

Office of the Services Commissions

(Central Government)

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CIRCULAR No. 185 **OSC Ref. C. 6528¹³**

21st May, 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. **Director, Management Information Systems (MIS/IT 8)** - salary range \$7,716,512 - \$10,377,851 per annum.
2. **Director, Project Management (GMG/SEG 4)** - salary range \$6,333,301 - \$8,517,586 per annum.
3. **Enterprise Risk Management Analyst (GMG/SEG 3)** - salary range \$5,198,035 - \$6,990,779 per annum.
4. **Compliance and Risk Officer (GMG/SEG 1)** - salary range \$3,501,526 - \$4,709,163 per annum.
5. **Senior Technology Officer, National Commission on Science and Technology** - salary \$2,891,083 per annum, plus an upkeep allowance of \$894,924 per annum.

1. Director, Management Information Systems (MIS/IT 8)

Job Purpose

Under the general direction of the Chief Technical Director, Corporate Services, the Director, Management Information Systems, strategically drives day to day functional delivery of MIS services and programmes that reflect contemporary best practice and achieves optimal outcomes for the Ministry of Science, Energy, Telecommunications and Transport strategic operational and business requirements.

Key Responsibilities

Management/Administrative:

- Provides professional advice, interpretation and recommendation around the functional areas of Management Information Systems;
- Undertakes planning with senior staff to determine targets and goals for the activities of the Management Information Systems Branch, ensuring standardization of accompanying procedures;
- Contributes significantly with the development and monitoring of the Division's Strategic/Operational Plan and Budget;
- Establishes quality customer service principles, standards and measurements for the Division;
- Develops Individual Work Plan, based on strategic alignment with MSETT's Operational Plan;
- Establishes and maintains various Management Information Systems Committees that make recommendations for the implementation of improved procedures and systems;
- Represents the MSETT at meetings, conferences and other fora, as needed.

Technical/Professional:

- Directs the delivery of high-quality Management Information Systems across the organization, to provide optimal levels of support for the MSETT's key operational requirements;
- Directs the development, implementation, evaluation and reporting of the MSETT's MIS strategic, business and operating plans and associated projects, ensuring alignment with the strategic directions of the organisation;
- Drives the development of standard operating procedures and best practices, including providing written protocols and guidance to MIS staff and to end-users;

- Directs the development and implementation of all MIS policies and procedures, including those for architecture, security, disaster recovery, MIS reliability, standards, MIS purchasing, and service provision;
- Identifies and defines specific MIS business requirements in collaboration with directors, managers, users across the organisation and third-party stakeholders, to inform the development of tailored MIS solutions;
- Directs systems development and enhancement and the integration of new systems within existing systems;
- Drives the implementation and delivery of new systems, technologies and services to deliver innovative and flexible MIS solutions that achieve business requirements;
- Directs the deployment, monitoring, maintenance, development, upgrade, and support of all MIS systems, including servers, PCs, operating systems, telephones, software applications, and peripherals;
- Drives ongoing analysis and review of MIS service delivery, to identify opportunities to improve and enhance the services for the organisation;
- Negotiates and administers vendor, outsourcer, and consultant contracts and service agreements;
- Provides expertise and support during systems upgrades, installations, conversions and file maintenance;
- Ensures the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades;
- Directs provision of end-user services, including service/help desk and technical support services;
- Directs the development of the staff to meet the changing needs of users, groups and offices; new projects and technologies; and varying staff strengths;
- Keeps current with the latest technologies and determine what new technology solutions and implementations will meet business and system requirements;
- Collaborates with critical staff to develop strategies and plans to enhance client services, improve user effectiveness, and foster innovation;
- Communicates regularly with executive management and all users of MIS services and systems;
- Reviews and approves training modules aimed at strengthening the MIS processes within the MSETT and its agencies and departments;
- Develops mechanisms to manage reform and change, by implementing change management processes, that clarify purpose and the benefits of continuous improvements;
- Provides expert advice, briefings and support to senior executives on all matters relating to functional area;
- Establishes and maintains linkages with international organizations to keep abreast of trends in MIS/ICT that impact directly on the portfolio responsibilities of the MSETT.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Co-ordinates the development of individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the wellbeing of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Performs any other duties.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Customer and quality focus;
- Good teamwork and co-operation;
- Good interpersonal skills;
- Compliance
- Integrity;
- Good change management

