



Office of the Services Commissions

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CIRCULAR No. 291 **OSC Ref. C. 5850¹⁴**

4th July, 2023

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 following **vacant** posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Community Integration Manager (GMG/SEG 4) – Urban Renewal and Planning Branch**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Senior Meteorological Technician (SOG/ST 5) – Meteorological Service Branch**, salary range \$3,094,839 - \$4,162,214 per annum.
3. **Meteorological Technician 2 (SOG/ST 4) – Meteorological Services Division**, salary range \$2,478,125 - \$3,332,803 per annum.
4. **Meteorological Technician 1 (SOG/ST 3) (2 posts) – Meteorological Service Division**, salary range \$1,984,305 - \$2,668,670 per annum.

1. Community Integration Manager (GMG/SEG 4)

Job Purpose

Under the direct supervision of the Senior Director, the incumbent will be responsible for designing, implementing, monitoring and evaluating integration strategies in targeted communities as part of the Ministry's Urban Renewal and Development Programme. The incumbent is also responsible for co-ordinating activities to ensure that the interest of community stakeholders is considered and are effectively integrated in the physical and urban planning processes and programme execution. The individual is required to conduct research including collation, analysis, preparation and review of data requisite to the completion of development plans or any other study to be produced by the Ministry. The Community Integration Manager will work closely with community groups and other stakeholders for the successful integration of the community in the Urban Renewal and Development initiatives.

Key Responsibilities

Management/Administrative:

- Participates in meetings, seminars, international and local fora, conferences and workshops; and prepares reports as required;
- Prepares and makes presentations on Urban Development and Management, Community development strategies or other related topics to internal and external stakeholders and issues;
- Contributes to the development of the Strategic Business and Operational Plans and Budget of the Branch based on Government guidelines;
- Develops Individual Work Plan based on strategic alignment with Operational Plan and strategic direction;
- Prepares Annual/Quarterly/Monthly and Special Reports as required;
- Prepares materials relevant for presentations and workshops.

Technical/Professional:

- Co-ordinates Public Education and Outreach activities in communities identified for intervention;
- Develops and maintains partnerships with appropriate GOJ Agencies, NGOs, community groups, and Private Sector to ensure sustained sensitization and awareness of development interventions;
- Develops and manages effective communication strategies for stakeholder sensitization, involvement and integration in the programmes/projects within the designated areas;

- Works with technical experts to optimize data analysis and identify opportunities for future community partnership efforts aimed at fostering better integration of communities into Urban Renewal programmes;
- Conducts and manages stakeholder consultation workshops to elicit information about integration processes and areas of improvement;
- Provides technical support and advice to the Senior Director, Chief Technical Director and Permanent Secretary relating to Urban Development issues/matters;
- Provides accurate and timely advice and support to the Senior Director to help enhance delivery of Strategic Objectives;
- Conducts Needs Assessments in targeted communities to guide the preparation of development plans or proposals;
- Develops a strategy to enhance a co-ordinated approach to community development and integration that helps to attain relevant SDGs and the Ministry's strategic objectives;
- Analyzes project needs to identify solutions in designated project sites and inform the Ministry of strategic opportunities;
- Designs and implements community integration strategies in targeted communities as part of project activities;
- Prepares Project Report on matters related to the implementation of integration strategies in designated Urban Renewal projects;
- Liaises and co-ordinates with development Agencies on Urban Renewal Projects to ensure key technical, social, economic, environmental, institutional and crosscutting issues are incorporated into projects;
- Prepares Community Profiles to help inform development proposals and interventions;
- Conducts Community Asset Mapping exercises to help inform development proposals and interventions;
- Develops and maintains a suitable network in the area of community integration, Urban Renewal and Development to keep abreast of the latest developments and issues;
- Conducts socio-economic surveys in targeted communities to inform policy decision and interventions;
- Works closely with community groups/residents to facilitate the development of community driven initiatives as part of integration processes in Urban Renewal projects;
- Undertakes feasibility studies in Urban Renewal and Development involving broad planning of resources and analysis of alternative ways of shaping projects towards optimal contribution to development objectives;
- Monitors and evaluates community integration and development initiatives to meet community needs for integration services as part of Urban Renewal Programmes;
- Conducts site visits and reconnaissance exercises in targeted communities
- Attends and participates in relevant community meetings;
- Assists in the preparation of development proposals and plans in the prescribed format;
- Conducts research and presents findings on community development practices (local, regional and international) to guide the Ministry's relevant policies and programmes;
- Establishes working protocol with stakeholder Agencies for the obtaining of data and/or other information necessary for the completion of assigned tasks;
- Executes other functional responsibilities as are incidental to the foregoing and as may be delegated from time to time.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to goals;
- Contributes to the development, implementation and maintenance of the Succession Planning Programme;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of community development methodologies and urban issues
- Knowledge and experience in Urban Development Planning
- Knowledge of GOJ policies and programmes
- Broad understanding of urban planning and relocation policies programmes and issues
- Good research and report-writing skills, and the ability to interpret or present data
- Excellent analytical and critical thinking skills
- Excellent problem solving and decision-making skills
- Good planning, prioritization, and execution skills
- Excellent presentation skills
- Excellent oral and written communication skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Urban Planning, Community Development, Social Work, Sociology or any other relevant Social Sciences Degree from an accredited tertiary institution;
- Five (5) years' relevant experience in Community Development and Urban Planning;
- Training in Research Methodology;
- Experience in Project Management.

