



## Office of the Services Commissions

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### **CIRCULAR No. 92** **OSC Ref. C.6632**

5<sup>th</sup> May, 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 Water, Environment and Climate Change**:

1. **Senior Assistant Attorney-General (JLG/LO 5)** salary: \$9,401,821 per annum.
2. **Director, Enterprise Risk Management (GMG/SEG 4)** salary: \$6,333,301 per annum.
3. **Director, Administration (GMG/SEG 3)** salary range: \$5,198,035 per annum.
4. **Senior Human Resource Officer (GMG/SEG 1) – Staffing**, salary: \$3,501,526 per annum.

#### 1. **Senior Assistant Attorney-General (JLG/LO 5)**

##### **Job Purpose**

Under the general direction of the Permanent Secretary, the Senior Assistant Attorney-General coordinates the legislation programme as well as serves as Chief Legal Counsel for the Ministry and provides legal support to its Departments and Agencies, in order to assist the entities to achieve their strategic objectives.

The incumbent is responsible for the day to day operations of the Legal Service Unit. Instructions on the legal priorities of the Ministry as well as oversight of the work of the Legal Services Unit are the responsibility of the Permanent Secretary.

##### **Key Responsibilities**

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

- Prepares the Unit's Operational Plan and Budget, ensuring their alignment with the strategic objectives and priority programmes of the Ministry;
- Prepares and presents the Ministry's Quarterly and Annual Legislation Programme ensuring all priority Bills are adequately represented; monitors progress of the implementation of the programme and submits updates to the Permanent Secretary and the Cabinet Office, as required;
- Provides legal advice to the Permanent Secretary; Departments and Agencies within the portfolio purview of the Ministry; and other relevant personnel;
- Develops, implements and maintains policies and procedures to guide the operations of the Unit;
- Prepares technical Briefs for the Minister, as required;
- Participates and submits performance and other reports as required and ensures timely submission of all documents/information requested from the Unit;
- Attends meetings, conferences, seminars on matters relating to the Ministry, its Agencies and Departments;
- Keeps abreast of international conventions related to the Ministry's activities and interprets and advises on its implications.

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

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its entities;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its entities;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the legislative programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the legislative programme;

- Assists in the preparation of Bills for tabling and provide legal support in the preparation of the Minister's Briefs;
- Attends sittings of Parliament including Committees of Parliament, and provides clarification on Bills as required;
- Prepares, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts, Memoranda of Understanding and other commercial documents;
- Prepares legal Briefs to the Solicitor-General through the Permanent Secretary to support the escalation of nuance or highly complex legal matters or matters of national importance;
- Prepares Briefs to the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft Policy Papers submitted by other Ministries or Departments;
- Reviews material to be provided by the Ministry in response to queries by the Integrity Commission, Requests under the AT11 Act, and other appeals;
- Serves as Instructing Counsel on matters being pursued by the Director of State Proceedings on behalf of the Ministry and its entities and assists in preparing, collating and executing Affidavits and other evidentiary matters in Litigation;
- Follows up and provides updates on legal matters and attends Hearings on behalf of the Ministry;
- Prepares Orders for signature of the Minister, ensuring all necessary /required consultations and Cabinet Submissions are done and coordinates the Gazetting of the Orders;
- Reviews International Agreements in consultation with the Ministry with responsibility for Foreign Affairs and reviews draft Cabinet Submissions seeking approval for ratification;
- Reviews and advise on legal implications of internal policies and procedures;
- Represent the Ministry by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision-making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives;
- Performs such other related legal services as may be determined by the Permanent Secretary and the assigned Deputy Solicitor-General from time-to-time.

#### ***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends measures 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;
- In collaboration with the Human Resource Department, develops and implements a succession planning programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Ministry's goals;
- Performs all other duties and functions as may be required from time to time.

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

##### ***Core***

- Excellent interpersonal and teambuilding skills
  - Strong analytical and problem-solving skills
  - Strong leadership skills
  - Strong customer relations skills
  - Excellent planning and organising skills
  - Excellent judgment and decision-making skills
  - Ability to influence and motivate others
  - Proficiency in the use of relevant computer applications
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- Excellent legal research and analytical skills

### ***Technical***

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Public Law and Public International Law
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the Ministry and its Departments and Agencies
- Excellent knowledge of the legal system and the legal framework of Government
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the Ministry
- Excellent written and verbal communication including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users
- Ability to exercise sound judgment and convictions of purpose in unfavourable or unpopular situations
- Problem solving and negotiation/facilitation skills and experience
- An excellent understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change.

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

- Bachelor of Laws Degree;
- Legal Education Certificate;
- Diploma in Management or Public Administration would be an asset;
- At least eight (8) years' experience as a practicing Attorney in the Private or Public Sector, at least three (3) years of which should be in the Public Sector.

