



## Office of the Services Commissions

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### **CIRCULAR No. 53** **OSC Ref. C. 6528<sup>13</sup>**

5<sup>th</sup> February, 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 be assigned to/fill the following posts in the **Ministry of Science, Energy, Telecommunications and Transport (MSETT)**:

1. **Director 1, Energy Systems and Conservation (SOG/ST 7) (Not Vacant) Energy Division, Energy Systems and Conservation Branch**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Senior Land Transport Policy Officer (GMG/SEG 3) (Vacant) - Technical Services Directorate Division**, salary range \$5,198,035- \$6,990,779 per annum.
3. **Safety Inspector (SOG/ST 5) - (Vacant) (3 Posts) - Industrial Safety Branch/Unit**, salary range \$3,501,526 - \$4,709,163 per annum.
4. **Paralegal Officer 1 (PLG/LS 4) (Vacant) - Legal Services Unit**, salary range \$2,190,302 - \$2,945,712 per annum.
5. **Customer Care Representative (GMG/AM 3) (Not Vacant) (Government Electrical Regulator) - Customer Affairs Division/Unit**, salary range \$2,190,302 - \$2,945,712 per annum.
6. **Payroll Officer (FMG/AT 2) (Vacant) - Finance and Accounts Division**, salary range \$1,711,060 - \$2,301,186 per annum.

#### **1. Director 1, Energy Systems and Conservation (SOG/ST 7)**

##### **Job Purpose**

Under the general guidance of the Principal Director, Energy, the Director 1, Energy Systems and Conservation will assist with the implementation of the Government's Energy Efficiency and Conservation Programme and communicate the conservation process, by offering regular assistance and direction on how public servants should approach conservation issues. The Director 1 will also facilitate and champion the internalization of the conservation programme in order to successfully develop an effective energy efficient infrastructure.

##### **Key Responsibilities**

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

- Assists with the preparation of selected Cabinet Submissions;
- Researches, develops and maintains awareness of EEC best practices in electricity production, delivery and services;
- Supports the Government of Jamaica's initiatives in Energy Efficiency and Conservation.

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

- Co-ordinates and monitors energy efficiency and conservation activities within the Ministry, its Agencies and other MDAs;
- Promotes the concept of energy efficiency and conservation for sustainable development;
- Provides guidance on the implementation of the Building Code, with particular emphasis on Energy Efficiency and Conservation and Sustainable development;
- Reviews buildings and facilities design for environmental sustainability;
- Assists in planning strategies and campaigns for the efficiency and conservation of energy;
- Monitors and reports on EEC framework status or issues, to the organization's final authority (Permanent Secretary, Head of Agency);
- Advises on the integration of energy efficiency and conservation plans in Public Sector action plans, management plans, orientation programmes, and learning and developmental documents and activities, to ensure the effective dissemination of information on energy policies, issues and trends;

- Makes recommendation for legislations and regulations that support energy efficiency measures;
- Collaborates with relevant authorities to incorporate energy requirements in existing public sector/government measures;
- Maintains a centre of expertise and proficiency, by liaising with local, regional and international energy experts, as well as with relevant personnel in academia and the Private Sector;
- Directs the proper, effectual and competent use of state-owned resources through energy auditing and retrofitting;
- Raises the level of awareness of public servants, through public education programmes and seminars;
- Submits recommendations related to energy efficiency and conservation programmes;
- Plans, organizes and administers resolutions to energy related problems;
- Perform other related duties that may be assigned by the Principal Director of Energy and/or the Permanent Secretary from time to time.

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

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

- Good oral and written communication skills
- Confidentiality
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Integrity
- Change management
- Ability to use own initiative
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good analytical thinking skills

#### ***Functional:***

- Use of technology (relevant computer applications such as Microsoft Office Suite)
- Objectivity
- Knowledge of Energy Efficiency and Conservation best practices for developmental and sustainability management
- Trends and developments in Energy Efficiency and C Public sector policies, procedures, and practices
- Knowledge of investigative methods and techniques
- Ability to analyze complex data and develop actionable strategies
- Research and survey methods and techniques
- High level of organizational sensitivity and awareness

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

- First Degree from a recognized university, preferably in Public Administration, Business Administration, Engineering, Architecture, Accounting, Natural Sciences, Environmental and Sustainability Management or related field;
- Post-graduate Degree in one of the abovementioned fields is preferred;
- Five (5) years of professional experience in a related field;
- Proven track record in developing and implementing successful energy efficiency programmes and policies.

