



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 186** **OSC Ref. C. 6528<sup>13</sup>**

**27<sup>th</sup> 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 post of **Executive Director, National Commission on Science and Technology – (Contract - 3 Years)** in the **Ministry of Science, Energy, Telecommunications and Transport (MSETT)**, salary range \$6,914,448 per annum.

#### **Job Purpose**

The Executive Director will improve the central executive management role of the NCST Secretariat and enhance the capacity of the Chairman to act in an informed manner. The Executive Director is therefore responsible for the overall administration and management of co-ordination of policy, advisory service, and personal support to the Chairman and Vice Chairman, high-level liaison and coordination with ministries and government departments, foreign governments, organized businesses and civil society organizations, to advance the development of science, technology and innovation as an effective socio-economic tool for Jamaica's development.

#### **Key Responsibilities**

- Directs the organization and management of the daily business of the Commission;
- Places before the Commission: memoranda of unfinished business, progress reports, final results, and impact assessments of decisions taken and implemented, public concerns, new developments in science and technology (S & T) and other areas related to the work of the Commission;
- Prepares and maintains an integrated National Science and Technology budget under the direction of the National Commission on Science and Technology (NCST);
- Communicates the Commission's decisions to the relevant agencies and persons;
- Monitors the implementation of the Commission's decisions by the relevant agencies and persons;
- Assists in the development of technological intelligence capabilities for different sectors of the economy in collaboration with the various agencies;
- Co-ordinates the communication of the work of the Commission to the wider public, as necessary and builds public support for "Science and Technology for Development";
- Establishes and maintains links with national and international organizations and persons who can be of technical and financial assistance to the Commission in the discharge of its responsibilities;
- Engages in developing partnerships that foster the promotion and optimal use of national, regional and international linkages, in relation to science and technology;
- Manages the procurement, security and proper maintenance of the Commission's property;
- Leads local and international fundraising efforts for ST&I Research & Development;
- Co-ordinates public relations and dissemination activities of the Commission;
- Interfaces with relevant public and private sector organizations in order to galvanize and direct the use of science and technology, for increasing national productivity and competitiveness;
- Manages the gathering and presentation of information to the Commission, its sub-committees and its Chairman, both on request and according to independent assessments of need by the Secretariat;
- Oversees the setting up and maintenance of electronic and print databases on subject matters relevant to the work of the Commission;
- Assists with the screening of experts recruited to provide science and technology services to the Commission;
- Prepares monthly reports on the activities of the Secretariat for presentation to the Chairman;
- Undertakes the development of strategic research efforts to recommend strategic key technologies relevant to national development objectives, and conducts or commissions such research as considered necessary;

- Oversees the development of systems to monitor and evaluate the input and results of Science and Technology activities, including the allocation and utilization of public funds, and recommends the appropriate corrective measure;
- Performs periodic analysis of the state of science and technology in the nation, based on the application of agreed input and output indicators and provides timely reports to ensure that information is routinely available to the Commission, other entities and individuals, for policy and decision-making;
- Develops a five (5) year Strategic Plan for the Secretariat;
- Develops and ensures the implementation of annual Operational Plans, and prepares and manages the annual Commission's Budget accordingly;
- Oversees the handling of the Commission's finances as the Accounting Director of the Secretariat;
- Determines staffing requirements for organizational management and programme delivery;
- Oversees the implementation of the human resources policies, procedures and practices, including the development of job description for all staff;
- Recruits, interviews and selects staff that have the right technical and personal abilities to help further the Commission's mission;
- Implements a performance management system for all staff, which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.

### **Required Skills and Competencies**

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

- Good oral and written communication
- Customer and quality focus
- Team work and co-operation
- Interpersonal skills
- Compliance
- Integrity
- Change management
- Adaptability

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

- Initiative
- Use of technology (accepts and implements information technology in work activities to enhance organizational performance)
- Strategic vision
- Managing external relationships
- Good Problem solving and decision making skills
- People management
- Analytical thinking
- Goal/result oriented
- Good Planning and organizing skills
- Good Leadership skills
- Good People Management
- Methodical
- Goal/result oriented
- Good Analytical thinking
- Good Social skills
- Managing partners
- Impact and influence
- Capability to formulate and implement policies and plans
- Ability to attract external funding

#### ***Specific Knowledge***

- An excellent community builder with good awareness of the sensitivities of operating locally and across countries and disciplines;
- Good knowledge of funding institutions, and international funding mechanisms, and experience in operating at an international level;
- Demonstrable knowledge of the issues and regulations associated with intellectual property protection and process of law governing protection or rights and technology transfer;
- Foreign language e.g. Spanish;
- Knowledge of the non-formal and popular education process;
- Emerging issues in science and technology;
- Accounting, financial and budgeting practices.

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

- Advanced Science Degree in Basic or Applied sciences;
- A Masters in Business Administration, Commerce, Law or related area of training & experience;
- At least five (5) years experience at senior management level or Head administrative role; and;
- A minimum of ten (10) years relevant professional experience working within the scientific community;
- The required years of professional experience should include five (5) years in a senior leadership capacity and should include but not limited to:
  - Experience in co-ordinating activities at the local, regional and international levels;
  - Experience in dealing with and co-ordinating activities with scientists, technologists, industrialists, manufacturers, agriculturists and others, in production and other fields, employing science and technology in development;
  - Scientific/technical competence with demonstrable knowledge of/and familiarity with the scientific and business communities, including an understanding of the needs of the academic and industrial users, as well as the broad range of stakeholders;
  - Experience and training in the establishment of information systems (electronic and otherwise) and the retrieval and dissemination of information and data;
  - Experience in providing public education in science and technology.

### **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.

Applications accompanied by résumés should be submitted **no later than Monday, 9<sup>th</sup> June, 2025 to:**

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

Email: [hr@mtw.gov.im](mailto:hr@mtw.gov.im)

**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**