



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 249** **OSC Ref. C. 6528<sup>13</sup>**

**14<sup>th</sup> July, 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. **Chief Technical Director, Corporate Services (GMG/CTD 1)**, salary range \$11,455,206 - \$15,405,979 per annum.
2. **Chief Technical Director, Energy (GMG/CTD 1)**, salary range \$11,455,206 - \$15,405,979 per annum.
3. **Principal Director, Transport Policy (International and Land) (GMG/SEG 6)**, salary range \$9,401,821 - \$12,644,404 per annum.
4. **Telecommunications Analyst (GMG/SEG 3)**, salary range \$5,198,035 - \$6,990,779 per annum.

#### **1. Chief Technical Director, Corporate Services (GMG/CTD 1)**

##### **Job Purpose**

Under the general direction of the Permanent Secretary, and as one of the key advisors to the Permanent Secretary, the Chief Technical Director, Corporate Services, provides technical and advisory direction to the staff of the Ministry. The CTD is responsible for effective corporate services by planning, directing, coordinating, and overseeing the activities of Human Resource Management & Development, Procurement, Administration, Information Technology, Transportation Management, Customer Service, and Documentation Information and Access Services programmes. The incumbent is also accountable for the Ministry's leadership in strategic direction and evidence-based policy relating Corporate Services. Additionally, the CTD is responsible for ensuring that support services are appropriate, attracting qualified personnel, and offering guidance on procurement, corporate communications, public relations, asset management, organizational development, PMAS, access to information, transportation, and office services. The CTD will ensure that the strategic objectives are carried out in line with the goals of the Ministry.

##### **Key Responsibilities**

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

###### ***Strategic Management***

- Develops and monitors the implementation of the Corporate Service's Corporate and Operational plans;
- Determines objectives and priorities within programmes for each Unit and provides co-ordination and integration of related policies and programme initiatives;
- Prepares and manages the Division's annual budget in an efficient, effective and economical manner in accordance with the relevant legislations;
- Guides the development and review of a comprehensive Human Resource Management and Development (HRMD) strategy within the MSETT, its Agencies and Departments;
- Ensures the implementation of the Corporate Services strategy and policies within the framework of the Public Service Regulations, Staff Orders and other regulations, within the Ministry to:
  - Support the recruitment, retention, welfare, training, development and performance assessment of staff, according to the guidelines of the Public Sector human resources policy and as stipulated in the Accountability Agreement between the Public Service Commission and the Permanent Secretary under Delegated Authority.
- Ensures that policy revisions are communicated, understood and reflected in the Corporate Service's strategy;

- Ensures that operating procedures and manuals are developed and continuously up to date and in compliance with government regulations;
- Analyses trends and changes in global Human Resource Management and
- Development, Records Information Management, Information Technology and other management issues, and recommends their implementation/adoption, where necessary, to enhance/improve the quality of corporate services in the Ministry and its Departments and Agencies;
- Ensures the periodic review and analyses of the Ministry's structure and manpower needs, and make recommendations for adjustments, where necessary, to meet the changing requirements of corporate objectives, as indicated in the Ministry's strategic planning process;
- Develops and implements Employee Relations initiatives and programmes that address the physical, emotional and psychological well-being of employees;
- Oversees and provides general guidance and advice to Senior Managers regarding the development/review of divisional structures, to assist in the process of effective Organizational Development;
- Provides advice and guidance for the Performance Management and Appraisal System (PMAS) for effective utilization and allocation of staff and maximum organization productivity;
- Oversees the design of work plans and programmes for the Corporate Services, and provides technical advice to MSETT's agencies on this initiative, ensuring staff is effectively utilized and productivity optimized;
- Oversees and ensures the delivery of corporate services to the Ministry and assigned entities in a manner that creates and enhances the credibility of the Division;
- Establishes and maintains systems/programmes to foster a culture of "service and team work" within the Corporate Services;
- Establishes and maintains effective relationships with management and staff to help gain confidence and co-operation in the delivery of human resource and other services;
- Establishes sub-committees/work groups to support the delivery of corporate services;
- Prepares and submits activity/performance, special and other reports as required;
- Ensures that measures are implemented to facilitate rigorous audit of each Unit's role;
- Evaluates the effectiveness of each corporate service to give critical information for strategic management and implements methods to correct weaknesses;
- Represents the Ministry at meetings/conferences and other fora, and prepares reports as required.