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

- Frequent site visits to gather, validate and analyse data for monitoring and evaluation of EEC programmes.

## **2. Senior Land Transport Policy Officer (GMG/SEG 3)**

### **Job Purpose**

Under the general guidance of the Director, Land Transport Policy, the Senior Land Transport Policy Officer will carry out duties and responsibilities concerning transportation policy: formulating, reviewing, and advising on transport infrastructural policies, as well as liaising with the Ministry's portfolio Agencies to ensure that policies and programmes are implemented and monitored.

## **Key Responsibilities**

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

- Reviews and researches sub-sector issues that require policy changes, including outcomes from local and international conventions, legislation, technology changes and other developments;
- Assists in providing transportation input to the policy development process, including regional and international strategies;
- Assists with the monitoring of the effectiveness of the transport plan and related policy;
- Drafts policy statements, documents and papers for submission, as required, to support changes in policy, legislation and regulations for the sub-sector;
- Prepares briefs, reports and meeting notes, as required, for the Minister/Permanent Secretary or other Senior Officers, to provide policy advice and support the policy process;
- Liaises with the Attorney General's Chambers to obtain advice on legislation, policy changes and interpretation;
- Participates in the development of the National Transport Plan, including the development of policy and action plans and other documents for implementation, in collaboration with the key stakeholders and other agencies, in keeping with the Ministry's Corporate and Operational Plans;
- Facilitates and encourages stakeholder participation in the formation of policy via public meetings;
- Undertakes socio-economic surveys to inform programmes aimed at transport works;
- Provides information and assist in the preparation and review of the Unit's Budget;
- Facilitates the tabling of the Annual Reports and Audited Financial Statements for various portfolio Agencies in the Houses of Parliament;
- Liaises with Government Ministries and Agencies to achieve co-ordination, collaboration and integration of Government policies;
- Conducts environmental scanning to inform proposals relating to transportation projects;
- Keeps up to date with current transportation technology research and analysis techniques and participates in research work;
- Designs and develops systems and processes to monitor the effectiveness and outcome of legislative and regulatory measures;
- Investigates and responds to the public queries regarding transport issues and problems;
- Monitors the impact of implemented transport policies;
- Participates in local, regional and international conventions, workshops and meetings on sub-sector transport or infrastructure policy issues;
- Participates in working teams and committees that includes the Ministry and Agency staff, Private Sector input, and consultancy expertise, 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
- Good interpersonal skills
- Teamwork and co-operation
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Ability to use own initiative
- Good planning and organizing skills
- Attention to detail

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

- Sound background in policy development
- Excellent knowledge of Government's policy formulation, monitoring and evaluation processes and parliamentary procedures
- Knowledge of transport policy objectives, operations and planning processes
- Good understanding of the legislative process
- Knowledge of prevailing social and economic factors impacting transport
- Knowledge of relevant environment standards and regulations
- Strong research and consultative skills
- Experience in the use of standard computer applications

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Sector Management, Public Administration, Public Policy or Development or equivalent qualification;
- Training in policy formulation and management is advantageous;

- Four (4) years professional experience in Policy Development and Analysis in the Public Sector.

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

- Position requires undertaking local and overseas travel.

### **3. Safety Inspector (SOG/ST 5) – 3 posts**

#### **Job Purpose**

The Safety Inspector ensures that petroleum safety and technical standards are observed during the process of landing, storage, transporting, handling and distribution of petroleum and petroleum products; sensitizes the public on the subjects of petroleum safety and energy conservation and efficiency measures.

#### **Key Responsibilities**

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

- Keeps up to date with new legislation and health and safety standards;
- Attends meetings, as required.

