

Office of the Services Commissions

(Central Government)

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CIRCULAR No. 347 **OSC Ref. C.5850¹⁵**

28th November, 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 Water Resources Authority (WRA)**:

- 1. Human Resource Development Officer (Level 8) – Human Resource Management & Administration Branch**, salary range \$4,266,270 - \$5,737,659 per annum.
- 2. Hydrology Technician I (Level 4) – Resource Monitoring & Data Collection Branch**, salary range \$2,190,302 - \$2,945,713 per annum.

1. Human Resource Development Officer (Level 8)

Job Purpose

The Human Resource Development Officer is responsible for identifying training needs in keeping with the Organization's strategic objectives; and providing support to the human resource function in the form of maintaining internal controls and upholding the integrity of Training and Development policies, procedures, and systems. The incumbent also facilitates the improvement of employee skills and core competences, as well as promote career advancement through employee access to development opportunities.

Key Responsibilities

- Participates in the development of an annual Strategic Training Plan and Budget.
- Reviews Training Policies and Guidelines to ensure congruence with Corporate Objectives.
- Develops and implements Training Procedural Manual to guide how training programmes are selected and implemented.
- Ensures that the developmental needs of team members are clearly identified and addressed by conducting an annual Training Needs Assessment as part of the annual employee development planning process. This includes meetings with WRA Leaders and other relevant stakeholders to discuss training needs and suitable training programmes.
- Establishes a network of competent presenters/trainers and other resource professionals internally and externally in keeping with budgetary allocation.
- Identifies internal and external training courses for implementation, and input into the Training Database, guided by training needs analysis.
- Implements training programmes using internal, external, and international resources, then document the number of employees who are enrolled in and/or completed training programmes, guided by the annual Training Plan.
- Conducts post training evaluations to determine the relevance of content, and effectiveness of presenters/trainers.
- Prepares and present a report to determine Return on Investment (ROI), in keeping with the results of the Training Evaluations.
- Identifies internal successors for, critical positions and enroll them in the WRA's Succession Planning Programme, in keeping with policy guidelines.
- Creates a process to assist supervisors with developing a "career path" for "high potential" team members.
- Processes nominations for training and/or development courses locally and internally, as per policy guidelines.
- Processes applications for study leave, day releases, and grants usnig guidelines.
- Develops and maintain a skills bank to support talent acquisition, with a focus on hard to recruit for and critical positions.
- Plan, develop, and facilitate internal training and employee development programmes, using effective methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.
- Prepares and submit monthly Training Reports showing the status of training programme outputs.

- Conducts Annual Training Effectiveness Survey to gauge whether the training delivered met expectations.
- Participates in the recruitment process for new employees or internal successors.
- Establishes and maintain a system to fosters a culture of teamwork, employee empowerment and commitment to the Organization's goals.

Required Knowledge, Skills and Competencies

- People-oriented
- Social & Interpersonal skills
- Planning & Organizing
- Project & Process Management
- Employee Development
- Effective Communication (Oral & Written)
- Critical Thinking & Analysis
- Problem Solving & Decision Making
- Presentation & Knowledge Transfer
- Teamwork & Collaboration
- Integrity & Confidentiality
- Flexibility & Results Oriented
- Initiative & Adaptability
- Business Conduct and Ethics
- Performance & Change Management
- Customer & Quality Focus
- External Relationship Management
- Sourcing and Procurement
- Talent Acquisition
- Knowledge of Jamaica Labour Laws and Policies
- Proficiency in Microsoft Office Suite
- Research & Report Writing
- Risk Mitigation & Compliance
- Data & Information Management
- Knowledge of Employee Training and Development Methods
- Knowledge of Employee Training and Development Methods
- Knowledge of Jamaica's Labour Laws and Human Resource Management Practices
- Understanding of Public Sector Staff Orders and Public Service Regulations
- Knowledge of Public Sector Policies/Regulations related to HRM and Administration
- Experience working with Human Resource Information Systems (HRIS)
- Experience conducting training needs assessment/analysis and utilizing various adult instructional techniques would be an asset

Minimum Required Qualification and Experience

- BSc in Human Resource Management, Business Administration, Education, or equivalent
- Five (5) years' experience in a similar position

Special Conditions Associated with the Job

- Island-wide travel to offices and training sites
- Required to train or facilitate training in field conditions

2. Hydrology Technician I (Level 4)

Job Purpose

The position of Hydrology Technician I in the Resource Monitoring & Data Collection Unit is responsible for carrying out field data collection of surface and groundwater under normal and extreme conditions, and to compute and prepare the data for publication on the Webmap Database, as well as the preparation of graphs, maps, and charts to show variations in ground and surface water quantity and quality for quality assurance testing and in support of the functions of the WRA's mandate, namely, water resources assessment, allocation, protection, and conservation.

Key Responsibilities

- Carries out measurements of Stream Flow, “Point of Zero flow” (PZF) and Peak Stage and High Flow, Groundwater, Download data (Stage, Precipitation, Soil Moisture), Water Quality Sampling (Surface Water & Groundwater).
- Carries out Drought monitoring, Flood Inundation Mapping, and Well Pump test.
- Conducts maintenance of Stream Gauge Stations, Groundwater Index Wells, Intensity Rain Gauge. Soil Moisture Equipment, Instruments, and Equipment - Streamflow Velocity Meters (Large Type AA and Pygmy), Groundwater Depth Probes.
- Conducts, Computes & Checks Streamflow Measurement Notes, Stage Data (logger, recorder chart and gauge height cards), log Groundwater level Notes, and Collate and Format Stage, Discharge Groundwater levels, Precipitation, Soil Moisture.
- Conducts Curve Development and Review, Trend Analysis, and Data Interpolation
- Invoicing for inventory
- Completes and submit payments and claim vouchers.
- Participates and assists with Public Awareness Campaigns such as Exhibitions, Workshops & Field Trips

Required Knowledge, Skills and Competencies

- Critical Thinking
- Data Analysis and Troubleshooting
- Communication (Oral and Written)
- Customer & Quality Focus
- Teamwork & Collaboration
- Initiative
- Integrity
- Social skills
- Compliance
- Adaptability
- Attention to Detail
- Good Time Management skills
- Proficient Typing & Computer skills
- Advance knowledge in usage of Microsoft Office Software; Word, Excel, PowerPoint
- Knowledge of ArcGIS 10.0
- Physically fit and healthy
- Ability to swim will be an asset
- Knowledge electronic troubleshooting will be an asset

Minimum Required Qualification and Experience

- Four (4) C.X.C. or equivalent (Grade 1 or 2), including Mathematics, English Language and Geography OR Hydrology Technician Certificate from an approved institution such as the Caribbean Institute of Meteorology and Hydrology
- At least three (3) years’ experience carrying out the specialized work of water resources data collection.

Special Conditions Associated with the Job

- Wading in surface water (rivers, streams and springs)
- Hiking through hilly terrain and long distances
- Traversing heavily forested and uneven terrain
- Frequent field work in dusty conditions and exposure to the elements eg. (sunshine and rain).
- Field work involving use of large weights on crane (50 to 250lbs)
- Field work during extreme weather conditions.


Applications accompanied by résumés should be submitted **no later than Wednesday, 10th December, 2025 to:**

**Director, Human Resources Management and Administration
Water Resources Authority
Hope Gardens, P.O. Box 91
Kingston 7**

Email: hrm@wra.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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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