



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 7** **OSC Ref. C. 6528<sup>13</sup>**

9<sup>th</sup> January, 2025

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 Science, Energy, Telecommunications and Transport (MSETT)**:

1. **Network Manager (MIS/IT 7) - Information Systems Branch**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Director, Public Procurement (GMG/SEG 3) - Corporate Services Division**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Senior Manager, Accounts Payable and Disbursement (FMG/PA 3) - Finance and Accounts Division**, salary range \$5,198,035- \$6,990,779 per annum.
4. **Communications Manager (MCG/IE 5) - Corporate Services Division**, salary range \$5,198,035- \$6,990,779 per annum.
5. **Policy Analyst (GMG/SEG 2) - Strategic Planning and Policy Services Division**, salary range \$4,266,270 - \$5,737,658 per annum.
6. **Compliance Officer (GMG/SEG 2) (4 posts) - Technical Audits, Reviews and Investigation Division**, salary range \$4,266,270 - \$5,737,658 per annum.

#### **1. Network Manager (MIS/IT 7)**

##### **Job Purpose**

Under the direct supervision of the Director, Management Information Systems, the Network Manager is responsible for managing the Ministry's LAN and WAN to ensure adequate availability of computing resources, smooth transfer of information, security of data, and availability and access to productivity tools that allow users to do their job effectively.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Represents the organization at meetings, conferences and other functions related to ICT;
- Manages the staff of the Network Section to ensure that support is available to staff throughout the working hours;
- Participates as a member of management team in planning, problem resolution and reviewing department performance;
- Provides guidance to the Director of Information Management and managers on matters relating to ICT;
- Contributes to the preparation of the Department's Budget and other administrative functions;
- Provides guidance to the Director of Information Management and managers on matters relating to software development and acquisition.

###### ***Technical/Professional:***

- Designs wide area network (WAN) linking the Ministry and its Agencies and portfolio entities to allow for the sharing of resources and services including data, voice, security and personnel;
- Designs and implements Storage Area Network (SAN) infrastructure and consolidating;
- Designs, implements and manages virtual infrastructure utilizing full capacity of server hardware;
- Plans and directs the implementation of network infrastructure, systems in the Ministry and its dependent Agencies;
- Leads the design/re-design, development and implementation of all network infrastructure projects;

- Implements and manages enterprise firewall solutions to support a more complex and robust network infrastructure;
- Plans, manages and participates in the installation and configuration of network devices including server boxes, operating systems, server software, routers, switches, firewalls, printers etc.;
- Designs and configures network infrastructure services including TCP/IP, DNS, DHCP, etc.;
- Researches and recommends new ICT technologies and services to improve and optimize the Ministry's network systems;
- Designs, develops and implements a comprehensive Disaster Recovery Plan and strategies incorporating data and systems configuration backup, redundant devices and a test lab;
- Manages VOIP infrastructure including adding and reconfiguring IP phones, configuring pick up groups and access control and backup of call manager system;
- Develops and maintains accurate documentation showing network infrastructure, platform(s), configuration and security;
- Evaluates the Ministry's network systems against established industry benchmarks for performance, security, stability, etc. and plans and implements the improvements of the systems, where necessary;
- Keeps meticulous records of all network upgrades, maintenance and inventory;
- Develops and implements network-wide security systems and strategies to protect the Ministry's ICT network and data from viruses, external intrusion and internal/unintentional harm;
- Collaborates with network service providers and vendors to procure network equipment, negotiate contracts, and ensure that service level agreements are met;
- Manages the use of key equipment such as photocopiers and printers to prevent abuse;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

#### ***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 attain established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Divisions;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Directorate and the Ministry;
- Establishes guidelines/practices in keeping with effective disciplinary measures;
- 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;
- Collaboration and teamwork;
- Integrity;
- Good interpersonal skills;
- Customer and quality focus;
- Good planning and organizing skills;
- Good problem-solving and decision-making skills;
- People management skills;
- Managing the client interface.