Technical:

- Use of technology (relevant computer applications such as Microsoft Office suite)
- Managing external relationships
- Knowledge of ICT systems analysis and design,
- Knowledge of systems networking, hardware engineering and database management,
- Knowledge of standards and procedures in the development and implementation of ICT systems,
- Knowledge of the local and international ICT systems environment, including standards, practices and trends,
- Knowledge of project management principles and practices,
- Understanding of Project Management principles and lifecycle,
- Ability to manage a range of projects types and complex business initiatives and change programmes,
- Experience of resource planning against the prioritised portfolio of projects,
- Capability to track project benefits realisation and lessons learnt activities to feed into on-going improvements.

Minimum Required Qualification and Experience

- Master's Degree in Computer Science, ICT, Management Information Systems or a related discipline;
- Training in Leadership/Supervisory Management;
- Five (5) years related experience, with at least two (2) years in a senior management capacity in an MIS environment.

OR

- Bachelor's Degree in Computer Science, ICT, Management Information Systems or a related discipline;
- Training in Leadership/Supervisory Management;
- Seven (7) years related experience, with at least four (4) years in a senior management capacity in an MIS 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 and internationally to attend conferences, seminars and meetings.

2. Director, Project Management (GMG/SEG 4)**Job Purpose**

Under the general supervision of the Chief Technical Director, the Director, Project Management is responsible for developing, managing and co-ordinating the implementation of projects for the Ministry of Science, Energy, Telecommunications and Transport and its portfolio entities/agencies, consistent with the requirements of the Government of Jamaica and the respective funding agencies.

Key Responsibilities***Management/Administrative:***

- Assists with the development and monitoring of the operational plan and budget for the Projects, ensuring that they are consistent with the strategic direction of the Ministry;
- Participates in the Quarterly and Annual Performance Review to assess the achievements of the Ministry and the Unit;
- Prepares and submits performance and other reports, as required;
- Represents the Ministry on cross-sectorial and inter-ministerial teams and committees, as assigned.

Technical/Professional:

- Develops a sound framework to facilitate the identification and development of major projects, which are consistent with National and Sectorial policies;
- Conducts pre-feasibility analyses of project ideas to determine which proposals have development potential and are worth pursuing;

- Collaborates with the technical and administrative officers in the Ministry and other external stakeholders in identifying opportunities for projects;
- Devises and develops mechanisms for monitoring and reporting projects activities;
- Prepares reports of pre-feasibility analyses and submits to the Chief Technical Director for review and approval to carry-out feasibility studies;
- Participates in tender invitation, evaluation and selection for feasibility studies;
- Monitors the selection of Contractors by ensuring that the tendering procedures are consistent with established guidelines and Government policies;
- Conducts research and prepares submissions/briefs to the Minister, the Cabinet, as well as the Permanent Secretary on proposed capital projects;
- Liaises with the Legal Services Unit to ensure that all project related contracts/agreements are constitutional and legally binding;
- Provides technical advice to the Ministry and its portfolio agencies on project development and implementation;
- Develops and maintains liaison with international funding agencies, the Planning Institute of Jamaica and other Government Agencies involved in project development and monitoring;
- Prepares and submits performance and other reports as required;
- Identifies, formulates and appraises Science, Energy, Telecommunications and Transport projects, to ensure that they are consistent with the Strategic and Corporate Plans of the Ministry;
- Provides overall co-ordination and integration of the project planning and implementation process in the Ministry and its portfolio entities;
- Develops proposal for capital projects, and negotiates with National and International Agencies in securing financial and technical assistance for the projects;
- Participates, at the policy level, in determining the projects which should be given priority consideration;
- Provides managerial, technical and financial support to ensure that all project components are implemented in a cost effective manner, in keeping with project requirements;
- Procures the services of consultants, equipment and supplies to support staff in the management of projects, as necessary;
- Ensures the maintenance of a database to track expenditures on all projects, and provides up-to-date status of all projects being implemented by the Ministry and its Agencies;
- Monitors and reports on the financial resources provided for the Ministry's capital projects, to ensure these are used in keeping with the project proposals and the financial regulations governing project funds.

