



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 180 **OSC Ref. C. 6528¹³**

20th 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. **Principal Director, Transport Policy (International and Land) (GMG/SEG 6)**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **International Transport Policy Officer (Aviation) (GMG/SEG 2)**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Executive Secretary 2 (OPS/SS 5)**, salary range \$2,803,771 - \$3,770,761 per annum.
4. **Human Resource Officer, Organizational Development and Performance Management (GMG/AM 4)**, salary range \$2,803,771 - \$3,770,761 per annum.
5. **Administrative Assistant (GMG/AM 3)**, salary range \$2,190,302 - \$2,945,712 per annum.
6. **Administrator (GMG/AM 2)**, salary range \$1,711,060 - \$2,301,186 per annum.
7. **Handyman (LMO/TS 2)**, salary range \$18,647 - \$25,078 per week.

1. Principal Director, Transport Policy (International and Land) (GMG/SEG 6)

Job Purpose

The Principal Director, Transport Policy is responsible for the provision of policy advice; the development and implementation and monitoring of the Transport and Road Safety policies and activities; the preparation and update of legislation and standards in order to enable the Ministry to deliver seamless, integrated, multimodal transport services across Jamaica, including the air and maritime activities.

Key Responsibilities

Management/Administrative:

- Participates in the strategic planning process of the Ministry;
- Ensures the alignment of Branch Operational Plans with the strategic objectives and priority programmes of the Ministry;
- Monitors the implementation of transport and road safety policies and recommends effective changes, where necessary, to achieve desired results;
- Prepares technical briefs for the Ministry, as required;
- Prepares and submits pertinent reports, as required, and ensures timely submission of all documents/information requested of the Branch;
- Manages the Secretariat for the Air Policy Committee;
- Represents the GOJ at relevant meetings of the ICAO, IMO, the UN and other international organizations, securing our presence in the international transport arena;
- Prepares Branch Plans and Budget.

Technical/Professional:

- Leads in the formulation and development of strategic transport and road safety policies, legislation and regulations, in line with international, national, regional and local legislation, policies and best practices;
- Guides implementation approaches for Jamaica's land and maritime policies and issues;
- Provides technical advice on transport and road safety issues as they relate to policy development;
- Provides policy oversight into the transport and road safety portfolio entities;
- Consults with Ministries, Departments and Agencies in preparing recommendations and action plans affecting international and domestic maritime policies and regulations, and to

achieve co-ordination, collaboration and integration of government policies;

- Negotiates bilateral and multilateral air and maritime service agreements and civil aviation relations with partners around the world;
- Collaborates with key stakeholders in Jamaica's airlines, airports, seaports and other organizations to develop position papers, prepare background materials for negotiations. Issues may include air cargo and passenger service policies; border/port security; reviewing aviation environmental protection proposals; reviewing airline safety, security and facilitation actions and economic regulatory policies;
- Spearheads activities, as required, to ensure Jamaica's compliance with international aviation and maritime treaties – International Civil Aviation Organization (ICAO) and The International Maritime Organization (IMO) and other Regional Bodies;
- Spearheads activities to raise Jamaica's profile and visibility in the international land transport and road safety arena, including accession to and ratification of relevant treaties and conventions;
- Advances and articulates the relationship between aspects of the Trade Policy and Transport;
- Engages with key stakeholders, public and private, local and international, to facilitate the development of a competitive environment in Jamaica for shipping and related services, and to facilitate the growth of the sector;
- Prepares updates and status reports for Permanent Secretary, CTD and the Honourable Minister, as required;
- Collaborates with Foreign Affairs, Tourism and trade officers in other MDAs to develop synergies within the transport sector;
- Oversees the administration of the Road Traffic Act and legislation to improve safety on Jamaica's roadways;
- Oversees the development and implementation of mechanisms for effective monitoring and assessment of transport infrastructural projects, in order to assure compliance;
- Directs and prepares the completion of Cabinet Submissions, Cabinet Notes and Ministry Papers, on policy and development issues within the transport and road safety portfolio;
- Oversees the implementation of Cabinet Decisions which involve following up with entities, giving guidance, providing feedback and devising appropriate intervention to ensure effective implementation;
- Evaluates emerging strategic transport policies/legislation through the a) assessment of public response revealed through public consultation, b) policy compliance, c) accessibility assessments, d) assessment of benefits to users and non-users and, e) financial and economic assessments;
- Develops the framework for the planning, implementation and monitoring of transportation and road safety strategies;
- Keeps abreast of developments and trends in local and international infrastructural transport development with a view to inform policy;
- Keeps abreast of cutting-edge infrastructural transport machinery and road safety best practices, to inform policy which would influence changes in behaviour;
- Provides interpretations and advice on policy and regulations to the Ministry, Departments and Agencies;
- Oversees and, if necessary, carries out transportation modeling in support of strategic transport policies, strategies and schemes;
- Liaises with the Attorney General's Department and the Ministry's Legal Services Branch in the development and revision of transport's infrastructural policies and legislation;
- Collaborates with MDAs and other stakeholders as part of a collaborative process for revision of the Road Safety Policy and legislation ;
- Leads in the reviewing of draft policies and regulations to determine effectiveness and relevance, and makes recommendations, where necessary;
- Keeps abreast of international treaties to ensure their translation and incorporation into the Ministry's policies legislation and regulations;
- Represents and recommends the Ministry's and by extension Jamaica's policy positions on transportation at local and international fora;
- Provides policy advice to the Minister through briefs, reports, meetings, etc.;
- Facilitates and encourages stakeholder participation in the formulation of policy via public meetings etc.;
- Liaises with the Director, Planning, Research and Evaluation and Technical Staff, in the assessment of the potential impacts of various policy alternatives;
- Accountable for the management and communication systems and processes within the Transport Policy Branch, with a view to monitoring the implementation of policies and guidelines in Jamaica;
- Oversees research activities related to the effectiveness and efficiency of current legislation;
- Provides technical support to Cabinet sub-committees on various transport infrastructural matters.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/ or organizational goals;
- Participates in the recruitment of staff for the Division and recommends transfers, promotion, termination and leave, in accordance with Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Excellent leadership skills
- Excellent interpersonal skills
- Good problem-solving skills
- Excellent organizational skills
- Strategic vision
- Teamwork and co-operation
- Excellent oral and written communication skills