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

- Participates in the review of petroleum standards and legislation;
- Implements safety programme to prevent or correct unsafe environmental hazards; utilizing knowledge of industrial processes, mechanics, chemistry and industrial health and safety laws;
- Conducts ongoing assessment of the effectiveness of the Petroleum Safety Awards Programme, and makes recommendations to the Health Safety and Environment Engineer for adjustment or upgrading as appropriate;
- Collects and analyzes accident and safety data from the industry and prepares quarterly and annual reports;
- Conducts regular inspections of all petrol filling stations, LPG plants/outlets, storage facilities for petroleum and petroleum products, as well as parking garages for petroleum tanker-wagons transporting petroleum products;
- Tours facilities to inspect fire and safety equipment, machinery and facilities, to identify and correct potential hazards and ensures compliance with regulations;
- Inspects the premises of individuals or companies that are interested in establishing a petroleum retail facility;
- Conducts enquiries into all accidents occurring in the petroleum industry;
- Undertakes the activities of the Petroleum Vehicle Inspection Programme including:
  - ✓ Creating/updating safety protocols for trucks transporting petroleum products
  - ✓ Keeping records of inspections
  - ✓ Preparing weekly/monthly progress report on inspection activities
- Undertakes the activities of the site Audit Programme for Petroleum and Storage including:
  - ✓ Implementing protocols for site audit
  - ✓ Creating roster for conduct of site audit on monthly basis
  - ✓ Maintaining records of site audits and prepares monthly reports
- 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
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Integrity
- Change management
- Ability to use own initiative
- Goal/result oriented
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good analytical thinking skills

**Functional:**

- Use of technology (relevant computer applications such as Microsoft Office Suite and Microsoft AutoCAD)
- Knowledge of Public Service Regulations and Staff Orders for the Public Service
- Ability to understand and apply regulatory codes and practices in the petroleum industry
- Excellent knowledge of practices, materials and tools used in petroleum inspection
- Excellent knowledge of required appropriate safety precautions
- Ability to detect hazards and violations and recommend corrective measures
- Excellent record keeping skills
- Ability to make accurate observations

**Minimum Required Qualification and Experience**

- Bachelors in Engineering, Natural Sciences from an accredited tertiary institution plus one (1) year related experience in Petroleum Safety and Energy; **OR**
- Diploma in Engineering or Natural Sciences, plus three (3) years' experience in Petroleum Safety;
- An Electrician's licence would be an asset.

**Special Condition Associated with the Job**

- Required to travel islandwide to conduct inspections;
- Onsite safety audits in hot humid conditions;
- Required to conduct audits in hazardous environment;
- Required to work on weekends and outside normal working hours, during the week;
- Exposure to violence from persons performing illegal activities;
- Required to wear safety apparel when conducting audits.

**4. Paralegal Officer 1 (PLG/LS 4)****Job Purpose**

Under the general direction of the Senior Assistant Attorney-General, the Paralegal Officer is responsible for providing administrative and legal support by creating and maintaining support systems and processes which assist the work of the Legal Services team.

The officer will, among other duties, assist in conducting research on the Ministry's portfolio areas, review existing and proposed policies and legislation for the Ministry and collate documentations for Hearings.

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

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant Attorney-General;
- Performs legal and factual research, identifying relevant judicial decisions,
- Drafts legal documents including briefs, agreements, contract and legal memoranda;
- Prepares letters, memoranda and other correspondence for the signature of the Senior Assistant Attorney-General;
- Reviews and monitors new and updated laws and regulations pertaining to the Ministry's portfolio areas;
- Assists with all aspects of personal matters; including employment litigation;
- Keeps up-to-date on legislative, regulations, new development, changes and trends impacting the Ministry's portfolio areas;
- Assists in collating documents in preparation for legal hearings and consultations;
- Provides information to stakeholders and other parties, subject to maintaining confidentiality and/or upon the instructions of the Senior Assistant Attorney-General, where necessary;
- Processes general inquiries and requests, as directed;
- Maintains files and records in a confidential, secure and reliable manner, in accordance with established records management principles to ensure expeditious retrieval of files.

***Management/Administrative:***

- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Performs any other related duties that may be assigned from time to time.

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

#### **Core:**

- Good interpersonal and teamwork skills
- Good oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Good planning and organizing skills
- Good judgment and decision-making skills
- Proficiency in the use of relevant computer applications

#### **Technical:**

- Basic knowledge of the English Legal System, including Commercial, Criminal and Civil Proceedings
- Good knowledge of conveyancing practices
- Good knowledge of drafting legal documents
- Good knowledge of legal research and methods;
- Working knowledge of GOJ operations and of Public Sector issues
- Working knowledge of relevant computer systems and their applications

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

- Training **or** qualification in Legal or Paralegal Studies;
- Five (5) CSEC subjects including English Language;
- Three (3) years' experience in a law office or legal environment.