Human Resource Management

- 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;
- 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.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Takes initiative
- Good customer and quality focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem solving and decision making skills
- Good planning and organizing skills
- Goal/result oriented
- Analytical thinking
- Good leadership and people management skills
- People management

- Strategic vision
- Impact & influence
- Managing partners and external relations

Technical/Functional

- Knowledge of Management Principles and Practices
- Expertise in application of Project Management Techniques and tools
- In-depth knowledge of the Project Management Cycle
- Legislation, Regulations and Policies
- Budget management
- Negotiation
- Understanding of the Science, Energy, Telecommunications and Transport sectors
- Expertise in the conduct of feasibility studies and cost/benefit analyses
- Sound knowledge of the general requirements of multilateral lending agencies

Minimum Required Qualification and Experience

- BSc. Degree in Project Management, Business Administration, Engineering, Science, or a related field.
- Six (6) years' experience, with at least three (3) years at the middle management level working on project implementation.
- Certification/training in Project Management principles, practices, techniques and methodologies.
- Proven experience in managing large-scale projects and leading diverse teams.

Special Condition Associated with the Job

- Required to undertake local and overseas travel.

3. Enterprise Risk Management Analyst (GMG/SEG 3)

Job Purpose

Reporting directly to the Director, Enterprise Risk Management, the Enterprise Risk Management Analyst is responsible for enabling the identification, evaluation and analysis of risks inherent to the operations of the Ministry and formulating, implementing and evaluating risk management strategies to efficiently and cost effectively manage these risks. The incumbent assists the Director in providing support to the team in ensuring the Ministry is compliant with regulations, legislature, policies, procedures and standards. The incumbent also participates in educating and advising management and staff on risk management objectives.

Key Responsibilities

Technical/Professional:

- Collects information and reviews documentation to ensure that risk scenarios are identified and evaluated;
- Identifies, with the respective directors legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations to determine their potential impact on the business objectives;
- Identifies with senior management, potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of enterprise risk;
- Implements the ERM framework and ongoing ERM practices suitable for the requirements of the Ministry;
- Updates and maintains a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted and recorded;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Facilitates the establishment of risk tolerance with senior leadership and key stakeholders to ensure alignment;
- Assists in the development of a risk awareness programme, and conducts training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture;
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions;

- Participates in the review of risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Applies risk criteria to assist in the development of the risk profile for Executive Management approval;
- Assists in the development of risk response action plans to address risk factors identified in the organizational risk profile;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Influences and, where necessary, challenges decisions that give rise to material risks;
- Builds awareness of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and disaster recovery management plans;
- Develops Individual Work Plans based on alignment with the overall plan for the Unit;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Performs all other duties and functions, as may be required, from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication and presentation skills
- Customer and quality focused
- Presentation skills
- Teamwork and co-operation
- Interpersonal skills and people management skills
- Ability to work under pressure
- Planning and organizing skills
- Problem-solving/decision making skills

Technical:

- Strong monitoring, evaluation, analytical and report writing skills
- Use of technology- relevant computer applications such as Microsoft Office Suite and MS Project or other project tool
- Excellent knowledge of ERM framework and tools
- Sound Technical Knowledge and expertise to monitor business matters, corporate governance matters, regulatory risks and regulatory change matters.
- Sound knowledge of research methodology
- Excellent knowledge of public sector management principles
- Sound knowledge of government policy formulation, monitoring, and evaluation processes

Minimum Required Qualification and Experience

- BSc in Management Studies, Public Administration, Business Administration or equivalent qualifications.
- Minimum of six (6) years' related experience, with at least three (3) years in a Risk Management role.
- Specialized training in Risk Management.