Technical:

- Sound background in policy development
- In depth understanding in the legislative process
- Knowledge of prevailing social and economic factors impacting transport and road safety
- Experience in various research and analytical methods
- Knowledge of relevant environmental standards and regulations
- Experienced in the use of standard computer applications

Minimum Required Qualification and Experience

- Masters Degree in Public Administration/Public Sector Management or Business Administration, or specialized transportation field.
- OR**
- Bachelor's Degree in Public Sector Management, Policy Development, Urban Planning, or analytical field; **along with**
 - Training in research methodologies, policy formulation and management;

NB: Must possess specialized training or experience in the transportation sector and eight (8) years professional experience, with five (5) years at a middle management or senior management level.

Special Condition Associated with the Job

- Position requires undertaking local and overseas travel.

2. International Transport Policy Officer (Aviation) (GMG/SEG 2)**Job Purpose**

The International Transport Policy Officer (Aviation) will be responsible for carrying out duties relating to Transportation Policy: monitoring aviation trends, 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 international conventions, legislation, technology changes and other developments;
- Monitors and analyzes trends, developments, and challenges in the aviation industry.
- Conducts research on emerging technologies, market dynamics and regulatory

frameworks, to inform policy decisions and support the growth and competitiveness of the aviation industry;

- 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 Ministers, Permanent Secretary or other Senior Officers, so as to provide policy advice to the policy process;
- Liaises with the Attorney General's Department 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 Units Budget;
- Facilitates the tabling of 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 GOJ aviation policies;
- Conducts environmental scanning to inform proposals relating to Transportation Projects;
- 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 Aviation transport issues and problems;
- Supports the implementation of aviation policies by co-ordinating with relevant stakeholders, providing guidance on compliance, and monitoring progress;
- Monitors the impact of implemented Transport Policies and proposes adjustments or improvements, as needed;
- 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;
- Maintains accurate documentation of policy development processes, consultations and decisions;
- 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
- 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
- Extensive knowledge of aviation regulations, policies, and international standards, such as those set by the International Civil Aviation Organization (ICAO)

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management, Public Administration, Public Policy, or development related discipline;
- Training in Policy Formulation and Management would be an asset;
- Four (4) years' professional experience in Policy Development and Analysis in the Public Sector.

Special Condition Associated with the Job

- May be required to work beyond regular working hours;
- May be required to travel locally and overseas in the execution of official duties.

3. Executive Secretary 2 (OPS/SS 5)

Job Purpose

The incumbent is responsible for providing administrative support to the Permanent Secretary in order to ensure that the operations of the office are effective and efficient in relation to communications and work assignment between the Permanent Secretary and his/her direct reports, the Honourable Ministers, the Ministry's Agencies, other government entities, and regional and international bodies and the general public.