#### ***Human Resource Management and Development***

- Monitors the administration of policies and programmes ensuring consistency, equity and the maintenance of good HRMD practices;
- Ensures that human resource policies are documented, continuously up-dated, effectively communicated and easily accessible to staff;
- Co-ordinates the development and leads the implementation and administration of a performance management programme that facilitates fairness, transparency and objectivity with appropriate systems of rewards and sanctions;
- Oversees the effective administration of the promotion, retirement, training, discipline, leave, compensation, separation and transfer policies in keeping with government regulations;
- Provides leadership in the establishment of staff recreational activities and overseas the administration of staff welfare programmes ensuring effectiveness and equity;
- Develops and oversees the implementation of an effective recruitment and selection programme aimed at selecting and retaining competent and productive employees, in keeping with establish government guidelines;
- Oversees the development and implementation of a corporate training plan to meet the needs of the Ministry in achieving the strategic goals and objectives;
- Provides leadership and guidance in the development, implementation and maintenance of a succession planning programme to ensure continuity of skills and competencies in the Ministry and its agencies, including personnel development and career advancement of employees;
- Establishes an employee development programme which provides opportunities for maximizing the potential of employees and identifying career development options;
- Directs and guides the development of the Ministry's training and development policies, manuals, handbooks and other related information guidelines;
- Directs the development and implementation of training programmes and initiatives that support the strategic objectives of the Division and the Ministry;
- Oversees the assessment of the effects of training and development programmes on the achievement of the Ministry's strategic objectives;
- Ensures that staff is properly oriented and socialized into the culture of the organization;
- Provides guidance to staff in the Division through coaching, mentoring, training, and relevant assistance and support as needed;

- Develops a framework for the execution of a modernisation agenda in the MSETT and its agencies, consistent with model approaches recommended by Cabinet Office and other best practices;
- Ensures the implementation of a PMAS in MSETT and its agencies by providing leadership and guidance to facilitate effective and efficient implementation of all facets of the initiative;
- Ensures connection/correlation between the Ministry's performance management systems and employee performance management systems with a view to promote and facilitate a performance culture;
- Advises Divisional Heads, Managers and general staff on PMAS related matters;
- Oversees the development and implementation of PMAS resources (manuals, templates, policies and procedures) for the Ministry and its portfolio entities;
- Manages the PMAS recognition and rewards system;
- Provides the technical inputs to an agenda for business process re-engineering and general modernisation initiatives in MSETT and its agencies;
- Implements and monitor transition processes/programmes within the Ministry to ensure that reorganization is in keeping with GOJ policies.
- Ensures the periodic review and analyses of the Ministry's structure and manpower needs and make recommendations for adjustments where necessary to meet the changing requirements of corporate objectives as indicated in the Ministry's strategic planning process;
- Oversees and provides general guidance and advice to Senior Managers regarding the development/review of divisional structures to assist in the process of effective Organizational Development;
- Supports the Ministry's change management processes with a view to increase its efficiency and effectiveness;
- Directs the development and review of all Ministry restructuring and reorganization proposals;
- Conduct job audits and diagnostics reviews;
- Develops and implements a succession planning programme for the Ministry, in collaboration with managers;
- Develops and oversees the implementation of strategic plans/programmes to promote a healthy and proactive industrial relations climate and ensure the timely implementation of industrial relations decisions;
- Develops and implements Employee Relations initiatives and programmes that address the physical, emotional and psychological well-being of employees;
- Provides advice and guidance to Directors and line managers of related agencies and department in handling industrial relations issues;
- Oversees the administration of the discipline and grievance procedures ensuring consistency and fairness and promotes a harmonious and productive work environment;
- Establishes and maintains an effective and harmonious relationship with Trade Unions and staff associations representing employees within the ministry and assigned entities;
- Manages/ensures that the welfare and development needs of direct reports and staff in the Division are identified and addressed through effective performance management, training and development;
- Provides leadership and guidance to direct reports and other staff through effective objective setting, delegation, coaching, mentoring and communication;
- Ensures that the Division's staff has sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Develops and manages the performance of direct reports and other staff in relation to work plans in the Division by conducting periodic performance appraisals and recommending training or initiates corrective actions where necessary to improve performance.