Special Condition Associated with the Job

- Typical office working environs.
- Long working hours during peak planning and budgeting periods as well as being on call to provide support to the Permanent Secretary and other Executive Management staff in preparation for cabinet meetings.

4. Compliance and Risk Officer (GMG/SEG 1)

Job Purpose

Under the general guidance of the Director, Enterprise Risk Management, the Compliance and Risk Officer is to ensure that the organization operates within legal and regulatory frameworks, mitigates risks, and maintains a culture of compliance. The Risk Compliance Officer will play a critical role in identifying, assessing, and managing risks, as well as promoting ethical behavior and integrity within the Ministry.

Key Responsibilities

Management/Administrative:

- Collaborates with internal and external stakeholders, including legal teams, senior management, Departments and Agencies, to ensure a co-ordinated and effective approach to compliance;
- Advises internal management and business partners on the implementation of compliance programmes;
- Prepares and submits compliance reports to senior management and regulatory authorities;
- Reviews existing policies and makes recommendations to the Director, Enterprise Risk Management, in keeping with best practices, to ensure operational efficiency and effectiveness;
- Ensures that violations are duly reported to the Director, Enterprise Risk Management;
- Follows up on compliance issues that require investigation.

Technical/Professional:

- Investigates matters related to non-compliance, ensuring that the appropriate records and documents are properly secured;
- Recognises common compliance vulnerabilities and recommends basic compliance controls to mitigate compliance risks;
- Tracks outcome of corrective actions taken and ensures compliance;
- Participates in conducting risk assessments to identify and evaluate potential risks and their impact on the Ministry;
- Provides support with the Development of risk management strategies;
- Develops training programmes to strengthen compliance with existing policies, procedures, and legislation governing the MSETT;
- Serves as a liaison with regulatory authorities and external auditors;
- Provides support with external reviews and audits;
- Monitors and evaluates the effectiveness of compliance programs and makes recommendations for improvement.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent analysis, research and evaluation skills
- Excellent customer and quality focus skills
- Excellent planning and organizing skills
- Excellent problem solving and decision making skills
- Integrity
- Compliance
- Change management

Technical/Functional:

- Proficiency in the use of Microsoft Office Suite
- Knowledge of existing legislations, policies & regulations guiding the operation of the Ministry
- Report writing
- Knowledge of policy development skills
- Knowledge of the principles of risk management
- Ability to maintain confidentiality in matters of a sensitive nature
- Ability to manage multiple projects/assignments effectively
- Knowledge of compliance strategies, techniques and monitoring skills
- Ability to cope well under pressured working conditions and to meet deadlines

Minimum Required Qualification and Experience

- Bachelor's Degree in Finance and Accounts/Management Studies/Business Administration or equivalent qualification from a recognized University;
- Three (3) years' experience in compliance or auditing;
- Specialized training in Risk Management;
- Familiarity with operational, financial, quality assurance, and human resource procedures and regulations.

Special Conditions Associated with the Job

- Maybe required to work beyond regular working hours.
- Maybe required to travel locally in the execution of official duties.

5. Senior Technology Officer, National Commission on Science and Technology

Job Purpose

Under the direction of the Executive Director, the Senior Technology Officer is responsible for managing the administrative and technical functions of the National Commission on Science and Technology (NCST) Secretariat, in accordance with requisite standards and specifications.

Key Responsibilities

Management/Administrative:

- Ensures that all official obligations are met, by arranging meetings, conferences and ensuring that all relevant parties are advised and arrangements are made;
- Provides the necessary administrative support to ensure effective management of the NCST;
- Keeps record of all deadlines that have to be met and important matters that have been discussed, bringing them to the attention of the Executive Director and interfacing with the officers and departments concerned, to ensure completion;
- Handles the daily administrative functions of the Secretariat and manages the timelines for all upcoming projects, issues, and reports and commitments;
- Reviews and summarizes reports and documents;
- Works closely with other members of staff to manage the NCST's documentation and records management process, in compliance with existing guidelines/regulations.

