives cheques for printing, assigning cheque number to payment voucher and obtaining the required signatures;
- Files payment vouchers and affixes paid stamp;
- Maintains the following registers:-
 - Utility (Lime, Digicel, cable & internet);
 - Rent;
 - Contract;
 - Travel claim;
- 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
- Integrity
- Compliance
- Interpersonal skills
- Change management

Technical:

- Analytical thinking
- Problem solving and decision making
- Initiative
- Planning and organizing
- Goal/result oriented
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office Suite)
- Knowledge of Staff Orders for the Public Service and Public Service Regulations
- Ability to manage limited resources in order to achieve outputs
- Knowledge of FAA Act, and acts related to Statutory Bodies, and Government Companies

Minimum Required Qualification and Experience

- AAT Level 2 **or**
- ACCA-CAT Level B/Level 2 **or**
- NVQJ Level 2, Accounting **or**
- Certificate in Accounting from an accredited University **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University **or**
- ASc. Degree in Business Studies/Business Administration/Management Studies **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2

Special Conditions Associated with the Job

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 31st December, 2024 to:**

**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.

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**