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(CENTRAL GOVERNMENT)
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CIRCULAR No. 146
OSC Ref. C. 6528¹⁰

2nd 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 be assigned to fill the following posts in the **Ministry of Science, Energy and Technology (MSET)**:

1. **Technical Co-ordinator (GMG/SEG 2) – Executive Office – (Not Vacant)**, salary range \$1,927,065 – \$2,290,674 per annum and any allowance(s) attached to the post.
2. **Corporate Planner (GMG/SEG 2) – Policy, Planning, Development and Evaluation Division – (Vacant)**, salary range \$1,927,065 – \$2,290,674 per annum and any allowance(s) attached to the post.
3. **Registrar (PIDG/RIM 3) – Documentation Information and Access Services Branch, Corporate Services Division – (Vacant)**, salary range \$854,459 – \$1,015,683 per annum and any allowance(s) attached to the post.

1. Technical Co-ordinator (GMG/SEG 2)

Job Purpose

The Technical Co-ordinator is responsible for co-ordinating and monitoring the development and implementation of technical related policies, plans and programmes of the MSET, to ensure that the related responsibilities of the Permanent Secretary are executed efficiently and effectively.

Key Responsibilities

Management/Administrative:

- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the Executive Office;
- Prepares the annual Budget for the Executive Office;
- Follows-up to ensure that all Performance Reports are prepared and reviewed for the attention of the Permanent Secretary;
- Reviews and assesses the output of the Permanent Secretary's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated;
- Manages matters related to Local, Regional and International affairs which are presented for the attention of the Permanent Secretary's Office and ensures accurate and timely action;
- Guides the development, implementation and maintenance of appropriate Communication, Information and Records Management Systems that facilitates timely and accessible information from the Permanent Secretary's Office;
- Ensures that all Administrative matters for the Office are administered effectively and makes recommendations for improvements as may be required;
- Ensures the smooth operations of the Permanent Secretary's Office in the absence of the Permanent Secretary;
- Proactively prioritizes conflicting needs, ensuring that same are handled expeditiously and followed through to successful completion;
- Assists with the co-ordination of Senior and other Management Team meetings;
- Represents the Ministry at Local, Regional and International fora (meetings, delegations, conferences, symposiums, conventions) as required.

Technical/Professional:

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including but not limited to the Office of the Parliamentary Council, Attorney General's Chambers and the Cabinet Office) to elicit advice/feedback on matters affecting the Ministry;

- Monitors responses to queries from the Auditor General, Contracts Commission and Office of the Contractor General by communicating with relevant officers in the MSET, its Portfolio Agencies and ensures the provision of prompt and accurate information and data;
- Monitors responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the Permanent Secretary and the Honourable Minister are provided with accurate information;
- Interacts/Networks directly with Ministers of the Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of Government to ensure that matters in relation to the work of the Ministry are expeditiously undertaken/addressed;
- Examines and assures quality of submissions to Cabinet on behalf of the Ministry and its portfolio Departments and Agencies;
- Prepares Cabinet Submissions and Ministry Papers on behalf of the Permanent Secretary;
- Examines and quality assures annual reports and other statutory reports for the Ministry, its Departments and Agencies;
- Examines and quality assures documents prepares by MDAs for the signature of the Honourable Minister;
- Researches, prepares and submits position papers, reports, briefs and meeting agendas as required;
- Responds to queries by analyzing reports and preparing responses accordingly;
- Routes and obtains timely responses to requests from MDAs for comments, reports and briefs for the attention of the Honourable Minister;
- Co-ordinates and collaborates with other programme managers in the Ministry on projects and assignments, to ensure timely responses;
- Manages short-term projects and programmes being managed by the Ministry;
- Liaises with MDAs, Regional and other International bodies/institutions to facilitate follow-up and ensure the timely and informed implementation of decisions;
- Participates in the preparation for visits by Regional and International Heads of State and other official events as required at the level of the Ministry;
- Prepares speeches and speaking notes as requested by the Permanent Secretary;
- Reviews Procurement Requisitions and supporting documents for the signature of the Permanent Secretary;
- Responds generally to the demands of the Office of the Permanent Secretary.

Human Resource Management:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary;
- Participates in the recruitment of staff for the Ministry and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for Direct Reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that Direct Reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Recommends disciplinary action, leave and staffing arrangements for Direct Reports.

Required knowledge, Skills and Competencies

- Excellent Oral and Written Communication skills
- Excellent Interpersonal skills
- Good Problem Solving, Decision Making, Planning, Analytical and Organizing skills
- Ability to think and act strategically across a wide range of functions
- Ability to multitask, work under pressure and meet tight deadlines
- In-depth, up-to-date knowledge of Government's priorities of the day
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Ability to interface with senior Government officials, both locally and internationally
- Demonstrate sound personal and professional integrity, reflecting high ethical and moral values
- Ability to manage the Permanent Secretary's Office in her absence
- High level of confidentiality, diplomacy and initiative
- Good knowledge of Government's systems and related operational policies

- Knowledge of international best practices

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or Business Administration or related area from a recognized tertiary institution, plus;
- Seven (7) years' experience in a managerial position in the Public or Private Sector, in an organization of similar size and complexity.