Special Working Conditions Associated with the Job

- Will be required to travel island wide within various volatile communities to conduct research and Sensitization Sessions;
- Maybe required to work beyond normal working hours to meet deadlines;
- Ability to travel locally and overseas on work related business.

2. Senior Meteorological Technician (SOG/ST 5)

Job Purpose

To establish and maintain an effective network of rainfall and climatological stations involving the timely availability of field data to the Climate Branch.

Key Responsibilities

Technical/Professional:

- Generates position fix (latitude/longitude) for existing and new climatological and Rainfall Stations using GPS Technology;
- Conducts Monthly Site Visits to collect field data from island-wide network of rainfall and climatological stations;
- Ensures the proper maintenance and calibration of rainfall, solar radiation and assorted meteorological data acquisition instruments within the network;
- Maintains inventory of spares and parts;
- Checks the accuracy of Meteorological Field Data;
- Recruits and trains Field Observers in basic Meteorological observation techniques;
- Provides assistance to sectoral interests in the field in the interpretation and application of meteorological data to their relevant concerns;
- Participates in the development of new rainfall and/or climatological stations in selected locations island-wide and assist with the procurement of instruments;
- Advises interested persons on matters pertaining to the establishment of rainfall, meteorological or climatological stations;
- Ensures that the siting and location of meteorological field instruments adheres to international standards;
- Assists in the preparation of meteorological data for archiving in the Database.

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 attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the 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 Unit;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contribute to the development and implementation of a 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;
- Performs any other related duties that may be required for the smooth and efficient running of the Meteorological Service.

Required Knowledge, Skills, and Competencies

- Ability to measure meteorological phenomena with scientific equipment and instrumentation,
- Ability to collect and verify meteorological data to confirm and improve its accuracy and efficacy
- Proficient in the use of relevant computer and specialized application software accompanying instruments
- Ability to establish and maintain effective work relationships with employees, management officials and special client groups
- Methodical and Reliable
- Good oral and written communication skills
- Team and Results oriented

Minimum Required Qualification and Experience

- World Meteorological Organization Class IV certificate in Meteorological Observing Techniques and Class III certificate in Meteorological Instrumentation;
- Five (5) subjects at the CXC level including of English Language, Mathematics and Physics;
- Training in supervisory management;
- Training in relevant computer operations;
- Three (3) years' experience in meteorology.

Special Conditions Associated with the Job

- Data collection from remote locations inland as well as offshore;
- Extensive travelling required;
- Transferable to other sections;
- Vacation Leave not usually granted during the Hurricane Season, i.e. from June to November;
- Occasionally required to use dangerous equipment in the conduct of duties.

3. Meteorological Technician 2 (SOG/ST 4)

Job Purpose

To supervise the provision of meteorological and climatological data for easy and efficient retrieval in order to meet user requirements.

Key Responsibilities

Management/Administrative:

- Represents Meteorological Technicians 1 at monthly meetings;
- Develops Individual Work Plan based on strategic alignment with the Division's Operational Plan;
- Performs minor administrative functions such as stock inventory and leave management in the Data Processing Section).

