

Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 99 **OSC Ref. C. 6528¹³**

7th March, 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, Accounts Payables and Payroll (FMG/PA 4) (Not Vacant) - Finance and Accounts Division**, salary range \$6,333,301 - \$8,517,586 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. **Director, Employee Relations, Health Safety and Wellbeing (GMG/SEG 3) (Not Vacant) - Corporate Services Division**, salary range \$5,198,035 - \$6,990,779 per annum.
4. **Senior Systems Administrator (MIS/IT 6) (Vacant) - Corporate Services Division**, salary range \$5,198,035 - \$6,990,779 per annum.
5. **Compliance Officer (GMG/SEG 2) (Vacant) 4 posts - (Government Electrical Regulator)**, salary range \$4,266,270 - \$5,737,658 per annum.

1. Director, Accounts Payables and Payroll (FMG/PA 4)

Job Purpose

Under the direct supervision of the Principal Finance Officer, the Director, Accounts Payables and Payroll is responsible for the management of the procedures in respect of payroll, accounts payable and disbursements, ensuring that:

- ✓ Proper systems of internal control exist and are being adhered to;
- ✓ The Financial Administration and Audit (FAA) Act, its Regulations, and Instructions are complied with;
- ✓ The services of the Ministry's internal and external clients are performed efficiently, effectively and economically.

The incumbent is also responsible for the overall supervision of the Accounts Payable and Payroll Units of the Finance and Accounts Division of the Ministry, and is the chief advisor to the Principal Finance Officer on all financial matters relating to accounts payable, payroll, and other funds and assets under the control of the Ministry.

Key Responsibilities

Administrative/Management:

- Assists with planning, organising and directing the work of the Finance and Accounts Division, by assisting with the development and monitoring of the Division's Corporate and Operational Plans and Budget;
- Plans, organizes, directs and monitors the work of the Expenditure Control and Accounts Branch, by developing its Unit Plan and ensuring that direct reports' Individual Work Plans are prepared;
- Prepares Individual Work Plan;
- Manages the daily operations of the Unit to consistently provide a high level of service to clients;
- Reviews payables operations to ensure the effectiveness and efficiency of the systems and procedures, by identifying, measuring and capturing all accounts payable relating to each period and to the Financial Year;
- Conducts tests to ensure that all accounts payable and accrued wages are being accurately captured and brought to account within the period to which they relate;
- Ensures that there is an adequate system for checking, certifying and authorising payments, in accordance with the FAA Act, its Regulations and Instructions;

- Manages the quality assurance efforts to ensure that all payments are effected in accordance with the Regulations;
- Attends required Ministry meetings on financial and personnel matters;
- Attends meetings at the Ministry of Finance and the Public Service, Accountant General's Department and other Government agencies, to discuss matters relating to the finances, payments and payroll of the Ministry and its Agencies;
- Prepares and submits periodic reports to the Principal Finance Officer on the performance of the Branch or any specific issue or problem.

Technical:

- Ensures that all deadlines are met for the payment of salaries and other contractual obligations, provided that funds are available;
- Ensures that proper systems and procedures are in place for accurately capturing all accounts payable, accounts receivable and income in the correct period to which they relate, by reviewing and testing operations constantly to ensure effectiveness and efficiency;
- Ensures that there are adequate procedures in place to facilitate accurate and timely checking, certification and authorisation of payroll and all other payments, in accordance with the Financial Administration and Audit Act, Regulations and Instructions;
- Ensures that there are adequate internal control systems in place for the accurate computation and payment of salaries;
- Ensures that an effective system is in place to prevent incidence of overdraft on any official bank accounts;
- Ensures that an effective, fair and proper system is in place for the prioritisation and payment of accounts payable;
- Conducts checking and certification of all payments being processed under the Ministry and its Projects;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds;
- Takes all necessary steps to have payments and payroll systems operating efficiently and smoothly, resulting in timely and accurate processing of payments;
- Oversees the collection of Non-Tax Revenue in keeping with the Financial Administration and Audit Act, Regulations and Instructions;
- Ensures the smooth and efficient operation of the system for the maintenance of accounts, resulting in the timely and accurate preparation and submission of financial statements;
- Maintains effective working relationships with external and internal stakeholders and clients.

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 Unit and recommends staffing arrangements in keeping with established human resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Other:

- Assists the Principal Finance Officer in addressing issues/concerns raised in the Auditor General queries and reports in respect of the Finance Directorate;
- Accompanies Permanent Secretary and Principal Finance Officer to the Public Accounts Committee and Standing Finance Committee of Parliament, as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Behavioural:

- 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
- Goal/Result Oriented
- Confidentiality
- Mutual respect
- Good leadership skills
- People management skills
- Strategic vision
- Impact and influence
- Partner and external relations
- Good analytical thinking skills

Technical:

- Use of Information, communication and technology
- Legislation, Regulations and Policies
- Budget Management
- Change Management
- Conflict Management
- Negotiation
- Mentoring
- Performance Coaching
- Risk Management
- Policy Development
- Monitoring and Evaluation
- Research Methodology
- Project Management
- Financial Accounting (Cash Accounting)
- Financial Accounting (Accrual Accounting)
- Financial Analysis
- Management Control (Internal Control)
- 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**
- Post-Graduate Degree in Accounting/Financial Accounting; **or**
- Practising Chartered Accountant and a member of a designated professional Accounting Body; **or**
- ACCA Level 2 or 3;

Special Conditions Associated with the Job

- May be required to travel locally and overseas on official business;
- May be required to work beyond regular working hours.

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 assists 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 include 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:

- Excellent 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:

- 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
- 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' experience in Policy Development and Analysis in the Public Sector.

Special Condition Associated with the Job

- Position requires undertaking local and overseas travel.