#### ***Corporate Communications and Public Relations***

- Leads and oversees the development of the Ministry's Corporate Communication Plan and strategy;
- Ensures that appropriate communication and knowledge management systems are in place to facilitate the dissemination of accurate and timely information within the Ministry, to its associated Agencies and to the media/general public;
- Monitors and ensures there is media coverage and exposure for the activities of the Ministry;
- Monitors and ensures that speeches, messages, website content, news releases and other information products are prepared and disseminated in a timely manner.

#### ***Customer Service***

- Leads and oversees the development of the Ministry's Customer Service Improvement Plan and strategies;
- Supports the certification of MSETT in ISO 9001:2015;

- Monitors the development and implementation of a robust Customer Complaints Management System to resolve customer complaints.

#### ***Office Administration /Procurement/Inventory and Property Management***

- Leads the development and oversees the implementation of administrative policies and procedures in-keeping with Government guidelines and regulations;
- Ensures that submissions to the Procurement Committee conform to the approved policies and procedures and ensures that the Permanent Secretary is advised of the decisions of the Committee;
- Monitors procurement of equipment and general supplies to ensure adherence with quality requirements, financial guidelines/regulations and GoJ procurement guidelines;
- Oversees the implementation of the procurement policies and procedures, which fosters cost savings and value for money;
- Oversees the preparation of procurement contracts;
- Ensures the maintenance of an inventory management system and the establishment of a preventative maintenance programme for the Ministries' motor vehicles, furniture and equipment;
- Guides the development of a safety and security programme, including disaster preparedness plan to protect the ministry's human resources, physical and other assets;
- Ensures the availability of adequate ancillary support service, including janitorial, messenger and transportation services;
- Oversees and manages all contracts for service within the Ministry, including security, janitorial, and female hygiene, ensuring that these services are effectively delivered, contracts are properly executed, and compliance with legal and regulatory requirements is maintained;
- Manages lease agreement with tenants at 36 Trafalgar Road and the lease agreement with the Jamaica Public Service (JPS) Company Limited at 113 Washington Boulevard;
- Collaborates with internal stakeholders, external vendors and security personnel, to ensure the highest level of security is maintained;
- Reviews security procedures and ensures security measures are in place for the protection of staff and property during and after working hours as appropriate;
- Oversees the facilities management for all properties occupied by the Ministry (Trafalgar, 138 H Maxfield Avenue, 145 Maxfield Avenue and 113 Washington Boulevard);
- Oversees projects for major refurbishing and/or repairs of office space, furniture and equipment and other assets;
- Ensures the implementation of effective equipment maintenance programme, ensuring they are kept in good working condition and avoid/minimize incidence of downtime;
- Develops Framework Agreements for service contracts as needed;
- Ensures execution of service contracts for the facilities;
- Oversees the preservation and maintenance of a clean and attractive environment, conducive to achieving the highest level of efficiency and effectiveness.

#### ***Documentation, Information and Access Services***

- Oversees the implementation of the Records and Information Management (RIM) Programme;
- Ensures the effective administration of the Access to Information Act by:-
  - Overseeing the provision of public access to records/information in keeping with the legislative requirements;
  - Participates in the development/establishment of appropriate policies, standards and general procedures in relation to review, appraisal, retention, tracking and retrieval of records;
  - Establishes mechanisms for performance measurement with respect to the Records Management System (s) to identify whether or not the information is being managed efficiently and cost effective;
  - Oversees the establishment of systems and procedures to effectively manage the Registry and the maintenance of efficient records management system;
  - Ensures that the library is adequately equipped and is user friendly and accessible to the general public.

#### ***Information Technology***

- To oversee the provision of Information Technology Systems to transform and modernize the operations of the Ministry;
- Ensures the development and implementation of an Information Systems strategy for the Ministry;
- Promotes the use of Information Technology as an agent to transform and modernize the Ministry's operations and strategies;
- Ensures the design and development of new enabling technologies to support key initiatives that cut across the Ministry and its Departments.