##### ***Technical:***

- Knowledge and expertise to design, develop and implement LAN and WAN solutions;
- Ability to install and configure Windows 2000/2003 Servers and active directory;
- Knowledge and expertise to formulate, develop, implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis;
- Expert knowledge of in-house platforms such as Windows 2000/2003 Server, Exchange 2000/2003 Server, ISA 2004 Server;
- Expert knowledge of networking services/protocol such as TCP/IP, DNS, DHCP;
- Expert knowledge of interconnecting Cisco networking devices such as routers, switches, firewalls;
- Knowledge of SAN infrastructure – Fibre Channel/ISCSI;
- Knowledge and expertise to design, implement and manage a Virtual Infrastructure such as VMware, XEN or Microsoft Hyper-V;
- Knowledge of current technological developments;
- Expertise in tools of the trade.

### **Minimum Required Qualification and Experience**

- Bachelors Degree in Computer Science, Telecommunication Network or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution;
- Five (5) years' experience in related field;
- Certification in the following would be desirable;
  - Cisco Certified Network Professional (CCNP)
  - CompTIA Network+
  - Certified Information Systems Security Professional (CISSP)
  - Certified Information Security Manager (CISM)
  - Certified Ethical Hacker (CEH).

### **Special Conditions Associated with the Job**

- Will be required to travel islandwide;
- Will be required to work long hours, after hours and on weekends and public holidays when the need arises.

## **2. Director, Public Procurement (GMG/SEG 3)**

### **Job Purpose**

Under the direct supervision of the Chief Technical Director, Corporate Services, the Director, Public Procurement, has the responsibility to ensure that goods and services required by the Ministry of Science, Energy, Telecommunications and Transport (MSETT) are procured and delivered as requested, in accordance with the Government of Jamaica's (GoJ's) Public Procurement Act, 2015 and Regulations.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Provides advice to the Chief Technical Director, Corporate Services, other Directors and Managers on Procurement policies and procedures;
- Participates in the development of the Operational Plan and Work Programmes;
- Advises Property Management of supplier's reliability/suitability and performance;
- Attends meetings of the Procurement Committee;
- Represents the Division at conferences, workshops and seminars;
- Represents the Unit at Procurement and Contract Award Committees and Board Meetings;
- Represents the organization at Public Procurement Commission (PPC) Sector Committee, PPC, Cabinet Infrastructure Committee meetings;
- Monitors and ensures that effective and up-to-date procurement records are maintained;
- Monitors and ensures that procurement practices conform to the Financial Administration and Audit (FAA) Act and Government Procurement Guidelines;
- Acts as Purchasing Agent on behalf of the Division, as well as local funded projects;
- Prepares/reviews policies and procedures for the Divisions;
- Evaluates the performances of the procurement process, along with Property Management and Committee members.

#### ***Technical/Professional:***

- Acts as eProcurement co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Provides assistance with the co-ordination of and conducts procurement training seminars/workshops for the Ministry;
- Co-ordinates and reviews reports for submission to the Ministry of Finance and the Public Service (MOFPS), Integrity Commission, PPC and Cabinet;
- Ensures that Tender documents are prepared in accordance with GoJ standards and are disseminated timely and accurately;
- Monitors the organization's procurement activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the tendering process;
- Provides advice on Public Procurement matters to officers;
- Reviews and approves Contract Award recommendations within the specified threshold;
- Reviews procedure for the Procurement of works, goods and services carried out by the organization;

- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to the preparation of cheques for payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of the Procurement Guidelines and procedures are complied with;
- Procures goods and services on a competitive basis without compromising quality, and ensures proper storage;
- Monitors the issuing of Purchase Orders and follows up for receipt/delivery of goods and/or services;
- Prepares Budget for the Branch;
- Certifies all invoices, Payment Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Division;
- Acquires Clearance Letters from National Insurance Scheme (NIS), National Housing Trust (NHT) and Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ) for the organization to be exempted from these taxes;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the Procurement practices conform to the Procurement guidelines of the FAA Act;
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes, to ensure that orders for supplies are procured in the most efficient and economic manner;
- Informs the relevant offices of changes in the Government Procurement guidelines and procedures, and ensures implementation is effected within the Branch;
- Liaises with representatives of Funding Agencies and Government Departments on matters relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to;
- Assists Directors in developing guidelines for establishing priorities in the allocations of resources;
- Liaises with customs brokers to ensure that imported goods are cleared from wharves and airports in time and in accordance with established GoJ regulations;
- Prepares and submits reports to the Ministry of Finance and the Public Service for all goods purchased by the Branch, inclusive of cost and locations supplied;
- Monitors order and re-order levels in order to minimize incidence of extravagance and waste;
- Chairs Tender Opening exercises conducted by the Ministry;
- Participates in the evaluation of Tenders.