Key Responsibilities

- Liaises with Senior Heads of Sections and personnel outside of the Unit to facilitate administrative support;
- Establishes, supervises and maintains an appropriate filing system for the recording and easy retrieval of information;
- Logs mails/files received in the Permanent Secretary's Office;
- Maintains a database for tracking Cabinet Submissions and decisions and distribution of Cabinet decisions;
- Oversees and maintains the "third copy" files for correspondence sent out by the Permanent Secretary;
- Types reports, correspondences, memos, forms, agendas etc. proofreads documents for accuracy, completeness, and conformity with established formats;
- Co-ordinates activities for a variety of meetings;
- Attends meetings and prepares Minutes;
- Ensures that all documents and papers are prepared by relevant officers for the Permanent Secretary's overseas meeting;
- Screens visitors and phone calls intended for the Permanent Secretary and refers them to the appropriate personnel in the event of his/her absence or unavailability;
- Reviews on the directives given and requests made by the Permanent Secretary;
- Compiles, stores and retrieves management data;
- Researches and provides information to the Permanent Secretary in the preparation of reports;
- Aids in the preparation of the annual budget and monthly cash flow of the Unit's expenditure;
- Monitors the financial performance of the Unit using the electronic performance monitoring system, and provides regular updates to the Permanent Secretary;
- Requests and maintains an adequate supply of office stationery;
- Ensures that telephone bills are reconciled and payments are made in respect of toll calls;
- Prepares requisition forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit;
- Makes arrangements for local and overseas travel for the Permanent Secretary;
- Takes dictation and reproduces confidential and other correspondence;
- Deals with urgent correspondences, faxes and emails in the absence of a Unit official;
- Maintains and shares electronic folders containing calendar and contacts in the Microsoft Outlook programme;
- Assists in the preparation of Corporate and Operational Plans for the Unit;
- Attends administrative meetings on the instructions of the Permanent Secretary;
- Arranges for printing, photocopying, binding and dispatch of documents produced;
- Maintains an effective general filing system;
- Maintains an effective mailing system;
- Prepares resource material and packages for participation in seminars, workshops and retreats;

- Maintains the Permanent Secretary's diary, recording appointments, meetings conferences, visits on a daily basis. Confirm, cancel and reschedules appointments on the Permanent Secretary's behalf;
- Takes action Minutes at meetings, where directed, to do so and circulate them, as required;
- Performs other related duties that may from time to time be assigned.

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
- Change management
- Good problem-solving and decision-making skills
- Good planning and organizing skills

Functional:

- Use of technology (relevant computer applications – Microsoft Office Suite)
- Records management skills
- Ability to record and transcribe meeting Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines
- Excellent typing skills

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus seven (7) years' general office experience.

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus seven (7) years' general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and seven (7) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- Long hours in the use of computers, copy and fax machines and other office equipment

4. Human Resource Officer, Organizational Development and Performance Management (GMG/AM 4)

Job Purpose

Under the direction of the Director, Organizational Development and Performance Management, the Human Resource Officer, Organizational Development and Performance Management is required to collaborate with managers, supervisors and staff, in the administration of activities for the Performance Management and Appraisal System (PMAS) within the Ministry of Science Energy, Telecommunications and Transport. The Officer will also be responsible for assisting with the administration of new initiatives, processes and interventions to improve the overall performance and effectiveness of the Ministry.

Key Responsibilities

Management/Administrative:

- Participates in the Corporate and Operational Planning activities by assisting with the preparation of the Units' (OD & PM) and the Division's Operational Plan and Budget;
- Assists with the preparation of activity/performance reports, as requested;
- Ensures that records are kept up-to-date and are easily retrieved;
- Provides advice to managers and staff on the resolution of OD & PM matters;
- Advises on the interpretation of performance management guidelines;
- Provides administrative support in respect of all OD & PM matters;
- Keeps staff abreast of Human Resource policies and regulations.

Organizational Development:

- Provides assistance with the collection of job-related data through interviews, questionnaires, observations and the examination of records to validate findings;
- Provides assistance with the development, and maintenance of organizational charts and output focused Job Descriptions, in collaboration with other HR colleagues, managers and employees;
- Participates in conducting organizational needs assessments to determine organizational readiness for change;
- Provides support with the review and maintenance of customer service initiatives implemented throughout the Ministry.