**Policy Advice**

- Assumes responsibilities as a member of the executive body of the Ministry for providing leadership and assisting to guide the strategic direction and overall achievements of its policy agenda and the development of Corporate Services;
- Provides policy interpretation, guidance/advice to the Permanent Secretary and Unit and Division Managers/Directors to ensure effective co-ordination of the ministry's functions and compliance with/adherence to existing Public Service regulations/policies;
- Oversees the development and implementation of modernized corporate policies and services and ensures that they remain responsive to the changing needs and requirements of the Ministry;
- Improves efficiency and ensures cost reduction by initiating innovation and or changes in internal management approaches, practices, systems, procedures and policies;
- Encourage compliance by sharing policy/procedural changes and other relevant issues with staff;
- Attends Public Accounts Committee meetings and budget debates at the Ministry of Finance and other relevant events/meetings when required;
- Provides leadership and advise on the Human Resource Executive Committee in relation to the delegated functions of the Ministry.

**Other**

- Leads/participates in cross-functional groups/teams as required;
- Establishes and maintains a network of Human Resource Management and Administration practitioners in the Public and Private sectors as a means of information sharing and professional development;
- Visits offices or entities (that are located off the main Ministry compound), periodically to ensure that Corporate Services policies and practices are adhered to;
- Provides guidance to the Ministry's reporting agencies/entities/departments on Human Resource Management and Administration related matters;
- Sits on Human Resource Executive Committees and other committees as required/directed;
- Recommends the budgetary requirement for the Corporate Services Division;
- Oversees the expenditure from the approved budgetary allocation;
- Approves payment vouchers for goods and services and sign cheques and financial letters on behalf of the Ministry.
- 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
- Strategic vision
- Good analytical thinking skills
- Good problem solving and decision making skills
- Impact and influence
- Initiative
- Good planning and organizing skills
- Goal/result oriented
- Good leadership skills

**Technical:**

- Use of technology (relevant computer applications)
- Excellent knowledge of Government Administration Systems, Corporate Planning, Labour Laws and Industrial Relations Practices, Staff Orders, Public Service Regulations, Access to Information, Procurement Guidelines and other policies that governs HRM and Administration.
- Strong consultative competencies in guiding communication approaches in support of executive leaders and business strategy.
- Excellent human resource management skills.
- Ability to analyze and interpret financial and other corporate information for decision making.
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations.

- Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time.
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution.
- Ability to manage limited resources in order to achieve challenging output targets.

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

- Postgraduate Degree in Business Administration or Public Administration or comparable qualifications in the Social Sciences, from an accredited tertiary institution.
- At least eight (8) years' experience in general management, five (5) of which should be at a senior level preferably in the public sector, or in an organisation of similar size and complexity.
- Demonstrated experience in managing Corporate Services functions and responsibilities of an Organization.

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

- Extended hours may be required to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Ability to travel overseas and locally on work related business.
- Ability to work under pressure and with minimum supervision.

## **2. Chief Technical Director, Energy (GMG/ CTD 1)**

### **Job Purpose**

Under the general guidance of the Permanent Secretary, the Chief Technical Director (CTD) is responsible for developing technical standards and procedures, provide technical guidance, policy advice and effective monitoring of the technical matters for which the Ministry has responsibility, in keeping with the mandate to develop the country's energy resources, as well as to address related crises.

### **Key Responsibilities**

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

- Ensures the alignment of Operational Plans with the Ministry's strategic objectives and priority programmes, and recommends changes, where necessary, to achieve desired results;
- Implements mechanisms to effectively co-ordinate the alignment of plans, programmes and projects of the Ministry and its departments and agencies in order to ensure a cohesive and complimentary execution of policy initiatives;
- Participates in and co-ordinates the development of the strategic direction of the Ministry;
- Participates in the formulation/review of policies and legislation to improve and/or harmonize the activities of the Ministry and its agencies
- Prepares Ministry Papers and Submissions to high level committees involved in the formulation of national policies;
- Prepares technical briefs and analytical reports for the Ministry as required;
- Prepares and submits performance and other reports relating to the achievement of targets for the Ministry and its agencies, as required, and ensures timely submission of all documents/information requested from the Division;
- Establishes and maintains national standards governing the planning, development and operation of the energy sector and its key entities;
- Develops policies and procedures to guide the operations of the Divisions within the span of control; develops and implements mechanisms to foster effective communication within/between the Division, and the agencies and sectors on which the Ministry impacts;
- Represents the Ministry at local and international meetings, conferences and other fora.