#### ***Human Resource Management:***

- Monitors and evaluates the performances of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit 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, monitoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- 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
- Ability to work in team
- Ability to use initiative
- Integrity
- Good time management skills
- Good interpersonal skill
- Customer relations
- Good problem-solving skills
- Good leadership skills;
- Good people management skills
- Negotiation skills
- Good planning and organizing skills
- Accountability

***Technical/Functional***

- Good use of technology (relevant computer applications such as Microsoft Office suite)
- Sound knowledge of the Government Public Procurement Act, 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of Supplies Management and Project Management
- Knowledge of Budget Preparation, Contract Management and Tender Management

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field;
- Certificate in Public Procurement from MIND, UNDP/CIPS Level 3 or INPRI Level 4;
- Five (5) years' related work experience in the procurement of goods and services.

**OR**

- ACCA Level 2;
- Certificate in Public Procurement from MIND, UNDP/CIPS Level 3 or INPRI Level 4;
- Five (5) years related work experience in the procurement of goods and services.

**Special Condition Associated with the Job**

- May be required to work beyond normal working hours.

**3. Senior Manager, Accounts Payable and Disbursement (FMG/PA 3)****Job Purpose**

Reporting to the Director, Accounts Payable and Payroll, the Senior Manager, Accounts Payable and Disbursement is responsible for ensuring the proper identification, checking, measuring, posting, and payment of all accounts payable within the period to which they relate and in compliance with established regulations, instructions, practices, and standards. The officer will also be responsible for establishing and maintaining the Ministry's expenditure, clearing, deposit, salaries, investment saving accounts, and other special bank accounts; monitoring the daily cash balances and ensuring that the balances held are agreed on a regular basis with the relevant Government Financial Management System (GFMS) Report.

The Senior Manager will provide day-to-day supervision of the Accounts Payable and Disbursement Unit, ensuring that the Unit's objectives are achieved.

**Key Responsibilities*****Management/Technical:***

- Maintains records of all cyclical payments, as well as all routine or ongoing contractual obligations e.g. utilities, janitorial services, security services, consultancy services, travel claims etc.;
- Ensures that invoices, bills etc. are received for all known cyclical and ongoing contractual obligations and that these are booked in the Accounts Payable;
- Ensures that payment requests are legitimate, ascertain measure and issues directives to account for prepaid and accrued expenses;
- Ascertains any new service for the acquisition of any goods, stores or assets which has or will give rise to liability on the part of the Ministry;
- Trains and guides officers in procedures for thoroughly checking bills, claims, vouchers etc.;
- Reviews, on a continuous basis, the existing accounting system to ensure the proper application of financial procedures, so as to maintain the highest standards of integrity, and where weaknesses exist, takes the necessary action or makes recommendations to remedy same;
- Checks sample vouchers and claims before payments are made;
- Authorizes vouchers selected for payment on the Government Financial Management System (GFMS), in accordance with established Regulations Instructions practices and standards;
- Ensures that all payments are correctly classified according to fixed asset, expenses advance and settlement liability;
- Examines all incoming files, correspondence, claims, vouchers submitted to the Unit, and assigned to the Senior Accounts Payable Officer for detail checking along with any note for their guidance;
- Monitors activities to ensure that all deadlines are met for the payment of salaries and other contractual obligations, provided that funds are available;
- Ensures that an effective system is in place to prevent the incidence of overdraft on any bank account;

