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CIRCULAR No. 173
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3rd July, 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 be assigned to the following posts in the **Water Policy and Monitoring Branch, Ministry of Economic Growth and Job Creation**:

1. **Director, Water Policy (GMG/SEG 4) – (Not Vacant)**, salary range \$2,777,255 – \$3,301,284 per annum and any allowance(s) attached to the post.
2. **Administrator (GMG/AM 3) – (Not Vacant)**, salary range \$1,082,224 – \$1,286,424 per annum and any allowance(s) attached to the post.

1. **Director, Water Policy (GMG/SEG 4)**

Job Purpose

Under the direction of the Senior Director, Water Policy and Monitoring, the incumbent is responsible for co-ordinating reviews of the Water Sector Policy Strategies and Action Plans and recommending new and revised policies and initiatives, assessing congruence among policies and international agreements and providing research on relevant issues.

Key Responsibilities

Management/Administrative:

- Collaborates on the Division/Branch's Strategic Business Plan, Operational Plan and the Budget;
- Organizes and participates in meetings, seminars and workshops and international conferences;
- Prepares and delivers presentations in relation to portfolio area;
- Co-ordinates actions arising from decisions within Steering Committees.

Technical/Professional:

- Analyzes and evaluates the feasibility of proposed policies and their economic, social and/or environmental impact and provides feedback;
- Evaluates options and makes recommendations for new policies;
- Undertakes research and analysis in order to prepare policy papers which define strategies and approaches;
- Monitors trends in policies regarding Water and Waste Water Management;
- Investigates specific problems and issues related to portfolio area and conducts quantitative analysis and secondary research as required;
- Analyzes impact of trends on Government policy and proposes recommendations;
- Revises existing policies based on analysis of changing environment, needs of stakeholders and emerging best practices;
- Compiles information and prepares draft responses to questions asked in the Houses of Parliament;
- Prepares position papers regarding Water and Waste Water Management Systems for national and international groups;
- Recommends policy review schedule for approval by the Senior Director;
- Evaluates International Agreements ratified which affects Water and Waste Water Management and assess obligations under these agreements and their impact on the Sector;

- Identifies need for legislative changes to allow for the implementation of policies and makes appropriate recommendations;
- Provides Monthly Progress Reports to the Senior Director on the activities being undertaken;
- Co-ordinates and assesses the effectiveness of policies in the Water Sector Agencies and ensures conformity with Government priorities;
- Assists with monitoring of strategies and plans in the Sector to ensure they are in line with the objectives of National Development plans and in keeping with the guidelines for the policy process;
- Liaises with Water Agencies regarding implementation of policy direction, new legislation and review of legislation;
- Liaises with other technical portfolio Divisions/Branches to provide support and facilitate information sharing on lessons learnt and best practices;
- Prepares draft speeches, correspondence and Cabinet Papers for Ministers;
- Analyzes and comments on studies prepared within Statutory Bodies and provides information to assist with decision making and/or to determine the advisability of adopting new measures;
- Co-ordinates consultations between Public and Private Sector groups to clarify contentious policy issues in order to generate greater understanding and acceptance of Government policies;
- Performs other related duties as assigned.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organization's goals;
- Contributes to the development and implementation of Succession Planning framework in collaboration with the Human Resource Management and Development Branch through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Branch for the Orientation programme.

Required knowledge, Skills and Competencies

- Knowledge of Government of Jamaica's policy development process
- Knowledge of Water and Waste Water Management policies and legislation
- Knowledge of relevant computer applications
- Excellent research and analytical skills
- Good written and oral communication skills
- Good problem solving skills
- Ability to work in a team
- Initiative
- Confidentiality

Minimum Required Qualification and Experience

- Masters Degree in Public Policy, Public Sector Management/Public Administration or related Social Science Degree/Natural Resource Management;
 - Training in Policy Analysis, Development and Assessment;
 - Four (4) years' experience working in and Policy Development Analysis.
- OR**
- First Degree in Public Policy, Public Sector Management/Public Administration or related Social Science Degree/Natural Resource Management;
 - Training in Policy Analysis, Development and Assessment;
 - Six (6) years' experience working in an analytical field, preferably in Policy Development.

Special Conditions Associated with the Job

- May be required to work long hours;
- Policy consultations will necessitate travelling to various parishes.

2. Administrator (GMG/AM 3)

Job Purpose

Under the direction of the Senior Director, Water Policy and Monitoring, the incumbent is responsible for providing administrative and secretarial support for the effective functioning of the Water Policy and Monitoring Branch.

Key Responsibilities

Technical/ Professional:

- Conducts research and prepares reports as required, on activities being performed or required to be performed within the Branch;
- Drafts responses to inquiries from various stakeholders for approval by Senior Director;
- Co-ordinates logistics, correspondence and any other general arrangements for the conducting of stakeholder consultations;
- Participates in the preparation of official documents including briefs, Ministry Papers, Notes and Official Submissions;
- Ensures maintenance of efficient manual and computerized systems of filing and the security of official and confidential records;
- Manages and maintains the Library of the Branch in collaboration with the Information and Documentation Branch;
- Prepares draft responses for Access to Information requests of the Branch for approval by the Senior Director;
- Assists in the preparation of Annual Budget and Cash Flow;
- Assists in the procuring of goods and services for the Branch;
- Composes letters/memoranda, reports, notes and speeches from basic instructions;
- Plans and ensures appropriate arrangements for the Senior Director's local and overseas trips and prepares itineraries;
- Arranges travel/accommodation for overseas or out-of-town guests being hosted by the Ministry and/or the Department; prepares appropriate itineraries;
- Liaises with various members of the monitored Agencies for gathering and dissemination of information;
- Maintains Office supplies for the Branch and distributes supplies as required;
- Updates and maintains Registers of Attendance and Leave for the Branch and prepares Monthly Attendance Report for further submission to the Human Resource Management and Development Branch;
- Requests items for discussions from the relevant persons and prepares Agenda for the Monthly Staff Meetings; assists with the arrangement for other meetings as directed;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Composes Minutes of meetings and seminars held by the Branch;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors all inquiries directed to the Office and provides, where possible necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Senior Director and issues reminders of ensure fulfillment;
- Prepares presentation for Senior Director's meetings based on information provided;
- Performs other related duties from time to time as required.

Required Knowledge, Skills and Competencies

- Proficient in the use of word processing and other standard computer applications
- Good research and information gathering skills
- Good administrative and secretarial skills
- Knowledge of central government operational procedures
- Excellent organizational skills
- Good oral and written communication skills
- Excellent interpersonal skills
- Team and results-driven
- Confidentiality

Minimum Required Qualification and Experience

- Diploma/Associate Degree in Administrative Management, Public Administration or related discipline, with research component;
- Four (4) years related experience in providing administrative services for technical areas.

Applications accompanied by résumés should be submitted **no later than Friday, 13th July, 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@megic.gov.im

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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**