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

- Oversees the implementation of policies, strategies, and action plans within the Energy Division, ensuring alignment with the existing institutional framework, relevant legislation, and national government plans and strategies;
- Provides strong leadership and support for the Energy team, while guiding the implementation of technical capacity building initiatives designed to strengthen the monitoring, co-ordinating and supervisory roles within the Division;

- Implements programmes to enhance and strengthen the institutional and technical capacities of the Ministry to effectively undertake its mandate and effectively implement the National Energy Policy;
- Leads the development and implementation of a monitoring and evaluation framework for the Energy Division and its associated agencies and departments.
- Provides high level liaison with the energy agencies, OUR, NEPA, JAMPRO and other agencies and explores the development of renewable and alternative energy resources, to expand and diversify the energy sector;
- Reviews and explores the potential for the development of renewable energy resources and determines the optimized mix of renewable energy production and the strategy for implementation;
- Co-ordinates the activities, plans and programmes of the Energy Division of the Ministry, in order to ensure that an optimized strategy is implemented;
- Monitors the Electricity Sector with a view to ensuring that the production and delivery of electricity is carried out in a safe, reliable and cost effective manner;
- Directs the preparation and ongoing review of Government's Energy Conservation and Efficiency Programme in order to assess the impact of technical and fiscal interventions;
- Assumes monitoring oversight for the implementation of development projects, including special projects, which seek to realize the goals of the energy policy. These include, fossil fuel exploration, renewable energy projects, PETROJAM Upgrade, and the Petro Caribe arrangements;
- Participates in, leads and/or provides advice in discussions/negotiations with donor agencies and international development partners to execute programmes;
- Develops and ensures the effective implementation of monitoring reporting mechanisms for the various programmes / projects, policies and action plans;
- Ensures the establishment of systems for the management of industrial safety, disaster management, occupational health and environment planning;
- Monitors the compliance of portfolio entities with established standards;
- Liaises with all entities involved in the country's energy sector with a view to ensuring that the planning, development and operation mandates are done in an orderly, cost effectively and environmentally responsible way;
- Reviews and evaluates the portfolio agencies' quarterly and annual reports to ensure consistency and completeness with respects to the technical commitments, and the private sector;
- Provides technical support to the Ministry of Labour with the processing of Work Permit Applications for persons seeking employment in the energy sector;
- Reviews the implementation of all Cabinet Decisions to ensure that policy objectives and targets are being met and kept within budgetary allocation.

### ***Human Resource Management***

- 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 transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Collaborates with the Human Resource Management and Development Branch to develop and implement a succession planning programme for the Energy Division to facilitate continuity and the availability of required skills and competencies to meet its needs;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching;
- Ensures that the welfare and development needs of staff (direct and indirect reports) are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Divisions' and Ministry's goals;
- Performs other related duties and responsibilities as may be determined by the Permanent Secretary from time to time.

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

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

- Initiative
- Managing external relationships
- Strategic vision
- Problem solving and decision making skills
- Sound Analytical thinking skills
- Goal/result oriented
- Planning and organizing skills
- Good Leadership Skills

- Good oral and written communication skills
- People Management
- Methodical
- Managing partners
- Impact and influence

***Technical/Functional :***

- Excellent negotiating skills;
- Ability to analyse and interpret financial information for decision making;
- Ability to exercise sound judgment and conviction of purpose in unfavorable or unpopular situations;
- Sound knowledge of the general operations of the machinery of government, the role function and operations of Cabinet and Parliament;
- Ability to manage limited resources in order to achieve challenging output targets;
- Excellent knowledge of Government and administrative systems and public policy.
- Sound knowledge of the legislative and regulatory framework and standards governing the energy sector.
- Excellent knowledge of governance framework and issues relating the electricity generation sector.
- Ability to cope under pressured working conditions and to meet deadlines.

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Electrical Engineering, Energy Management, Business Administration, or a related field; Master's Degree would be desirable.
- Training in Public Policy Formulation, Implementation and Administration;
- Ten (10) years working experience in the energy sector, or related fields, with significant leadership role;
- Proficiency in the area of legal and regulatory frameworks governing the energy sector will be a distinct advantage;
- Experience in sector development, project development and management.
- Demonstrated success in managing large-scale energy projects and teams.

**Special Condition Associated with the Job**

- Occasional local and overseas travel;
- Preparation of reports and appearance at Parliament and other institutions concerning the electricity service and systems, management of the country's petroleum trade, energy supply and demand and other sector issues;

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

**Job Purpose**

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

**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 to the transport 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 and the Honourable Minister as required;
- Collaborates with the Ministry of Foreign Affairs, Tourism and trade officers in other MDAs to develop synergies within the transport sector;
- 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 portfolio;
- Oversees the implementation of Cabinet Decisions which involves 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;
- 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.;
- Oversees research activities related into 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 attaining 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.