- Maintains an effective, fair and proper system for the prioritization and settlement of accounts payable;
- Ensures the preparation of Journal Vouchers for adjustments and correction of errors, where necessary;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other potential loss of public funds;
- Liaises with banks regarding any discrepancy on bank statements;
- Oversees the administration of mechanical cheque signing process to ensure that proper internal controls are in place and that they are functioning properly;
- Ensures that daily reconciliation of the Cheque Signing Register along with machine counter readings each day;
- Ensures the proper maintenance and security of all records e.g. ledgers, registers in respect of contracts, utilities, Imprest/advances etc.;
- Verifies or arranges for the following records to be checked; Value Book, Utility Registers, Rent Register, Attendance Registers, Asset/Inventory Registers, etc.;
- Vets/signs cheques on behalf of PFO scrutinizing supporting documentation and vouchers to ensure that payment is in accordance with the Financial Administration and Audit (FAA) Act and other relevant instructions;
- Participates in the Ministry's Annual Budget Exercise;
- Ensures the timely remittance of all retention, Contractor's levy etc made from contractors/suppliers etc. and ensure that the related annual returns are made;

***Human Resource:***

- 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;
- Maintains an effective working relationships with staff and ensure that the Section provides a consistently high level of service to its customers/clients by hosting regular meetings with staff to discuss current work status and strategies for improving the delivery of services;
- 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
- Teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Client and quality focus/commitment to service quality
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills;
- Good planning and organizing skills
- Confidentiality
- Good leadership skills
- People management skills

***Technical:***

- Use of Information, Communication and Technology
- Knowledge of the required Legislation, Regulations and Policies
- Knowledge and understanding of Accounting and Reporting Practices
- Change Management
- Knowledge of Financial Accounting (Cash Accounting)
- Knowledge of Financial Accounting (Accrual Accounting)
- Knowledge of Financial Analysis

- Knowledge of Management Control (Internal Control)
- Knowledge of Financial Systems (FINMAN BizPay)

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA level 2; **or**
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.

### **Special Condition Associated with the Job**

- May be required to work beyond regular working hours.

## **4. Communications Manager (MCG/IE 5)**

### **Job Purpose**

Under the general direction of the Senior Director, Corporate Communications and Public Relations, the Communications Manager, is responsible for assisting in the efficient delivery of the Ministry's communications strategy and programmes. This includes co-ordinating and developing publications and speeches; and the management of MSETT's Web presence and social media platforms.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Develops Individual Work Plans based on alignment with the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Prepares and delivers presentations, as needed.

#### ***Technical/Professional:***

- Assists in the development and delivery of the MSET's media and communications strategies;
- Analyzes requirements and proposals on ways to integrate advocacy and communication strategies into all aspects of the MSETT's policies, programmes and projects;
- Assists in the definition, implementation and evaluation of an Integrated Communication Plan for the MSETT that builds awareness of the organization's Mandate and Vision;
- Prepares and conducts communication needs assessments for the MSETT Divisions, projects and programmes;
- Creates, implements and maintains effective branding strategies and standards for the MSETT;
- Devises, implements, and maintains an effective web presence for the MSETT in partnership with the MIS Branch;
- Formulates, implements, and maintains rewarding and efficient search engine optimization and search engine marketing strategies to enhance the MSETT's searchability;
- Devises, implements and maintains engaging social media strategies for the MSETT;
- Assists in the research and crafting of speeches and presentations for the Minister, PS, CTDs and senior executives in support of the core functions of the MSETT;
- Designs and publishes a MSETT's e-newsletter containing relevant news and pictures from across the organisation, including its Departments and Agencies;
- Devises, implements and maintains an effective and efficient print publication strategy, including the establishment of Editorial Committee;
- Designs and prints/publishes appropriate promotional items such as brochures, graphics, videos, slide shows, booths, and more, to aid with events, etc.;
- Captures and maintains an archive of marketable digital imagery including high quality MSETT logos and graphics, and photography and videography of ministry operations, assets and employees;
- Devises, implements and maintains an effective internal marketing campaign for employees of the MSETT;
- Assists in the planning of MSETT's community events as directed by the PS, Chief Technical Director, Corporate Services or other senior executives;
- Collaborates with appropriate Corporate Executive Managers and Senior Divisional marketing managers to ensure continuous improvement, and to ensure that adjustments to strategy are made, as needed, and in a timely fashion;

