



OFFICE OF THE SERVICES COMMISSIONS
(Central Government)
30 National Heroes Circle
Kingston 4
Jamaica
Telephone: 922-8600
Fax: 924-9764
E-mail: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 124
OSC Ref. C.5850¹⁰

16th May, 2018

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 vacant post of **Chief Technical Director (GMG/CTD 1)** in the **Policy, Planning and Evaluation Division, Ministry of Economic Growth and Job Creation**, salary range range \$5,233,983 - \$6,221,562 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will continually direct, monitor and evaluate the implementation of the Ministry's policies for promoting and developing its portfolio (land, environment, development planning and climate change). He/she will develop policy options and advocate policies that best support plans for national development.

Key Responsibilities

Management/Administrative:

- Advises the Hon. Minister, Permanent Secretary and other Ministry personnel on developments within the country which impact land and environment sectors;
- Advises, briefs and supports the Hon. Minister, Permanent Secretary and other Ministry personnel on all aspects of relevant Government programmes, policies, Operational Plans and overall strategic direction;
- Advises on and leads the development of international policies and programmes while supporting the process for the negotiation of international agreements;
- Supports the Director of Finance to ensure that the annual operating plans are consistent with the policies of the Ministry;
- Manages the budget of the Division.

Technical/ Professional:

- Supports the Hon. Minister and Permanent Secretary in setting the strategic direction of the Ministry in support of the Government's priorities within portfolio areas;
- Leads the Ministry in all activities and functions on matters of policy;
- Identifies key issues and appropriate priorities on all policy matters that need to be brought to the attention of the Permanent Secretary and the Hon. Minister;
- Provides expert strategic advice, briefings and support to the Permanent Secretary and the appropriate Minister on all aspects of policy management relating to the Ministry, its Departments and Agencies, to ensure quality decision making;
- Reviews policies/plans, highlights associated risks and makes recommendations to manage related risks;
- Develops policy performance indicators and programme evaluation criteria and methods;
- Leads/participates in donor Agencies and partners as required to execute the programmes under the policies, strategies and Action Plans of the Ministry;
- Reviews, initiates and advises on plans, programmes and legislation relating to entities under the Ministry;
- Ensures the performance oversight and provision of implementation planning support to the Ministry's Departments and portfolio Agencies.

Planning:

- Participates in the quarterly and annual review analyses of the performance of the Ministry and related agencies in relation to Strategic and Operational Plans;
- Supports the process for the identification and development of new initiatives and special projects and ensures that they are brought to a state of readiness for implementation;
- Provides support and consultation to the agencies to ensure that their plans and programmes support the strategic objectives of the Ministry.

Policy formulation and Development:

- Implements rigorous programme of research, design and development to support the policy formulation and advisory functions;
- Formulates the overall Corporate and programme policies and ensures that they are controlled, monitored and evaluated to achieve conformance with the Government's policies, international conventions and best practices;
- Develops policies to guide Government's involvement in related areas such as conservation and protection of the environment, including climate change matters.

Cabinet Office Relations:

- Reviews cabinet submissions originating within and outside the Ministry to ensure consistency with the policies of the Government and the Ministry's strategic framework;
- Ensures the implementation of the cabinet decisions in accordance with the agreed policy, procedural and budgetary parameters.

Relations with Agencies and External Entities:

- Ensures that other Agencies involved in planning at the national level develop sustainable and environmentally sound policies and programmes as it relates to the subjects covered by the Ministry;
- Guides external entities involved in the implementation of Government policies as it relates to the areas of water, land environment and climate change;
- Develops framework documents to guide the programmes and policies of the Agencies and supports the Permanent Secretary in reviewing the strategy for establishing and monitoring performance agreements;
- Monitors and reviews the work of the Agencies to ensure that performance agreements including budgetary guidelines are realized while ensuring compliance with established policies and law;
- Provides information on skills gaps to other Ministries, Agencies and Private Sector (such as the Forestry Department) in their efforts to influence the development of policies and the enhancement of professional standards.

Resource Provision and Utilization:

- Ensures the availability and usage of the appropriate planning tools, models and systems such as the PMES model;
- Supports the process for the sourcing and engagement of international technical specialists.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommend 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/Unit 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 in the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Contributes to the development and implementation succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme.

Other:

- Undertakes any other duties that may be assigned by the Permanent Secretary;
- Deputizes for the Permanent Secretary in his/her absence;
- Ensures the delivery of technical services to stakeholder units.

Required knowledge, Skills and Competencies

Core:

- Ability to think analytically and strategically
- Ability to able to work effectively with other team members to enhance cohesion and to achieve the teams set goals and objectives
- Ability to develop mutual understanding by communicating effectively with persons at all levels orally and in writing
- Demonstrate a high level of emotional intelligence and sensitivity in relating to others
- Display confidentiality, integrity and professionalism in the execution of duties and personal conduct
- Ability to foster collaborations across diverse constituencies and inspire confidence and motivate groups to collectively meet and exceed common objectives, possessing strong experience in participatory leadership

Technical:

- Knowledge natural and built resources management
- Knowledge of Government policy formulation monitoring and evaluation processes
- Knowledge of performance management systems and techniques
- Excellent policy development skills
- Proficiency in use of planning systems, techniques, tools and models
- Proficiency in the use of computers for research, data analysis and presentation

Minimum Required Qualification and Experience

- Master's Degree from a recognized University with an acceptable specialization in Public Policy, Planning, Social Policy, Economics, Public Administration, Engineering, Applied Science or closely related field;
- Related technical knowledge of subject areas (land, environment and/or climate change) is required;
- Evidence of continued professional development measures taken appropriate to strategic management and leadership;
- Ten (10) years' experience at a senior management level position in either the Public or Private Sector;
- Five (5) years' experience in a senior policy management or policy advisory role.

Applications accompanied by resumés should be submitted **no later than Tuesday, 29th May, 2018 to:**

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

Email: human.resources@megjc.gov.jm

Please note that only short listed 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. Martinez (Mrs.)
for Chief Personnel Officer (acting)