Performance Management:

- Develops and executes PMAS related change management initiatives, in collaboration with other officers in HRMD Department, managers and supervisors;
- Schedules/Facilitates Division/Unit Work Plan sessions, as required;
- Reviews draft Division/Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Reviews completed individual Performance Appraisal Forms to ensure quality of content and accuracy of scores and takes the necessary action, as required;
- Develops/reviews manuals/handbooks and forms required for PMAS;
- Provides training for newly appointed managers, supervisors with respect to their responsibilities under the PMAS;
- Provides support with coaching, guidance and information on PMAS related issues to all staff, including managers and supervisors;
- Employs the use of surveys, focus groups and other relevant techniques and methodology necessary for organizational, Divisional/Unit assessment. Provides assistance in designing instruments for these activities;
- Updates template of HRMD Department's Quarterly OSC Report with information of payments of increment and seniority allowances;
- Updates template of HRMD Department's Quarterly Corporate Planning Report with information related to OD Unit (performance management, Job Descriptions);
- Prepares status report on Outstanding Performance Appraisals for submission to managers/supervisors and also for HREC meetings, when required;
- Develops customized PMAS material for employee orientation sessions;
- Prepares resource material for Sensitization Sessions and workshops for the Performance Management Appraisal System (PMAS);
- Schedules PMAS Sensitization Sessions for staff
- Maintains Database of PMAS records and scores;
- Sends out communication (reminders of the PMAS cycle) so that all staff are aware of the timetable for PMAS related activities over a given financial year;
- Circulates copies of PMAS related documents (Appraisal Forms, manuals, handbooks and procedures) to all members of staff;
- Monitors compliance with the conduct of annual evaluations and provides guidance as necessary;
- Monitors the implementation, by managers, of remedial and corrective action to address

poor performance;

- Monitors the implementation of development plans as an important aspect of performance management;
- Maintains a confidential database register of performance ratings and applicable pay awards/sanctions;
- Identifies staff eligible for payment of increment/seniority allowance/award and prepares letters for approval of payment to the respective Officers, their supervisors and the Finance and Accounts Division;
- Co-ordinates logistic arrangements for meetings for matters relating to PMAS; prepares relevant letters based on decisions/recommendations from these meetings, and conducts follow-up action to ensure resolution of such cases.

Other:

- Provides assistance in reviewing and updating manuals, handbooks;
- Updates employee data/information (functional situations, attachments) to MyHr+;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good knowledge of Human Resource Management techniques and practices
- Good knowledge of Public Service Regulation, Staff Orders, Labour Laws and practices
- Strong change management skills to guide staff through the extensive performance culture change the PMAS represents
- Comprehensive and sound knowledge of the PMAS, as established in the guidelines issued by the Office of the Cabinet
- Sound knowledge of performance management including developing Work Plans and conducting performance appraisals
- Sound knowledge of research and data analysis techniques
- Knowledge of job analysis, performance management and appraisal processes and methods, including writing Job Descriptions and Work Plans

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resource Management/Development or Public Administration or Business Administration or Social Science from a recognized tertiary institution;
- Training in the operation of the GoJ Guideline for Performance Management and Appraisal System or specialized training in Performance Management;
- Three (3) years' experience in Human Resource Management preferably in the public sector.

Special Conditions Associated with the Job

- Will be required to travel islandwide;
- Will be required to work beyond regular working hours in an effort to meet deadlines;
- Required to work under pressure and with minimum supervision.

5. Administrative Assistant (GMG/AM 3)

Job Purpose

Reporting directly to the Director, Enterprise Risk Management, the Administrative Assistant will provide administrative support services to the Enterprise Risk Management Unit and liaise with internal and external stakeholders on matters relating to the Science, Energy, Telecommunications and Transport Sector.

Key Responsibilities

Management/Administrative:

- Assists in the preparation of the Unit's Strategic and Operational Plans, Procurement Plans and Cash Flows;
- Assists with the preparation of the Budget for the Unit and related budgetary programmes;
- Develops Individual Work Plan based on alignment with the Unit's Operational and Strategic Plans;
- Maintains calendar of activities for the Director, Enterprise Risk Management, schedules and arranges appointments, meetings and consultations;

- Keeps a record of all deadlines and important matters, bringing them to the attention of the Director and interfacing with officers and Divisions/Departments/Agencies concerned, to ensure that deadlines and important matters are completed;
- Provides information to stakeholders, as directed by the Director, Enterprise Risk Management, regarding ongoing and completed initiatives;
- Types, monitors and/or directs telephone calls, emails and facsimile transmittals;
- Co-ordinates meetings, workshops, seminars, conferences, consultations and other fora for the Unit;
- Attends meetings involving the Director, Enterprise Risk Management and records Minutes;
- Prepares agendas;
- Assists in preparing reports, as directed, by the Director, Enterprise Risk Management.