## **2. Director, Enterprise Risk Management (GMG/SEG 4)**

### **Job Purpose**

Under the general direction of the Permanent Secretary, the Director, Enterprise Risk Management is responsible for establishing and managing the Ministry's Enterprise Risk Management Framework and programmes in accordance with the GOJ Risk Policies and Guidelines. The Director will lead the investigation, analysis, assessment of risk, and the design and implementation of strategies and processes which mitigate threats to the successful delivery of the Organisation's Corporate and Business Plans, and desired outcomes.

### **Key Responsibilities**

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

- Establishes, implements and leads the Ministry's and its subject enterprise risk management plan, policy and strategy;
- Guides the development and implementation of a risk-based performance management framework to achieve the ultimate mission of the Ministry and its subjects;
- Develops mechanisms to identify, assess and evaluate risk to enable the execution of the enterprise risk management strategy;
- Identifies legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations to determine their potential impact on the business objectives;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Validates risk appetite and tolerance with senior leadership and key stakeholders to ensure alignment;
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions;
- Approves and leads implementation of programmes designed to anticipate and to minimize threats to the Ministry;
- Evaluates, monitors and reports on divisional performance to improve the Ministry's risk profile;
- Provides strategic advice and guidance on the enterprise risk management;

- Develops and implements mechanisms to support the Executive Management Team on embedding a risk management planning and risk aware culture;
- Establishes and quantify the Ministry's risk appetite and ensure risk approach adheres accordingly;
- Identifies and detects potential threats to brand reputation, financial sustainability, operational efficiency, workforce investments and safety to fully develop a shared understanding for the Ministry's risk exposure;
- Establishes and implements a Strategic and Operational Risk Register to record, rate, monitor and report risk;
- Oversees the conduct of regular risk assessments and preparation of all documentation related to risk assessment, and reviews of standard operating procedures ensuring that recommended improvements are fully implemented;
- Produces regular risk analysis reports to the Permanent Secretary and Senior Executives, complete with actionable plans for avoidance or prevention of possible threats at all levels;
- Drives initiatives that support enhanced efficiency and effectiveness in all risk processes;
- Reviews risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Regularly review and assess the Risk Management Policy, Strategic and Operational Risk Registers to ensure regulatory compliance and effective risk management is maintained;
- Develops, implement and maintains insurance strategies and financing techniques to appropriately deal with any unanticipated losses;
- Keeps Senior Executives informed of regulatory, legislative and best practices changes and their obligations under these changes, as well as how they impact the Ministry;
- Works closely with key stakeholders to understand the business requirement for projects;
- Designs and delivers training and presentations at workshops, seminars and other meetings, to further an understanding of the basics of risk management;
- Guides the development and implementation risk responses to ensure that risk factors and events are addressed in a cost-effective manner and in line with business objectives.

***Management/Administrative:***

- Manages the development of the Branch's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to Principal Director, Corporate Services, Permanent Secretary, Senior Executives and other relevant stakeholders;
- Convenes and attends internal committee meetings to address Enterprise Risk Management matters and other executive directives, as necessary.

***Human Resource:***

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Coordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff for the Branch;
- Recommends training, promotion and approves leave;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews and implements appropriate strategies;
- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Performs all other duties and functions as may be required from time to time.

**Required Knowledge, Skills and Competencies**

***Core***

- Excellent oral and written communication skills;
- Good interpersonal skills;

- Excellent customer relations and quality focus skills;
- Good planning and organizing skills;
- Team work and cooperation;
- Excellent time management skills;
- Excellent leadership skills;
- Excellent presentation and reporting skills;
- Excellent analytical skills;
- Ability to exercise sound judgment;

#### **Technical**

- In-depth understanding of enterprise risk management frameworks and tools;
- Ability to monitor and report on programme/project budgets;
- Proven ability to demonstrate a broad technical knowledge and expertise covering conduct of business matters, corporate governance matters and regulatory risk and regulatory change matters;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis.

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

- Master's Degree in Management Studies, Public Administration, Business Administration, or a related discipline;
  - Specialized training in Risk Management;
  - Five (5) years related experience, with at least three (3) years in a Risk Management role.
- OR**
- Bachelor's Degree in Management Studies, Public Administration, Business Administration, or a related discipline;
  - Specialized training in Risk Management;
  - Seven (7) years related experience, with at least three (3) years in a Risk Management role.

### **3. Director, Administration (GMG/SEG 3)**

#### **Job Purpose**

Under the direction of the Senior Director, Corporate Services, the Director, Administration is the head of the Ministry's administrative functions responsible for the provision of effective, efficient and economical services for MWECC operations and services for: transportation and fleet management, office and customer services. The incumbent is accountable for developing and implementing innovative management frameworks for these areas and directing the provision of expert advice and services for the above listed operations and services for the Ministry.