Technical/ Professional:

- Supervises and assigns duties to four Meteorological Technicians;
- Trains Meteorological Technicians in climatological duties;
- Conducts quality control checks of all meteorological and climatological data;
- Supervises the preparation and tabulation of Daily, Monthly and Annual Data Forms and files;
- Supervises and monitors the indexing of and archiving of all data, records and publications;
- Supervises the extraction of Meteorological and climatological data for the processing of routine and other requests;
- Supervises the preparation of Rainfall Data for monthly Rainfall Maps;
- Supervises and assists in the processing of meteorological and climatological data for the monthly Rainfall Summary and Agromet Bulletin;
- Supervises and assists with the preparation of meteorological and climatological data for the Annual Weather Report and the Climate of Jamaica;
- Prepares monthly Work Report on work done in the Data Processing Section;
- Assists the Agrometeorology Section with specialized projects and supervise the

- Meteorological Technicians involved;
- Conducts familiarization trips to climatological stations in conjunction with the Network Inspectors in the Data Acquisition Section;
- Computes climatological statistics;
- Participate in tours, workshops and career talks.

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 attaining 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;
- Contributes to 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;
- Performs any other related duties that may be required for the smooth and efficient running of the Meteorological Service.

Required Knowledge, Skills and Competencies

- Knowledge of meteorological methods, techniques and procedures
- Knowledge of meteorological instrumentation
- Ability to collect, analyze, interpret, adjust, and verify meteorological data to confirm and improve its accuracy and efficacy.
- Skills in computer application relevant to the presentation of climatological information
- People management skills
- Good oral and written communication skills
- Team and results oriented
- Customer and quality focus
- Ability to establish and maintain effective working relations with employees, management officials and special user groups

Minimum Required Qualification and Experience

- Five (5) subjects at the CXC level including of Mathematics, English Language and Physics;
- Five (5) years technical experience in the Meteorological Service;
- World Meteorological Organization Class IV certificate in Meteorological Observing Techniques and Class III certificate in Climatology;
- Training in basic supervisory techniques.

Special Conditions Associated with the Job

- Transferable to other sections, operating 24- hour rotating shifts, at short notice due to the exigency of the service;
- Leave of absence not usually granted during the Hurricane Season, i.e. from June to November.

4. Meteorological Technician 1 (SOG/ST 3) – 2 posts

Job Purpose

To format meteorological and climatological data for easy and efficient retrieval meeting user requirements.

Key Responsibilities

Management/Administrative:

- Prepares Daily, Monthly and Annual Data Files and Registers;

- Develops Individual Work Plan based on strategic alignment of the Division's Operational Plan.

Technical/ Professional:

- Produces meteorological and climatological data, charts and graphs;
- Tabulates meteorological and climatological data;
- Extracts meteorological and climatological data for the processing of routine and other requests;
- Indexes and archives data, records and publications;
- Computes climatological statistics;
- Performs data entry of climatological Database;
- Computes and computerizes of astronomical data.
 - ✓ Sunrise and Sunset
 - ✓ Moonrise and Moonset
 - ✓ Beginning of Morning Civil Twilight and End of Evening Civil Twilight
 - ✓ Moon phase
- Participates in tours, career expositions and workshops by assisting with the preparation of exhibits, manning booths and providing expert knowledge. (scheduled & unscheduled);
- Conducts first level verification and quality check of climatological data;
- Prepares of data for Monthly Reports;
- Familiarizes trips to climatological stations in conjunction with the Network Inspectors in the Data Acquisition Section;
- Performs any other related duties that may be required for the smooth and efficient running of the Meteorological Service.

Required Knowledge, Skills, and Competencies

- Knowledge of meteorological methods, techniques and procedures
- Knowledge of meteorological instrumentation
- Ability to collect, analyze, interpret, adjust and verify meteorological data to confirm and improve its accuracy and efficacy
- Skills in computer application relevant to the presentation of climatological information
- Good oral and written communication skills
- Team and results oriented
- Customer and quality focus
- Ability to establish and maintain effective working relations with employees, management officials and special user groups

Minimum Required Qualification and Experience

- Five (5) GCE Ordinary Level or CXC examination, inclusive of Mathematics, English Language and Physics;
- Training in basic meteorology and two (2) years cumulative experience in met observation at NMC.

Special Conditions Associated with the Job

- Required to work shifts in the incidences of inclement/severe weather;
- Transferable to other sections, operating 24- hour rotating shifts, at short notice due to the exigency of the service;
- Leave of absence not usually granted during the hurricane seasons (June – November).

Applications accompanied by résumés should be submitted **no later than Monday, 17th July, 2023 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.im

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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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