Technical/Professional:

- Sources information to assist the Director, Enterprise Risk Management in making recommendations to the Permanent Secretary and other stakeholders;
- Organizes and manages the day-to-day activities of the Director, Enterprise Risk Management;
- Participates in and co-ordinates meetings and follows up on critical issues emerging from these meetings;
- Maintains critical files relating to the Science, Energy and Telecommunications Portfolio;
- Composes correspondence independently, from notes or from oral instructions;
- Liaises with all relevant stakeholders for the timely completion of activities relating to science, energy and technology initiatives;
- Assists with the preparation of PowerPoint and other presentations for the Director;
- Organizes and co-ordinates, workshops, seminars, training sessions, exhibitions, fora conducted by the Unit;
- Conducts research to assist with the preparation of reports, proposals, project plans and other documents;
- Prepares resource materials such as brochures and relevant literature for workshops and other fora, as instructed;
- Schedules and arranges meetings, focus groups, visits etc., co-ordinates documents or activities that may be needed before meeting;
- Secures Conference Rooms, multimedia equipment and other devices/resources for meetings/functions;
- Maintains confidential records and files;
- Maintains adequate levels of stationery and supplies for the Unit;
- 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
- Ability to work under pressure
- Confidential

Technical:

- Knowledge of GoJ Procurement policies and guidelines
- Use of technology-relevant computer applications such as Microsoft Office Suite
- Excellent Secretarial skills
- Knowledgeable of research methodologies

Minimum Required Qualification and Experience

- Associate Degree in Public/Business Administration or related discipline;
- Knowledge of Risk management principles and procedures would be an asset;
- Three (3) years related experience.

6. Administrator (GMG/AM 2)

Job Purpose

Under the supervision of the Senior Director, Policy Analysis, Research and Development, the Administrator is responsible for providing administrative support, ensuring that the operations of the Branch are carried out in an efficient manner.

Key Responsibilities

- Compiles, stores and retrieves management data;
- Researches and provides information to the Director, Planning, Research and Evaluation in the preparation of reports;
- Prepares the annual budget and weekly cash flow of the Branch's expenditure;
- Monitors the financial performance of the Branch using the electronic performance monitoring system and provides regular updates to the Director, Planning, Research and Evaluation;
- Requests and maintains an adequate supply of office stationery;
- Ensures that telephone bills are reconciled and payments are made in respect of toll calls;
- Prepares requisition forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit;
- Assists in the preparation of the Corporate and Operational Plan for the Branch;
- Prepares and dispatches documents;
- Maintains an effective general filing system;
- Prepares resource material and packages for participation of seminars, workshops, and retreats;
- 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
- Customer and quality focus
- Good planning and organizing skills
- Teamwork and co-operation skills
- Integrity

Technical:

- Knowledge of Office Management and Ethics
- Record and Information Management skills
- General knowledge in budget cash flow preparation
- Knowledge and use of relevant computer applications – Microsoft Office Suite

Minimum Required Qualification and Experience

- Diploma in Public Administrative Management, Management Studies or equivalent;
- Two (2) years related work experience.

7. Handyman (LMO/TS 2)

Job Purpose

Under the supervision of the Office Manager, the Handyman is responsible for the lifting, transporting and securing of equipment, goods, stationery and other physical assets of the MSETT, and assisting with general errands relevant to the MSETT.

Key Responsibilities

- Assists in the washing of the Division's vehicles;
- Assists with the setting up of office spaces by moving furniture and equipment;
- Ensures that all heavy equipment and boxes are placed in vehicle for delivery to external customers;
- Maintains proper record of daily assignments in logbook;
- Carries out daily checks on MSETT's vehicles to ensure they are washed and clean;
- Lifts heavy objects such as boxes, equipment and furniture, and places them at appropriate sites/locations in MSETT;

- Responds to emergency calls, when directed by employer or office staff;
- Undertakes the delivery of documents, articles, equipment and furniture to the different offices, as directed;
- 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
- Change management
- Good problem-solving and decision-making skills
- Ability to use own initiative

Functional:

- Ability to read and write
- Ability to work with minimum supervision

Minimum Required Qualification and Experience

- School Leaving Certificate.
- OR**
- Completion of Secondary Education;
 - One (1) year working experience as a Handyman or in a similar position.

Special Conditions Associated with the Job

- Lifting of objects;
- Maybe required to travel with driver to perform other official duties;
- Maybe required to work outside normal working hours during the week;
- General washing and cleaning of motor vehicles assigned.

Applications accompanied by résumés should be submitted **no later than Tuesday, 3rd 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.

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**