



**CIRCULAR No. 17**  
**OSC Ref. C. 6528<sup>13</sup>**

**23<sup>rd</sup> January, 2026**

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 Energy, Transport and Telecommunications (METT)**:

- 1. International Programme Officer (GMG/SEG 2)** - salary range \$4,266,270 - \$5,737,658 per annum.
- 2. Payment Supervisor (FMG/PA 1)** - salary range \$3,501,526 - \$4,709,163 per annum.
- 3. Senior Public Procurement Officer (GMG/SEG 1)** - salary range \$3,501,526 - \$4,709,163 per annum.
- 4. Executive Secretary (OPS/SS 4)** - Energy Division, salary range \$2,190,302 - \$2,945,712 per annum.
- 5. Administrative Assistant (GMG/AM 3)** – Enterprise Risk Management Unit, salary range \$2,190,302 - \$2,945,712 per annum.

**1. International Programme Officer (GMG/SEG 2)**

**Job Purpose**

Under the general guidance of the Director, International Co-operation, the International Programme Officer is responsible for co-ordinating and monitoring the Ministry's relations with local, regional and international science, energy telecommunications and transport stakeholders; and to ensure that the Ministry's related policies, plans and programmes are accurately and effectively represented in these fora.

**Key Responsibilities**

**Management/Administrative:**

- Liaises with Ministries, Departments and Agencies (MDAs) and assists in the development and renewal of international instruments relating to science, energy, telecommunications and transport, such as: Memorandum of Co-operation/Understanding/Agreement, Mutual Administrative Agreements, and any other and technical assistance;
- Processes matters related to local, regional and international affairs which are referred for the attention of the Director, International Cooperation and ensures accurate and timely action;
- Liaises with MDAs and local, regional and international institutions and other stakeholders to facilitate follow-up and ensures timely and informed implementation of initiatives;
- Gathers, documents and shares information on local, regional and international organisations and other key players in the Energy, Transport and Telecommunications sectors;
- Establishes and maintains a calendar of activities for local, regional and international fora;
- Develops and maintains a database on all relevant local, regional and international organisations and their activities, projects, issues and positions;
- Establishes and manages coordinated interaction mechanism with local, regional and international organisations including development partners on science, energy telecommunications and transport related issues;
- Participates in planning and co-ordinating conferences and workshops;
- Maintains all international correspondence records;
- Establishes and maintains a database of contacts of all local, regional and international partners dealing with enquiries from the public, the press and related organisations;
- Assists with monitoring the performance and value of local, regional and international partnerships and brings the information to light;

- Keeps abreast of and maintains a calendar of activities for local, regional and international events and fora and liaises with relevant MDAs to ensure participation and information sharing;
- Generates information for publication in local, regional and international publications including magazines, journals, among others;
- Assists with the dissemination of information and/or decisions emanating from regional and international fora;
- Supports the Director, International Co-operation in liaising with the Ministry of Foreign Affairs and Foreign Trade, with regard to bilateral and multilateral relationships and other arrangements to support the development of the science, energy telecommunications and transport sectors;
- Assists with co-ordinating the Ministry's energy, transport and telecommunications activities;
- Assists with co-ordinating meetings with stakeholders, as directed.

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

#### ***Core:***

- Good oral and written communication skills
- Teamwork and co-operation
- Interpersonal skills
- Initiative
- Client and quality focus/ commitment to service quality
- Compliance
- Adaptability
- Integrity
- Goal/result oriented
- Confidentiality

#### ***Technical:***

- Use of information, and communications and technology
- Legislation, regulations and policies
- Research methodology
- Methodical
- Problem solving and decision making
- Planning and organizing
- Managing partners and external relations
- Analytical thinking
- Impact and influence

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

- Bachelor's Degree in International Studies, Communications, Development Studies or an equivalent;
- Masters in International Studies or a related field will be an added advantage;
- Three (3) years' experience in a similar capacity in the Public or Private Sector, in an organisation of similar size and complexity;
- International exposure through overseas posting or employment, attendance at conferences, meetings, etc.; working overseas, etc. would be an asset;
- Competence in a foreign language would be an asset.