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

Job Purpose

Reporting to the Director, Human Resource Management and Development, the Director, Employee Relations, Health, Safety and Wellbeing 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:

- 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 devise 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 are made for medical examination of permanently appointed staff members; ensures that arrangements for medical board examination for staff on extended sick leave;
- Manages the process of recognizing employees who are eligible for long service awards and recognition awards;
- Assists in conducting 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 process, 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 report, prepares performance evaluation report and recommends corrective action, as necessary;
- Participates in the recruitment of staff for the Unit;
- 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;

Other:

- 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:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Impact and Influence
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Good leadership skills
- Change management

Technical:

- 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

- First Degree in Human Resource Management, Management Studies, Labour and Employment Relations or similar discipline;
- Professional courses/training in employee relations and/or industrial relations;
- Four (4) years' 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 Condition Associated with the Job

- May be required to work beyond regular working hours.

4. Senior Systems Administrator (MIS/IT 6)

Job Purpose

Under the general direction of the Network Manager, the Senior Systems Administrator is responsible for administering the network system(s) of the Ministry, to ensure the continuous availability of network services, security of the network and data, integrity of the individual systems and the overall health of the network.

Key Responsibilities

Management/Administrative:

- Participates in the preparation of the Division's Operational Plan and Budget;
- Keeps abreast of IT trends and developments and recommends their adoption/application, where appropriate, to increase the effectiveness and productivity of the Ministry;
- Collaborates with suppliers of hardware and software to be provided for use in the Ministry;
- Attends meetings and events, as requested, by the Division/Ministry;
- Assists with the implementation of ICT related projects;
- Assists with IT training and development of staff in the Ministry, as required;
- Manages all computer systems and network resources;
- Researches, evaluates and provides feedback on problems;
- Maintains systems configurations;
- Maintains record of requests and action taken;
- Assigns work activities to Systems Support Specialist;
- Re-assigns IT equipment, as necessary;
- Arranges for maintenance and repairs to IT equipment.

Technical/Professional:

- Analyzes and defines data requirements and specifications;
- Designs, creates and manages databases, spreadsheets, forms, etc. for Divisions within the Ministry;
- Provides technical support to database users;
- Resolves e-mail and internet problems internally and with service providers;
- Diagnoses and resolves problems in response to reported incidents;
- Performs data backups and disaster recovery operations;
- Ensures the smooth and continuous operations of the Ministry's network;
- Plans, co-ordinates, implements and evaluates network security measures in order to protect data, software and hardware;
- Responses to newly identified security threats, rapidly identifies and fixes any network devices;
- Manages accounts, network rights and access to systems and equipment;
- Provides documentation of network systems, operational procedures, network topology and hardware inventory;
- Performs routine network startup and shutdown procedures, and maintains control records;
- Ensures that users are aware of standard network practices and computer etiquette;
- Assumes daily administration of the LAN, and WAN including system performance, stability, integrity, security and troubleshooting;
- Performs hardware and software upgrades to network servers, including operating systems and applications;
- Monitors network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future;
- Helps with the roll out of desktop PCs; such responsibilities will include software and hardware upgrade planning and the general execution of desktop rollouts;
- Configures and tests computer hardware, networking software and operating system software;

- Recommends changes to improve systems and network configurations, and determines hardware or software requirements related to such changes;
- Makes recommendations to the Manager, Information Systems about recommended software and hardware the Company should invest in;
- Provides end user support, including problem resolutions relating to hardware, software, and communication issues;
- Assists in managing VOIP telephony infrastructure;
- Assists in managing corporate email infrastructure.
- 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
- Goal/result oriented
- Ability to use own initiative
- Managing external relationships
- Strategic vision
- Good problem-solving and decision-making skills
- Good analytical thinking skills
- People Management skills
- Good leadership skills
- Good planning and organizing skills

Functional:

- Use of technology (relevant computer applications such as Microsoft Office suite)
- Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCP/IP, WINS and DHCP support functions
- Ability to install, configure and troubleshoot Windows 2008/2012 Servers and active directory
- Knowledge and expertise to formulate develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis.
- Knowledge of in-house platforms such as Windows 2008/2012 Server, Exchange Server, SharePoint Server and Symantec Antivirus Corporate Edition.
- Must be able to communicate with and understand the requirements of professional staff in area of specialty
- Ability to manage a Virtual Infrastructure such as VMware, XEN or Microsoft Hyper-V
- Maintains an active directory services
- Ability to maintain a patched system
- Ability to analyse system logs
- Knowledge of network infrastructure and operating systems
- Understanding of information technology tools and techniques
- Hands-on experience with database development
- Knowledge of internet development tools
- Proficient in utilizing existing and/or new technologies

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Information Systems or equivalent from an accredited institution;
- Three (3) years' working experience in an Information Technology environment;
- Professional certification from Microsoft and CISCO would be an asset.

OR

- Diploma in Computer Studies or equivalent from accredited tertiary institution
- Four (4) years' experience in an Information Technology environment;
- Professional certification from Microsoft and CISCO would be an asset.

Special Conditions Associated with the Job

- May be required to examine cables in a dusty or elevated environment;
- May be required to lift and physically transport computer equipment from time to time;
- May be required to work under adverse conditions from time to time;
- May be required to work beyond normal working hours.

5. Compliance Officer (GMG/SEG 2) - 4 posts (Government Electrical Regulator)

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

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

- May be required to travel islandwide.

Applications accompanied by résumés should be submitted **no later than Thursday, 20th March, 2025 to:**


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

Email: hr@mtw.gov.jm

Please note that only shortlisted applicants will be contacted.

Applications should include the names and positions of two (2) senior persons who can provide a character and work-related reference.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



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