- Keeps informed of developments in the Corporate Communications and Government Management to support the Ministry operating with initiative and innovation;
- Provides internal and external feedback on the impact of the Ministry's policies and programmes;
- Develops and implements effective communication strategies to sensitize staff about policy decisions, activities and developments within the Ministry;
- Provides support with arrangements for press briefings, receptions, conferences and other special events on behalf of the Ministry;
- Attends meetings and prepares reports;
- Produces special publications on behalf of the Ministry such as Annual Reports, feature articles and advertisements;
- Establishes and maintains effective working relationships with representatives of the media;
- Manages internal communication channels;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent written and oral communication skills
- Excellent customer and quality focus
- Excellent interpersonal skills
- Excellent leadership and management skills
- Excellent time management skills
- Excellent planning and organizing skills
- Ability to use own initiative
- Teamwork and co-operation

#### ***Technical/Functional:***

- Good knowledge of the media and communication landscape
- Excellent knowledge of communication programme planning and communication media
- Good knowledge of communication strategies and techniques
- Excellent knowledge of Customer Services principles and techniques
- Excellent knowledge of the Ministry's policies and procedures
- Good understanding of the machinery of Government, political processes and the requirements of Ministers and other officials
- Knowledge of computer applications and in the use of visual and other presentation aids;
- Ability to simplify information for media and other audiences
- Experience in the use of standard computer applications

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Four (4) years' experience in a Media and communications environment.

### **Special Conditions Associated with the Job**

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

## **5. Policy Analyst (GMG/SEG 2)**

### **Job Purpose**

Under the general direction of the Senior Policy Analyst, the Policy Analyst is responsible for evaluating and reviewing the 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, implementation, monitoring and evaluation processes.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Participates in the Division's policy visioning, development, monitoring and evaluation programmes;



- Prepares reports for the Senior Policy Analyst, as required;
- Functions as Desk Officer for assigned Agencies;
- Identifies and brings to the attention of the Senior Policy Analyst that are lagging.

***Technical/Professional:***

- Undertakes research and analysis relevant to the development of the Ministry of Science, Energy, Telecommunications and Transport portfolios;
- Assists in analysing the feasibility of proposed and existing policies and their impact to drive the transformation of the Ministry of Science, Energy, Telecommunications and Transport Sectors, and their economic and social impact on Government's priorities;
- Holds discussions with stakeholders to ensure a clear understanding of the Ministry's policies, obtain buy-in and solicit feedback;
- Analyzes and comments on related studies prepared within Ministries or Agencies and provides information to assist with decision making and/or to determine the advisability of adopting new measures;
- Provides inputs for developing briefs on the Ministry of Science, Energy, Telecommunications and Transport issues, and provides options for decision by the Senior Policy Analyst;
- Co-ordinates the orderly and timely flow of accurate and rigorously analysed information on portfolio matters for the attention of the Senior Policy Analyst;
- Co-ordinates the implementation of relevant Cabinet Decisions within the ministry.
- Collects and analyzes quarterly, annual and special reports compiled by the ministry, its Agencies and Departments;
- Tracks and reports on the implementation of decisions and the status of programmes and projects, ensuring that goals and objectives are specific, measureable, realistic and accomplished in accordance with prescribed priorities, time limitation and funding conditions;
- Monitors the application of the Code of Consultation in the policy development process;
- Participates in the analysis of relevant policy issues and recommends policy options to the Senior Policy Analyst;
- Drafts outlines of Cabinet Submissions for review by the Senior Policy Analyst;
- Maintains excellent communication with Private and Public Sector entities in the science, energy, telecommunications and transport portfolios;
- Participates in the development of training interventions to relevant staff in the ministry and its agencies, to create awareness of the procedures involved in policy development and policy analysis;
- Prepares reports on the implementation of Cabinet Decisions and the current status of programmes and projects in the Ministry of Science, Energy, Telecommunications and Transport portfolios;
- Assists with monitoring and evaluating the implementation of decisions on inter-sectoral issues and facilitates collaboration among Ministries;
- Brings inter-sectoral policy issues to the attention of the Senior Policy Analyst and proposes measures by which they can be effectively addressed;
- Participates in stakeholder consultations to develop policies and to resolve policy conflicts;
- Prepares policy papers and briefs for the Senior Policy Analyst on matters impacting science, energy, telecommunications and transport and related portfolio matters;
- Analyzes and comments on studies prepared by the ministry and its agencies and provide information to assist with decision making and/or to determine the advisability of adopting new measures;
- Keeps abreast of trends and changes in planning and policy development and make recommendations for their adoption, where necessary, to enhance the ministry's planning and policy development functions;
- Provides technical support to the Ministry's policy, planning, development and evaluation process;
- 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
- Public speaking and report writing skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management skills
- Strategic vision
- Good analytical thinking skills