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

- Work will be conducted in an office outfitted with standard office equipment and specialized software. 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 to attend conferences, seminars and meetings.

## **5. Customer Care Representative (GMG/AM 3)**

### **Job Purpose**

Reporting to the Manager, Customer Affairs, the Customer Care Representative is responsible for facilitating the effective delivery of customer care support, which includes handling customers' queries, directing calls appropriately and logging interactions with customers.

### **Key Responsibilities**

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

- Provides advice on the GER and directs customers based on nature of the call;
- Receives customer queries and service requests via the various media (i.e. telephone, e-mail, electronic system, etc.);
- Ensures customers are properly directed based on enquiries and that appropriate follow-up is done;
- Logs customer interactions, transactions, complaints and comments;
- Records Frequently Asked Questions (FAQs) submits FAQ to supervisor and updates relevant database with the FAQs;
- Assists with the administration of customer satisfaction surveys;
- Assists with the monitoring of trends based on calls, issues and queries, and through these tools, makes recommendations on how to improve the quality of service;
- Prepares and reviews reports, as required;
- Keeps abreast of developments in the field of customer care management;
- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

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

#### **Core:**

- Excellent oral and written communication skills
- Excellent customer service skills

- Excellent interpersonal skills
- Ability to work well in a team as well as alone
- Good analytical skills
- Results oriented
- Good problem-solving and decision-making skills

***Technical:***

- Good organizational skills
- Detail oriented
- Database entry
- Report writing skills
- Knowledge of the MDA's Policies and Procedures
- Knowledge of GOJ Customer Service policies and procedures
- Ability to work under pressure and maintain a calm, professional demeanour

**Minimum Required Qualification and Experience**

- Associate Degree in Management Studies, Business Administration or other related field;
- Two (2) years in Customer Service or performing related functions.

**6. Payroll Officer (FMG/AT 2)**

**Job Purpose**

Under the supervision of the Payroll Manager, the Payroll Officer is directly responsible for the control and payment of salaries and wages, statutory deductions, and other salary-related documents in respect of monthly and fortnightly paid staff.

**Key Responsibilities**

- Prepares salaries payment voucher for lodgement to the salaries bank accounts;
- Enters and maintains all relevant information in connection with the payment of salaries on the payroll system, such as:
  - ✓ Salary particulars for employees – appointment dates, anniversary dates for the payment of increment, post centre, salary scale, present salary and notes re acting appointment, promotions etc.;
  - ✓ Details of deductions to be made from salaries;
  - ✓ Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption and assumption;
- Processes payments from the Accountant General's Department and prepares and submits salary adjustment letters to the Department
- Processes overtime claims each fortnight and inserts on payroll;
- Uploads fortnightly and monthly salary to GFMS for authorization;
- Prepares statement of earnings for temporary, permanent and retired employees and gratuity payment for contractual employees;
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances the "On and Off" salary Control Register for each payroll run;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee, and are dispatched to the relevant persons on payday;
- Prepares and submits salary returns and NIS and NHT returns.

***Deductions and Returns:***

- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Ensures that annual returns such as Income Tax, NIS and NHT are made promptly after the end of the year.

***Other:***

- Prepares Personnel Emoluments budgets for submission to the Management Accounts Section;
- Prepare employees salary information (P45, P24, N.H.T & NIS letters etc.) upon request;
- Prepare Family Benefit Schedule upon request;
- 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
- Customer and quality focus
- Teamwork and co-operation
- Interpersonal skills
- Ability to use own initiative
- Compliance
- Integrity
- Good problem-solving and decision-making skills
- Good analytical thinking skills
- Good planning and organizing skills

### **Functional:**

- Proficient in the use of computer applications and software - Microsoft Office Suite (Word, Excel, Outlook), MyHr+ and accounting system (GFMIS)
- Methodical
- Excellent knowledge of government administration systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, FAA Act
- Skilled in the operation of computerised accounting systems
- Ability to cope well under pressured working conditions and to meet deadlines

## **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 Condition Associated with the Job**

- May be required to work beyond regular working hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18<sup>th</sup> February, 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**