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

- Excellent leadership skills
- Excellent interpersonal skills
- Good problem solving skills
- Excellent organizational skills
- Strategic vision
- Team work and cooperation
- Excellent 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 environment 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;
- A minimum of eight (8) years experience in policy development or the transportation sector, with five (5) years at a middle management or senior management level.
- Training in research methodologies, policy formulation and management
- Proven ability to lead diverse teams and manage multiple projects simultaneously.

**Special Conditions Associated with Job:**

- Position requires undertaking local and overseas travel

**4. Telecommunications Analyst (GMG/SEG 3)****Job Purpose**

Under the direct supervision of the Principal Director, Telecommunications, the Telecommunications Analyst is responsible for conducting research, analyzing policy issues, and providing recommendations related to telecommunications regulations, industry trends, and technology advancements. The incumbent will be responsible for monitoring regulatory changes, assessing the impact on the country, and advocating for favorable policies.

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

- Provides guidance and recommendations to ensure adherence to legal requirements and regulatory obligations;
- Prepares reports, white papers and presentations, summarizing findings and providing insights to support decision-making;
- Engages with regulatory authorities, industry associations and other stakeholders, to gather information, provide input.

- Participates in industry working groups, consultations and public hearings related to telecommunications policy matters;
- Collaborates with internal teams, such as legal, Strategic Planning and policy services, to ensure alignment with business objectives and regulatory requirements;
- Represent the Ministry's interests in telecommunications policy discussions, consultations, and industry forums;
- Advocates for national telecommunications policy positions in deliberations and engagements with government and non-government stakeholders;
- Stays updated with the latest developments, technologies, and best practices in the telecommunications industry by attending conferences, workshops, and industry events to enhance knowledge and expertise.

#### ***Technical***

- Researches, analyses, and evaluates telecommunications policies, regulations, and industry trends;
- Monitors changes in legislation, regulatory frameworks, and international standards that impact the telecommunications industry;
- Assesses the Ministry's compliance with telecommunications regulations and policies;
- Evaluates the impact of proposed policy changes on the Ministry's operations, business strategy, and financial performance and identifies risks and opportunities and provide recommendations for adapting to regulatory changes;
- Conducts in-depth research on telecommunications topics, including market trends, emerging technologies, and regulatory developments;
- Monitors and analyses the telecommunications market landscape, including competitors' strategies, services, and pricing models;
- Identifies market trends, assesses competitive advantages, and provide recommendations to enhance the Jamaica's competitiveness;
- Evaluates emerging telecommunications technologies, such as 5G, Internet of Things (IoT), and cloud-based services and assess the potential impact on the Country's infrastructure, services, and business models;
- Provides recommendations for adopting new technologies and leveraging them strategically;
- Contributes to the development and revision of telecommunications policies, guidelines, and procedures within the Ministry.

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

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

- Good oral and written communication skills
- Good Teamwork and cooperation
- Interpersonal skills
- Initiative
- Client and quality focus/commitment to service quality
- Compliance
- Adaptability
- Integrity
- Methodical
- Good Problem solving skills
- Good Planning and organizing skills
- Goal/result oriented
- Strong attention to detail
- Analytical Thinking Skills

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

- Strong knowledge of telecommunications legislation, policies, regulations and industry frameworks.
- Familiarity with regulatory bodies and processes governing the telecommunications industry.
- Excellent research and analytical skills
- Understanding of technology advancements and their impact on telecommunications services
- Ability to collaborate and engage with stakeholders
- Ability to work independently, manage multiple projects, and meet deadlines.
- Knowledge of Policy Development

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

- Bachelor's Degree in Telecommunications, Public Policy, or a related field.
- A minimum of three years' experience in policy analysis, data analysis advocacy, or regulatory affairs within the telecommunications industry is preferred.

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

- May be required to travel locally on official business;
- May be required to work beyond regular working hours;
- Typical office environment, no adverse working condition.

Applications accompanied by résumés should be submitted **no later than Friday, 25<sup>th</sup> July, 2025 to:**

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

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

Please note that only shortlisted applicants will be contacted.

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

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



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