### **Special Conditions Associated with the Job**

- Typical office environment, no adverse working conditions;
- Travel local and overseas in the execution of official duties, if required.

## **2. Payment Supervisor (FMG/PA 1)**

### **Job Purpose**

Under the supervision of the Senior Manager, Accounts Payable & Disbursement, the Payment Supervisor is responsible for providing leadership in checking; validating and ensuring the accuracy of claims reflected in bills, invoices etc. prior to entry in the accounts payable and to be ensure that payments are disbursed in accordance with the stipulated objectives of the Unit.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Receives all requests for regular bills, claims vouchers assigned and checks that there are probity, propriety, regularity, euthenics and accuracy of claims;
- Checks imprest and certifies reimbursement claims, contract and other technical vouchers payment;
- Checks all vouchers assigned for the following:-
  - The presence of an approved commitment requisition;
  - The presence of the necessary bills/claims/ documents, authority etc. and that they have been countersigned by the Programme Managers, where necessary;
  - Arithmetic accuracy e.g. the application of correct rates and the deduction of all amounts deductible;
  - Adherence to contract/agreement, and for the presence of a valid certification that the goods and services have been properly received and stock placed on the inventory;
  - Adherence to the FAA Act, Financial Regulations, and Instructions, Staff Orders and all other pertinent statutes;
  - The accuracy of the account codes and other information recorded on the payment voucher;
  - All other checks, as deemed necessary.
- Stamps and signs vouchers “checked” that are correct in all respects;
- Enters all checked vouchers into accounts payable

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

#### ***Core:***

- Good oral and written communication skills
- Customer and quality focus
- Team work and co-operation
- Integrity
- Compliance
- Interpersonal skills
- Change management

#### ***Technical/Functional***

- Strategic vision
- Analytical thinking
- Problem solving and decision making
- Impact and Influence
- Initiative
- Planning and organizing
- Goal/result oriented
- Leadership
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)
- Excellent knowledge of Government Procurement Policy.
- Good knowledge of Contract Management.
- Ability to manage limited resources in order to achieve outputs.
- Knowledge of FAA Act, Staff Orders and acts related to Statutory Bodies, and Government Companies.

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

- AAT Level 3; or
- ACCA-CAT Level C/level 3; or
- ACCA Level 1; or
- NVQJ Level 4, Accounting; or
- Diploma in Accounting from an accredited University or Community College; or

- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited Tertiary Institution; or
- ASc. Degree in Accounting, MIND; or
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 &3; or
- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University.

### **Special Condition Associated with the Job**

- Normal working conditions
- May be required to work beyond normal working hours

### **3. Senior Public Procurement Officer (GMG/SEG 1)**

#### **Job Purpose**

Under the direct supervision of the Director 3, Public Procurement the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

#### **Key Responsibilities**

##### ***Management/Administrative***

- Prepares contracts;
- Co-ordinates public procurement tender closing and opening exercises;
- Reviews tender evaluation reports;
- Assesses quotations and make recommendation for award;
- Prepares addenda to tender documents;
- Ensures that all organization contracts are reviewed by the Legal Department;
- Maintains Contract Register;
- Prepares Procurement Plans for the organization;
- Maintains database with current cost and location of goods, works, and services and establishes links with ones in other Government Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with the Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains data file with Government of Jamaica Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance, Office of the Prime Minister and organization's representatives;
- Reviews all tender reports for submission to the Procurement Committee, organization Sector Committee, Contracts Committee and OPM;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and contract termination;
- Advises, supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that Procurement Committee and organization Sector Committees submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintain;
- Assists the Director, Procurement to set priorities and to formulate procedures;
- Advices the Director, Procurement or Director, Administration & Property Management on supplier's reliability/suitable and performance;
- Attends meetings of Procurement and Contracts Committees in the absence of the Director, Procurement;
- Provides guidance to Internal/external customer on the Ministry's procurement policies and procedures;
- Develops priority settings for the client;
- Ensures that cheques and withhold tax certificates are collected by the supplier once goods are received in good condition and according to purchase order;
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed "Goods received or Services rendered;"
- Ensures that procurement practices conform with the relevant Acts;
- Liaises with the Accounts & Finance Department to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought etc.;
- Advises on the reliability and performance of suppliers.
- Performs any other duties, as directed by the Head of the Division;

