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**CIRCULAR No. 157**  
**OSC Ref. C.6567<sup>13</sup>**

15<sup>th</sup> May, 2019

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 **Chief Technical Director, Security Risk Reform and Transformation (GMG/CTD 1) – (Vacant)** in the **Security Risk Reform and Transformation Division, Ministry of National Security (MNS)**, salary range \$5,443,343 – \$6,470,424 per annum and any allowance(s) attached to the post.

**Job Purpose**

The incumbent is responsible for leading and providing strategic direction in the development and monitoring of the Ministry's Intelligence, Cybercrime and Cybersecurity policies, programmes and initiatives with a view to strengthen response capabilities. Additionally, the incumbent will be responsible for leading the implementation of major technology transformation projects and special initiatives within the Ministry, its Departments and Agencies and enhancing the Ministry's research, monitoring and evaluation processes geared at improving evidence based policy decisions, programmes and initiatives.

**Key Responsibilities**

- Maintains an in-depth knowledge of internationally accepted Cybersecurity standards and frameworks and provides expert advice/input to the Division's strategy and operations;
- Leads the development and publishing of Cyber Security policies, guidance and practices to all stakeholders;
- Liaises with the National Cyber Incident Response Team (CIRT) to ensure that Cybersecurity policies are co-ordinated and implemented in an integrated manner;
- Takes responsibility for the definition, approach, facilitation and completion of relevant Cybersecurity and Cybercrime related projects for the National Security Architecture;
- Ensures the effective integration of the research and evaluation, policy-making and planning across the Ministry;
- Directs the preparation of research papers, evaluation reports, policy papers and Cabinet Submissions;
- Oversees the establishment and maintenance of the Monitoring and Evaluation (M&E), Research and Data Analytics Branch with appropriate tools to provide evidence and advice to support Strategic Planning, Portfolio Management and PR and Communications;
- Provides strategic leadership and direction in the Ministry's development and implementation of special/major projects in the Ministry of National Security, its Departments and Agencies, from project initiation through to project delivery;
- Provides oversight on the production of necessary strategic analyses/assessments to inform the development of the Government of Jamaica's (GoJ's) National Security strategies and policies;
- Provides expert advice to the Minister of National Security, Permanent Secretary, Cabinet, CARICOM and Special Committees on Strategic Intelligence issues;
- Provides senior management representation in the Ministry's liaison and collaboration with key stakeholders of modernization and reform initiatives to include the absorption of new technologies;
- Liaises with GoJ Ministries, Departments and Agencies as necessary to ensure all aspects of interventions for special projects are dealt with favourably;
- Ensures the appropriate consultations take place and collaboration established with the stakeholders in the Ministry of National Security portfolio, the wider GoJ and international partners and the Private Sector in order to enhance effective project implementation and realization of project objectives;
- Co-ordinates the evaluation of the efficacy of projects implemented including the assessment of performance against outcomes and the development and implementation of remedial or augmenting measures where appropriate;

- Establishes and implements mechanisms to monitor major technology projects, programmes and initiatives implemented within the Ministry, its Departments and Agencies;
- Prepares and manages the Division's Budget in an efficient and economical manner ensuring resources are efficiently utilized;
- Oversees the development and implementation of the Organization's Sector and Enterprise Risk Management (ERM) Framework, risk assessment tools, registers, processes, methodologies and training (including building the knowledge base in the Ministry regarding Tail Risk, Black Swans and related risk management thinking and practices);
- Engages with Strategic Intelligence Branch, SMT members and Department and Agency Heads on horizon scanning for Sector-Wide Risks. Ensures these are fed into the Strategic Planning Processes, including appropriate actions/mitigations are proposed to reasonably manage the portfolio of risks in alignment with their priority;
- Ensures the provision of training to uplift skills in areas such as risk identification, risk assessment, risk management and mitigation, risk reporting and communication across the core MNS;
- Provides day to day leadership and direction in the development and continuous performance improvement of the Division;
- Develops and oversees the implementation of effective links with other Ministries, Departments, agencies and local and international partners;
- Provides advice to other policy making entities within the Ministry of National Security, other Ministries, regulators, etc.;
- Monitors and reviews the performance of immediate reporting staff;
- Provides leadership to team through strategic planning, delegation, coaching, mentoring and communication.

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

- Customer and Quality Focus
- Excellent Interpersonal skills
- Ability to work in a team
- Excellent Oral and Written Communication skills
- Ability to use Initiative
- Good Planning and Organizing skills
- Good Analytical Thinking, Problem Solving and Decision Making skills
- Good Job Knowledge
- Ability to manage partners and external relations
- Good Leadership skills
- Change Management and Influence
- Strategic Vision
- Good use of Technology
- Goals/Results Oriented
- Compliance
- Working knowledge of Microsoft Word, Excel and Power Point skills
- Sound knowledge of Policy Development processes
- Knowledge of Government of Jamaica planning processes
- Knowledge of the preparation of policy documents i.e. Cabinet Submissions/Notes
- Strong Organizing and Programme Management skills
- Knowledge of relevant Laws and Government Guidelines
- Working knowledge of scientific research processes
- Working knowledge of local, regional and international Cybercrime, Cybersecurity Laws and regulations
- Familiarity with Security incident and Event Management Solutions and other solutions in the Cybersecurity monitoring landscape
- Intermediate Project Management skills
- Sound knowledge of monitoring and evaluation principles and practices
- Ability to conceptualize, develop, implement and monitor mechanisms to minimize organizational risks

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

- Master's Degree in Public Policy/Management or related discipline;
- Five (5) years in a senior management role, leading at least three (3) complex and distinct functional Units/Branches;

- Demonstrated experience in successfully leading several large scale transformational projects;
- Experience interfacing with the leadership of key institutions in the national security architecture would be a distinct asset.

**Special Conditions Associated with the Job**

- May be required to work beyond normal working hours and on weekends;
- May be required to travel extensively locally and internationally;
- May be required to visit crime and violence-prone communities;
- May be required to meet critical deadlines within a short length of time.

Applications accompanied by résumés should be submitted **no later than Friday, 31<sup>st</sup> May, 2019 to:**

**Director, Human Resource Management and Administration  
Ministry of National Security  
4<sup>th</sup> Floor, NCB North Tower  
2 Oxford Road  
Kingston 5**

Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.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.**



Jacqueline Mendez (Mrs.), J.P.  
Chief Personnel Officer