2. Corporate Planner (GMG/SEG 2)

Job Purpose

The incumbent will co-ordinate the Corporate Planning process of the Ministry and its Agencies consistent with the Ministry's Strategic Objectives and to monitor implementation of the Corporate Plan.

Key Responsibilities

Administrative:

- Participates in meetings, workshops, conferences and other fora for Strategic Planning and Performance Management issues as required;
- Represents the Ministry at meetings, conferences, workshops, etc.

Technical:

- Facilitates in collaboration with the senior officials of the Ministry, its Departments and Agencies, the preparation of integrated Corporate Plans and programmes in accordance with Government directives, priorities and the Ministry's Mission;
- Facilitates stakeholder participation in the preparation of the Ministry's Corporate Plan and the Corporate Plans of the Ministry's portfolio Agencies;
- Liaises with the Cabinet Office to ensure that the Corporate Plan is driven by desired National Policy objective;
- Co-ordinates and prepares the Ministry's Strategic/Medium Term Plan;
- Co-ordinates and prepares the Ministry's annual Operational Plans;
- Provides technical support and guidance to the Divisions, Departments and its Agencies in the preparation of their Corporate and Operational Plans;
- Co-ordinates Performance Review meetings of the Ministry and its Agencies in collaboration with the Offices of the Minister and the Permanent Secretary;
- Provides information to relevant stakeholders for speeches, reports and briefs;
- Collaborates and assists in the preparation of the Ministry's annual and bi-annual reports;
- Liaises with the Cabinet Office and the Ministry of Finance and the Public Service in respect of the Ministry's Corporate Plan;
- Establishes effective working relationship with the Heads of Portfolio Agencies and staff to ensure that plans and operations relate to overall Ministry and National policies and to obtain information and support;
- Provides assistance and support in the preparation of ad-hoc reports;
- Provides comments and contributes to requests from other Ministries and stakeholders;
- Performs any other related duties that may be assigned from time to time.

Required knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Good problem-solving, decision-making, planning and organizing skills
- Goal/result oriented
- Ability to work in a team
- Ability to analyze and interpret financial and other Corporate information for decision making
- Ability to work under pressure and meet strict deadlines
- Proficient in the use of Microsoft Office Suite
- Knowledge of research and data analysis techniques

Minimum Required Qualification and Experience

- Undergraduate Degree in Management, Public Administration or Economics;
- Post Graduate Degree in relevant field would be an asset;
- Three (3) years' experience in Corporate and Operational Planning, Programme Monitoring and Evaluation.

3. Registrar (PIDG/RIM 3)

Job Purpose

The Registrar is to maintain and co-ordinate an efficient Records Management System to support Financial Audits and to enhance the Organization's Corporate memory.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development of the Branch's Unit Plan;
- Prepares Individual Work Plan;
- Coordinates and supervises the work of Direct Reports;
- Prepares status and other reports as required;
- Responds to queries and complaints regarding matters affecting the operation of the Registry;
- Attends meetings and other fora as required.

Technical:

- Manages records and files selected for archiving and disposal by developing and maintaining appropriate system and procedure for archiving and disposing of records;
- Liaises with the relevant Divisional/Unit Heads to foster efficiency in storage, archiving and disposal of records;
- Maintains accurate Financial records;
- Creates and maintains a manual and an electronic master file directory with appropriate access points to records and files;
- Processes incoming requests, conducts research and provides information in an appropriate format;
- Secures and maintains confidential files and monitors adherence to security procedures;
- Undertakes data entry and scanning of records;
- Identifies files and records and assists with their preparation for transfer to the Government Records Centre;
- Develops and maintains procedures for the processing of incoming and outgoing mail;
- Maintains stamp imprest;
- Arranges for the expeditious processing of special and/or complex mail including registered and classified mail sent by courier and Jamaican Diplomatic Bag;
- Assists with the preparation of index of records in the MSET;
- Participates in the development and review of operational systems and programmes and the preparation of Procedures Manual for the efficient execution of functions within the Section;
- Liaises with personnel in the Decentralized File and Records Stations to ensure their compliance with established procedures and approved Records Management principles;
- Oversees Records Inventory exercise;
- Provides guidance to internal users of record systems;
- Oversees the operation and maintenance of Record and Information Systems including the creation, receipt, storage, retrieval and disposition;
- Assists the Director, Documentation Information and Access Services to develop a Disaster Preparedness plan for the MSET's records;
- Assists with the implementation of the Access to Information Act by performing related activities as requested;
- Conducts Records Management training and sensitization sessions as required.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;

- Ensures that Direct Reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Performs related duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Good problem-solving, decision-making, planning and organizing skills
- Goal/result oriented
- Ability to work in a team
- Proficient in the use of Microsoft Office Suite
- Excellent knowledge of Government Records Management practices and procedures

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level including English Language and a numeric subject and training in Records and Information Management systems, procedures and practices and automated technologies as it relates to records management and/or the area of operation;
- Five or more (5+) years' experience in particular field.

Applications accompanied by résumés should be submitted **no later than Wednesday, 15th May, 2019 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building, 2nd Floor
36 Trafalgar Road
Kingston 10**

Email: careers@mset.gov.jm

Additional details may be viewed on the Ministry's Website: www.mset.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.



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