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

### **Core:**

- Good oral and written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good inter-personal skills

### **Technical:**

- Use of technology
- Technical skills: good knowledge of the stipulations of the FAA Act, Good knowledge of the Ministry's policies, practices and procedures, good knowledge of the Procurement Guidelines

## **Minimum Required Qualification and Experience**

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public sector Management, Economics or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Three (3) year experience in related field.

**OR**

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Three (3) year experience in related field.

**OR**

- Diploma in Business Administration, Accounting or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Five (5) year experience in related field.

## **Special Condition Associated with the Job**

- Visit suppliers to determine the quality of goods to be procured
- May be required to work beyond normal working hours and on weekends

## **4. Executive Secretary – Energy Division (OPS/SS 4)**

### **Job Purpose**

The Executive Secretary is responsible for providing administrative and secretarial support to the Chief Technical Director (CTD) to ensure the effective and efficient operation of the Energy Division. This includes, but not limited to, greeting visitors and answering the telephone, receiving and distributing mail and correspondence, gathering data and preparing reports, maintaining files and office supplies, issuing correspondence, and handling sensitive information with discretion and professionalism.

### **Key Responsibilities**

#### ***Management/Administrative***

- Receives and distribute incoming mail;
- Composes letters, memoranda from general instructions and prepare responses to correspondence containing routine inquiries;
- Screens visitors and phone calls intended for the Energy Division and refer them to the appropriate personnel;
- Seeks information from the various Divisions of the Ministry's and Agencies which the CTD may need on any particular subject;
- Liaises, as necessary between the CTD and members of staff and officers outside the organization;

#### ***Technical/Professional***

- Organizes and manages the CTD's schedule and updates activities and appointments;
- Co-ordinates and arranges meeting, prepares meeting documents, ensures action plan reports and other meeting documents are circulated;
- Attends meetings and ensure that Minutes are taken, transcribed and distributed;
- Prepares agendas and make arrangements for Committee, Board, and other meetings;
- Manages and establishes procedures for the use of office system;

- Supports the efficient operation of the Division by ensuring that office equipment is maintained and stationery and other office supplies are ordered and are available upon request;
- Establishes, and maintains an appropriate filing system for the recording and easy retrieval of information;
- Establishes and maintain a system for the control and safekeeping of classified, secret and confidential documents files and reports;
- Logs mails/files received in the Energy Division;
- Maintains a database for tracking Cabinet Submissions and decisions related to the Energy Division.
- Researches and provide information to the CTD in the preparation of reports;
- Maintains “third copy” files for correspondence sent out by the CTD;
- Records all mail/ files received and dispatched;
- Arranges for the printing, photocopying, binding, dispatching etc. of documents produced;
- Performs all other related duties and functions as may be required from time to time.

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

#### **Core:**

- Interpersonal skills
- Good oral and written communication skills
- Job knowledge
- Quality of output
- Compliance
- Customer and quality focus
- Team work and co-operation

#### **Technical/Functional:**

- Organizing
- Judgment
- Use of Technology
- Planning

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

- CXC or GCE 'O' Level English; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years general office experience.

#### **OR**

- Graduation from an accredited school of Secretarial Studies with proficiency in Typewriting at a speed of 50-55 words per minute and Shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications e.g. Word processing, database and spreadsheets; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND) plus four to five (4-5) years general office experience.