Technical/Professional:

- Assists in identifying opportunities for private and public sector partnerships for the development of Science, Technology and Innovation (STI) initiatives;
- Liaises with various Science and Technology (S&T) institutions, government ministries and private sector organizations, in collating and cross-referencing activities towards developing a comprehensive picture of the application and improvement of Science, Technology and Innovation (STI);
- Liaises with the member bodies of the Commission, Office of the Prime Minister and the Ministry of Science, Energy, Telecommunications and Transport on matters relating to the NCST;
- Publicizes the activities of the Commission, its programmes, achievements and goals, to inform stakeholders and the public of the work of the Commission and important factors influencing its mission;
- Assists in the designing, monitoring and evaluation of inputs and results in determining the effectiveness of decisions impacting the Commission's work;
- Works jointly with Executive Director and Director of Research to develop research needs relating to Science and Technology;
- Develops research proposals to meet research needs;
- Keeps abreast of policies/best practices influencing STI objectives and new developments and trends in the field;
- Executes general administrative functions in the day to day management of the secretariat
- Reviews and analyses data provided by Research Officer, as well as other existing research, as a tool for fulfilling the mandates of the Commission;
- Provides technical advice, guidance and support to professionals within the S&T community;
- Reviews and analyzes policy documents, and prepares policy reviews and recommendations;
- Provides assistance in the co-ordination and monitoring of S&T projects;
- Manages activities and outreach geared towards achieving the Commission's mission in a consistent and timely manner;

- Convenes advisory committees, summarizes outcomes and ensures implementation;
- Represents the Commission and makes presentations at committees, seminars, conferences, technical workshops, as directed by Executive Director;
- Assists with the preparation and monitoring of the Commission's budget;
- Fulfills mission-related tasks and activities, as directed by the Executive Director.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action, where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- 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;
- Ensures that direct reports are aware of, and adhere to the policies, procedures and regulations of the Division and the Ministry;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organisation's goals.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus
- Team work and co-operation
- Good interpersonal skills
- Compliance
- Integrity
- Change management
- Takes initiative
- Good Problem solving and decision making
- Good Analytical thinking (and skills)

Functional:

- Use of technology (relevant computer applications such as MS Word, Excel, Publisher, Outlook)
- Managing external relationships
- Strategic vision
- Impact and Influence
- People Management
- Change management
- Goal/result oriented
- Planning and organizing (inclusive of program development, task facilitation and logics)
- Managing external relationships
- Demonstrable ability to oversee staff and collaborations
- Knowledgeable of the NCST Act, National Policy on Science Technology and Innovation and other relevant policies
- Ability to function in a multidisciplinary environment
- Demonstrable research skill and experience
- Excellent note taking skills

Minimum Required Qualification and Experience

- Advanced Degree or Post Graduate training in the Natural Sciences, International Development, Social Sciences, or a relevant sustainable development field;
- Training and/or experience in Management, Project Management, Monitoring & Evaluation (M&E) activities, or relevant professional activities;
- At least three (3) years' relevant experience and work in the scientific community, in the development of networks and partnerships.

OR

- Undergraduate Degree in Natural Sciences/Engineering or related field;
- Training and/or experience in Management, Project Management, Monitoring & Evaluation (M&E) activities, or relevant professional activities;
- Three (5) years' overall relevant experience in the promotion of technical/scientific information, and executing conferences, workshops and seminars at the national level, a portion of which should be at a senior level.
- Experience in:
 - Budget preparation, reporting and fiscal management;

- Formulating policy and the implementation of new strategies and procedures;
- Organizing and co-ordinating projects;
- Interfacing and engaging diverse groups;
- Conducting research for policy level strategic implementation;
- Proposal and grant writing.

Special Conditions Associated with the Job

- May be required to travel in the performance of official duties;
- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 4th June, 2025 to:**

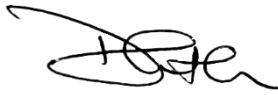
**The Permanent Secretary
Ministry of Science, Energy, Telecommunications and Transport
PCJ Building
36 Trafalgar Road,
Kingston 10**

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**