- Good problem-solving and decision-making skills
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Managing external relationships

***Functional:***

- Use of technology – relevant computer applications
- Knowledge of the Staff Orders and Public Service Regulations
- Knowledge of GOJ policies and programmes
- Thorough knowledge of policy analysis, monitoring and implementation
- Ability to conduct research, analyse data and make logical conclusions
- Broad understanding of science, energy, telecommunications and transport issues, and cross sectoral issues and programmes
- Knowledge of pertinent research and analytical methodologies and ability to apply such techniques to policy issues
- Ability to establish and maintain co-operative working relationship with all segments of the Ministries and its Agencies
- Ability to work under pressure

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Public Administration, Technology Management, 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;
- Three (3) years' relevant experience.

**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.

**6. Compliance Officer (GMG/SEG 2) – 4 posts**

**Job Purpose**

Reporting to the Senior Compliance Officer, the Compliance Officer is responsible for conducting reviews and investigations of the work carried out by Registered Electricians and Licensed Electrical Inspectors to ensure adherence to the governing electrical standards and codes.

**Key Responsibilities**

***Management/Administrative:***

- Develops Individual Work Plan based on strategic alignment with Department's Operational Plan;
- Provides input for the development of Operational Plans;
- Represents the organization, as appropriate, at various local, regional and international conventions, workshops and meetings on policy or regulatory matters.

***Technical/Professional:***

- Reviews work carried out by inspectors, electricians and technical electrical assistants against established standards;
- Conducts follow up reviews on inspectors where breeches are identified;
- Conducts special investigations and post-accident inspections;
- Investigates complaints made by the public against inspectors deemed to have acted in contravention of the Electricity Act and Regulations and any other related legal document/policy; monitors the progress of investigations and reviews and signs off on investigation reports produced by inspectors;
- Prepares reports on reviews conducted and makes recommendations for appropriate action, as necessary;
- Updates electronic system with details of reviews conducted and required action based on findings from the review;

- Keeps abreast of trends in the industry and makes recommendations for improving the audit and investigation process;
- Provides technical advice to the Senior Compliance Officer on matters related to reviews and investigations;
- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills;
- Excellent Customer Service skills;
- Excellent interpersonal skills;
- Good analytical and investigative skills;
- Good problem-solving and decision-making skills;
- Good planning and organization skills;
- Ability to work well in a team as well as alone;
- Results oriented.

#### ***Technical:***

- Sound knowledge of the Electricity Act and Regulations;
- Sound knowledge of Electrical Technology;
- In depth understanding of safety codes and regulations and safety management principles;
- Good stakeholder management and relationship building skills;
- Ability to prepare reports, formulate positions on issues, articulate opinions concisely conveying necessary information and make and defend recommendations;
- Proficiency in the use of relevant computer applications.

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Electrical Engineering or related discipline;
- Three (3) years' relevant experience;
- Must be a Registered Electrician; **OR**
- Associate Degree in Electrical Installation or equivalent;
- Five (5) years' relevant experience;
- Must be a Registered Electrician.

### **Special Condition Associated with the Job**

- The job holder may be required to travel islandwide.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22<sup>nd</sup> January, 2025 to:**

**The Permanent Secretary  
Ministry of Science, Energy, Telecommunications and Transport  
PCJ Building  
36 Trafalgar Road,  
Kingston 10**

Email: [hr@mtw.gov.jm](mailto: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**