#### **OR**

- Successful completion of the Certified Professional Secretary course; proficiency in Typewriting at a speed of 50-55 words per minute and Shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' Level; training in the use of a variety of computer software applications and four to five (4-5) years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

### **Special Conditions Associated with the Job**

- Maybe required to work beyond normal working hours.

## **5. Administrative Assistant (GMG/AM 3) – Enterprise Risk Management Unit**

### **Job Purpose**

Reporting directly to the Director, Enterprise Risk Management, the Administrative Assistant will provide administrative support services to the Enterprise Risk Management Unit and liaise with internal and external stakeholders on matters relating to the energy, transport and telecommunications sectors.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Assists in the preparation of the Unit's Strategic and Operational Plans, Procurement Plans and Cash Flows;
- Assists with the preparation of the Budget for the Unit and related budgetary programmes;
- Develops Individual Work Plan based on alignment with the Unit's Operational and Strategic Plans;
- Maintains calendar of activities for the Director, Enterprise Risk Management, schedules and arranges appointments, meetings and consultations;
- Keeps a record of all deadlines and important matters, bringing them to the attention of the Director and interfacing with officers and Divisions/Departments/Agencies concerned to ensure that deadlines and important matters are completed;
- Provides information to stakeholders as directed by the Director, Enterprise Risk Management regarding ongoing and completed initiatives;
- Types, monitors and/or directs telephone calls, emails and facsimile transmittals;
- Co-ordinates meetings, workshops, seminars, conferences, consultations and other fora for the Unit;
- Attends meetings involving the Director, Enterprise Risk Management and record Minutes;
- Prepares agendas;
- Assists in preparing reports as directed by the Director, Enterprise Risk Management.

#### ***Technical/Professional:***

- Sources information to assist the Director, Enterprise Risk Management in making recommendations to the Permanent Secretary and other stakeholders;
- Organizes and manages the day-to-day activities of the Director, Enterprise Risk Management;
- Participates in and co-ordinates meetings and follow up on critical issues emerging from these meetings;
- Maintains critical files relating to the science, energy and technology portfolio;
- Composes correspondence independently, from notes or from oral instructions;
- Liaises with all relevant stakeholders for the timely completion of activities relating to science, energy and technology initiatives;
- Assists with the preparation of PowerPoint and other presentations for the Director;
- Organizes and co-ordinates, workshops, seminars, training sessions, exhibitions, fora conducted by the Unit;
- Conducts research to assist with the preparation of reports, proposals, project plans and other documents;
- Prepares resource materials such as brochures and relevant literature for workshops and other fora, as instructed;
- Schedules and arranges meetings, focus groups, visits etc., co-ordinates documents or activities that may be needed before meeting;
- Secure Conference Rooms, multimedia equipment and other devices/resources for meetings/functions;
- Maintain confidential records and files;
- Maintains adequate levels of stationery and supplies for the Unit;
- Performs other related duties, as assigned.

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

#### ***Core:***

- Good oral and written communication
- Customer and quality focus
- Teamwork and co-operation
- Interpersonal skills
- Ability to work under pressure
- Confidential

***Technical***

- Knowledge of GoJ Procurement policies and guidelines.
- Use of technology- relevant computer applications such as Microsoft Office Suite
- Excellent Secretarial Skills
- Knowledgeable of research methodologies.

**Minimum Required Qualification and Experience**

- Associate Degree in Public/Business Administration or related discipline
- Knowledge of Risk management principles and procedures would be an asset
- Three (3) years related experience.

**Special Conditions Associated with the Job**

- Typical office working conditions

Applications accompanied by résumés should be submitted **no later than Thursday, 5<sup>th</sup> February, 2026 to:**

**The Permanent Secretary  
Ministry of Energy, Transport and Telecommunications  
PCJ Building  
36 Trafalgar Road,  
Kingston 10**

Email: [hr@mtw.gov.jm](mailto:hr@mtw.gov.jm)

Please note that only shortlisted applicants will be contacted.

Applications should include the names and positions of two (2) senior persons who can provide a character and work-related reference.

**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)**