#### **Key Responsibilities**

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

- Provides corporate functional leadership and direction for transportation and office services by developing and implementing MWECC policies and procedures, monitoring performance and recommending changes for improvement of service delivery;
- Oversees supervision of the transportation fleet and drivers ensuring performance standards are developed and met for the fleet and for drivers;
- Oversees supervision of office services ensuring office requirements are served and performance standards are developed and met;
- Prepares reports and briefing notes for senior managers and the PS for senior management consideration for improving the status of resource utilization, cost/benefit and trend analysis of transportation and other office services;
- Provides advice and recommendations to Senior Managers and the Permanent Secretary for the areas of responsibility including the implications of new or modified GOJ policies and legislation with regards to these areas;
- Ensures data on operational data is collected and analysed in order to plan and forecast resource and budget requirements for each area of responsibility; provides data and rationales supporting all recommendations;
- Develops policies and procedures for corporate implementation to ensure consistency of application and accountability for the areas of responsibility;
- Prepares and monitors the Administration and Office Service Strategic/Corporate Plan, Operational Plan and Budget, ensuring that output is realized according to agreed and measurable targets;

- Ensures the planning, monitoring and appraisal of staff output by their respective supervisors;
- Participates in negotiations for service providers and monitors their performance to ensure adherence to terms and conditions of contracts;
- Periodically evaluates the effectiveness of existing systems and make recommendations for changes where necessary, to minimize cost and increase efficiency;
- Represents the Central Ministry at meetings and GOJ and MWECC working committees dealing with areas of responsibility;
- Overall management responsibility for human and financial resources for the Administration and Office Services unit including the organization, scheduling and assignment of work, monitors and evaluates performance and provides guidance with respect to training and development;
- Performs any other duties that may be assigned.

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

#### **Core**

- Excellent oral and written communication skills;
- Good interpersonal skills;
- Excellent customer relations and quality focus skills;
- Good planning and organizing skills;
- Team work and cooperation;
- Excellent time management skills;
- Excellent leadership skills;

#### **Technical**

- Excellent knowledge of the FAA Act;
- Ability to exercise sound judgment;
- Proven ability to manage limited resources in order to achieve challenging output targets;
- Extensive and up-to-date knowledge of Government procurement and contract policies regulations and procedures.

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

- First Degree from a recognized university with acceptable specialization in Public Or Business Administration, or in any other field relevant to the work to be performed;
- Six (6) years' experience in a related field, three (3) years of which should be in a senior management position.

## **4. Senior Human Resource Officer (GMG/SEG 1) – Staffing**

### **Job Purpose**

To guide the implementation of Human Resource activities in accordance with established policies and procedures in order to achieve the Division strategic objectives.

### **Key Responsibilities**

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

- Evaluates the existing staffing situation including turnover, vacancies and the current recruitment strategies to identify and forecast staffing requirements;
- Reviews job profiles for approval in respect of open positions for advertising after consultation/approval by the Post Operations Committee;
- Reviews recruitment documents for completeness and accuracy;
- Participates in the recruitment, selection and appointment of staff for posts equivalent to (GMG/SEG 1) and below;
- Prepares documents and makes the necessary arrangements for the interview including selection mechanism;
- Conducts preliminary orientation programmes and exposure with new employees;
- Ensures that new employees are aware of the policies, procedures and regulations of the Branch and Unit;
- Plans activities for the staff and ensures that staff are given adequate instructions and guidance;
- Oversees the preparation of work plans for HRM staff;
- Develops and manage performance of the unit with particular emphasis on transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;

- Evaluates performances in keeping with targets and standards;
- Ensures that the Unit has sufficient and appropriate physical resources to enable the staff to perform their assigned duties in an efficient and effective manner;
- Conducts site visits to interact with staff members and ascertain their concerns;
- Maintains effective working relations with external and internal stakeholders to ensure that the unit provides a consistently high level of service to them in keeping with the Citizen's Charter;
- Administers termination in respect of temporary appointments in accordance with the terms and conditions of the temporary appointment;
- Assists in conducting and analyzing exit interviews for employees who are separating from the service and ensure that all separation matters e.g. loans, bills etc. are satisfactorily settled;
- Conducts investigations into situation of termination for cause:
  - Researches information and provides response to staff's queries;
  - Absence from island without permission;
  - Absence from duties without permission for five (5) consecutive days;
  - Misconduct in contravention of acceptance established conduct;
  - Consistent performance below established standard/expectation;
  - Employee convicted of a criminal offense.
  - Perform other related duties assigned by the Supervisor.

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

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Team work and cooperation
- Excellent time management skills
- Knowledge of relevant computer applications
- Excellent leadership skills
- Excellent knowledge of the Public Service Regulation and Staff Orders
- Sound knowledge of Public Sector Human Resource policies and procedures, particularly those related to Recruitment and Selection
- Excellent interviewing and research skills
- Knowledge of the Human Resource Information Systems package.

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

- First Degree in Human Resource Management or Management Studies with a diploma in Human Resource Management;
- Three (3) years' experience in a Human Resource Department.

Kindly submit cover letter and resume, along with the names, telephone numbers and email addresses of two (2) references (one must be a former/current supervisor), **no later than Monday, 18<sup>th</sup> May, 2026, to:**

**Director, Human Resource Management and Development  
Ministry of Water, Environment and Climate Change  
16A Half Way Tree Road  
Kingston 5**

Email: [jobopportunities@mwecc.gov.jm](mailto:jobopportunities@mwecc.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.**



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

