



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 279

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22nd August, 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 **Principal Director, Climate Change (GMG/SEG 6) (Vacant)** in the **Climate Change Branch, Ministry of Economic Growth and Job Creation (MEGJC)**, salary \$9,401,821 - \$12,644,404 per annum.

Job Purpose

To have overall responsibility for the management of the Climate Change Branch and to institute an impeccable co-ordination and facilitation mechanism, including close co-operation with the Climate Change Advisory Committee.

Key Responsibilities

Management/Administrative:

- Presents climate change related information at public interest, governmental, regional international or other meetings;
- Develops Strategic Business and Operational Plans and Budgets based on Government priorities;
- Develops Individual Work Plan according to strategic alignment with Operational Plan and strategic direction;
- Monitors progress of staff in relation to Strategic Business and Operational Plan and provides feedback and/or corrective action;
- Prepares Annual/Monthly and Special Reports, as required.

Technical/Professional:

- Establishes an appropriate procedure for the co-ordination of all relevant institutions and stakeholders involved in climate change resilience building;
- Co-ordinates monitoring, reporting and evaluation of the National Climate Change Policy and the implementation of adaptation, mitigation, and outreach programmes across Government;
- Co-ordinates the preparation and validation of climate change related national regulatory frameworks;
- Works with Executive Agencies to monitor implementation of climate change projects for adaptation and mitigation;
- Leads the process of consultation with key sectors for the development of the Government's strategy and programmes on adaptation to and mitigation of climate change, and guides their effective implementation;
- Leads the process for the development of Jamaica's National Climate Change Policy and guides its implementation in collaboration with other Ministries and Executive Agencies;
- Facilitates the integration of climate change issues, through use of the Climate Change Policy framework, into key sectoral policies related to agriculture, tourism, infrastructure, health, energy and transport, among others;
- Provides technical support and advice to the Director General and Permanent Secretary, by reviewing and appraising all climate change related policies before the Ministry's approval;
- Prepare a comprehensive climate change response strategy;
- Co-ordinates climate change research activities and contributes to the determination of research priorities;
- Promotes the use of evidenced based planning by supporting the work of Research Centres and Universities engaged in climate change research;
- Facilitates the functioning and access to resources of existing Research Institutions.
- Conducts risk assessments for climate change strategies;
- Facilitates national participation in the activities of the Intergovernmental Panel on Climate Change (IPCC);
- Promotes scientific and technical cooperation on matters related to climate systems and climate change;

- Oversees the collection of climate change information and data in the areas of adaptation and mitigation;
- Co-ordinates awareness raising education and outreach activities, sets national communication goals, develops programmes for communication of climate change information and tools for effective outreach, training and capacity building on climate change, pursues partnerships with appropriate information and education Agencies of Government, NGOs and the Private Sector, to ensure sustained and targeted education and awareness;
- Plays a key role in coordinating Jamaica's representation for international climate change negotiations, analyzing and articulating national positions, leading the process of preparing national positions for multilateral negotiations, including as a Party to the United Nations Framework Convention on Climate Change, its Kyoto Protocol, the IPCC and any new instrument(s) that is ratified in the future;
- Identifies sources of climate finance, establishes relation with Donor Agencies and funding sources - multilateral, regional, and national;
- Elaborates allocation criteria, contributes to prioritize amongst proposed actions, and monitors and evaluates implementation;
- Elaborates investment guidance.

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 and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to goals;
- Contributes to the development, implementation and maintenance the succession planning programme.

Required Knowledge, Skills and Competencies

Technical:

- Excellent knowledge of climate change strategies and international agreements
- Excellent knowledge of policy planning, development and analysis
- Demonstrated skills in strategically leading and chairing meetings
- Sound research skills
- Proven ability to work effectively with diverse stakeholders at all levels, including Private Sector, Public Sector, Civil Society, Academia and the International Donor Community
- Experience in standard software applications and in handling web-based management systems

Core:

- Excellent analytical skills to evaluate and provide solutions
- Excellent written and oral communication skills
- Excellent negotiating skills
- Excellent influencing skills
- Results oriented
- Excellent decision-making and problem-solving skills

Minimum Required Qualification and Experience

- Master's Degree in Environmental Science, Natural Science, Climate Science/Climatology or a related discipline
- Post Graduate training in Policy Analysis would be an asset
- Training in monitoring and evaluation techniques
- Seven (7) years of relevant experience at the national or international level, with significant managerial experience and involvement in design, monitoring and/or evaluation in the areas of climate change adaptation and mitigation

OR

- Bachelor's Degree in Environmental Sciences, Natural Sciences, Climate
- Science/Climatology or a related discipline
- Post Graduate training in policy analysis would be an asset
- Training in monitoring and evaluation techniques
- Ten (10) years of relevant experience at the national or international level, with significant managerial experience and involvement in design, monitoring and/or evaluation in the areas of climate change adaptation and mitigation.

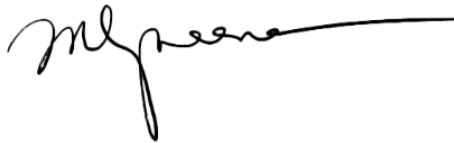
Applications accompanied by résumés should be submitted **no later than Thursday, 4th September, 2025 to:**

**Senior Director, Human Resource Management & Development
Human Resource Management and Development Branch
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5.**

E-mail- human.resources@megic.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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**