

OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 81
OSC Ref. C.5850¹¹

8th March, 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 be assigned to/fill the following posts in the **Ministry of Economic Growth and Job Creation**:

1. **Senior Director, Water Policy and Monitoring (GMG/SEG 5) – (Not Vacant) – Water Policy and Monitoring Branch**, salary range \$3,263,736 – \$3,879,557 per annum and any allowance(s) attached to the post.
2. **Public Relations Officer (MCG/IE 3) – (Vacant) – Public Relations and Corporate Communications Branch, Corporate Services Division**, salary range \$1,084,284 – \$1,288,872 per annum and any allowance(s) attached to the post.

1. **Senior Director, Water Policy and Monitoring (GMG/SEG 5)**

Job Purpose

Under the general supervision of the Chief Technical Director, the incumbent provides overall guidance and leadership in the development and revision of water and sewage related policies and legislations. The incumbent also monitors the commitments in the Water Sector and collaborates with relevant Agencies for policy and project implementation.

Key Responsibilities

Management/Administrative:

- Recommends participation of Divisional Representatives at relevant meetings, conferences, seminars and workshops;
- Prepares and oversees preparation of reports to Ministers, Permanent Secretary, other Ministries, Agencies, international meetings and conferences;
- Oversees the development of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Represents Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops and seminars;
- Represents Minister on various Agency Boards;
- Reviews Annual Reports from all Water Agencies and programmes, including Central Wastewater Treatment Company Limited.

Technical/Professional:

- Leads consultations on water related policies with interest groups island-wide, in accordance with Government of Jamaica's (GoJ's) policy development procedures;
- Co-ordinates the completion of reviews on legislation in the Water Sector;
- Co-ordinates the sourcing of funds for the development and implementation of water related policies, programmes and projects;
- Determines the legislative programme to ensure congruence between legislation and policy direction;
- Oversees the monitoring of all major water and sewerage projects and programmes to ensure compliance with all Government policy and procedures;
- Collaborates with all Water Sector Agencies and the Office of Utilities Regulation (OUR) on the observation of set standards of co-operation by the Water Agencies;
- Advises Agencies and Statutory Bodies on policy directions;
- Negotiates funding for proposals and projects with International Agencies such as World Bank and the Inter-American Development Bank;
- Reviews progress reports of the National Water Commission (NWC), Water Resource Authority and Rural Water Supply Limited to ensure proper accountability of funds released for ongoing and new infrastructure projects and makes recommendations;

- Supervises ongoing research on current trends in water and sewerage policy, legislation and strategies internationally;
- Prepares Cabinet Submissions, Notes, Briefs and Reports;
- Co-ordinates and monitors Memoranda of Understanding between the Ministry of Finance and the Public Service and Public Private Partnerships (PPPs);
- Ensures that GoJ PPPs guidelines are followed;
- Provides technical advice and comments on water and sewerage issues referred to the Division;
- Co-ordinates research and preparation of responses to questions asked in the Houses of Parliament;
- Reviews and approves policy instruments for the development of water and sewerage related policies;
- Develops and presents public education programmes in relation to the Water Sector Policy and Legislation;
- Reviews Tenders and other agreements for capital projects;
- Reviews annually, the Ministry's Water Legislative Programme, for submission to Cabinet Office;
- Reviews insurance coverage for properties of all Water Agencies, as required;
- Develops and maintains appropriate partnerships with Ministry and Agency Heads, Private Sector and International and Regional Organizations on water and sewerage related issues, policy development and implementation;
- Attends meetings of PAAC, Cabinet Infrastructure and Legislation Sub-Committees and other meetings to defend and justify contracts of Water Agencies;
- Works with Permanent Secretary and Chief Technical Director (CTD) to ensure the Ministry's plans and programmes are effectively carried out to fulfill the mandate of the Ministry.

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 attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch 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 the welfare and development of staff in the Branch;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Ministry's goals;
- Contributes to the development and implementation of the succession planning framework in collaboration with the Human Resource 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

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent leadership skills
- Excellent problem solving and decision making skills
- Excellent research and analytical skills
- Goal and results oriented
- Ability to function outside of the office environment
- Competence in public speaking/presentations
- Competence in preparation of Cabinet Submissions, Briefs and Reports
- Knowledge of research methods
- Knowledge of Water and Wastewater Management Policies and Legislations
- Experience in policy development procedures
- Knowledge and use of relevant computer applications
- Experience in GoJ legislation procedures
- Knowledge of monitoring and evaluation techniques

Minimum Required Qualification and Experience

- Master's Degree in Public Administration/Management Studies or similar field;
 - Post graduate training in policy analysis and development;
 - Training in monitoring and evaluation techniques;
 - Six (6) years' experience in a similar capacity;
- or**
- First Degree in Public Administration/Public Sector Management or a similar Degree;
 - Post graduate training in policy analysis and development;
 - Training in monitoring and evaluation techniques;
 - Ten (10) years' experience in a similar capacity.

2. Public Relations Officer (MCG/IE 3)

Job Purpose

The incumbent will implement and maintain public relations and communication programmes designed to create and maintain a favourable image of the Ministry, internally and externally.

Key Responsibilities

Management/Administrative:

- Participates in meetings, seminars, workshops and conferences, as required;
- Develops Individual Work Plans;
- Resides on and participates in relevant Committees as required;
- Prepares requested reports and scripts as requested.

Technical/ Professional:

- Procedures publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes;
- Researches, writes and distributes press releases to targeted media;
- Liaises with and answers enquiries from media, individuals and other organizations often, via telephone and email;
- Organizes special events such as open days, visits, exhibitions and functions;
- Assists in preparing organizational documents such as annual reports, corporate profiles and submissions;
- Responds to enquiries from the public, media and other organizations;
- Researches and keeps abreast of current trend regarding public relations and communication strategies;
- Produces visual (film or video), audio and electronic material, including submission of these items to ICT for the website;
- Develops and implements strategies for the Ministry's identity;
- Drafts speeches for Permanent Secretary and Minister and arranges interviews and other forms of contact;
- Interacts regularly with senior management and executive levels on matters concerning several functional areas, divisions, and/or customers.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Good planning and organizing skills
- Good creativity and ability to be innovative
- Good knowledge of communication techniques
- Experienced in the use of relevant computer applications
- Good knowledge of the operations of the Ministry
- Basic knowledge of designing logos and banners
- Good knowledge of event management
- Good research skills

Minimum Required Qualification and Experience

- First Degree in Communications or related field from a recognized tertiary institution;
- Three (3) years' experience in a related field;
- Experience with interacting with officials from various countries.

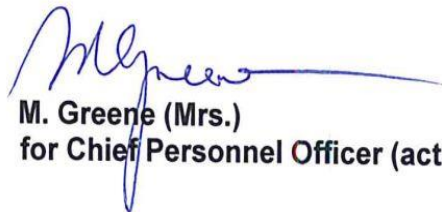
Applications accompanied by résumés should be submitted **no later than Thursday, 21st March, 2019 to:**

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