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**CIRCULAR No. 155**  
**OSC Ref. C.5850<sup>9</sup>**

10<sup>th</sup> July, 2017

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 the following posts in the **Ministry of Economic Growth and Job Creation**:

1. **Director, Technical Services (SOG/ST 8) – (Not Vacant)**, salary range \$2,101,170 – \$2,497,631 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – two (2) posts – (Not Vacant)**, salary range \$828,588 – \$984,930 per annum and any allowance(s) attached to the post.

**1. Director, Technical Services (SOG/ST 8)**

**Job Purpose**

Under the general direction of the Senior Director, Projects and Technical Services, the Director, Technical Services (SOG/ST 8) is responsible for managing, planning, directing and co-ordinating all technical services in the development and implementation of the Ministry's housing infrastructure development programmes, to support the Ministry's policy objectives, in conformance with the requisite standards and established procedures.

**Key Responsibilities**

***Management/Administrative:***

- Develops a framework to guide the planning and development of the Ministry's Housing and Infrastructure Development programmes;
- Develops a reporting system to ensure proper monitoring and evaluation of housing and infrastructure development programme;
- Participates in the development of the Unit's Corporate Plan and Budget;
- Participates in the establishment of a set of operational objectives and standards to guide the operations of the Division;
- Develops Work Plans and schedules for reporting staff;
- Delegates and oversees the functions of supervisees;
- Convenes and participates in meetings relevant to role and function;
- Collaborates with Ministries/Departments/Agencies/Private Sector as necessary for the development/implementation of projects/programmes;
- Represents the Ministry at local and international meetings, conferences and other fora;
- Prepares and submits performance reports as required;
- Prepares operational reports.

***Professional/Technical:***

- Assesses the Ministry's owned lands and facilities and directs the planning of their development;
- Facilitates the planning and co-ordinating of the Ministry's joint venture projects;
- Provides technical advice to the Honourable Minister, Permanent Secretary, Chief Technical Director, Senior Director, Local Authorities, Agencies and Private Sector;
- Participates in the co-ordination of the Ministry's tender process;
- Conducts pre-elimination project assessments and ensures appropriate feasibility studies;
- Assesses and advises the adequacy of funding for Ministry's projects;
- Participates in discussions on behalf of the Ministry with funding Agencies;

- Participates and advises the development of contracts for housing/infrastructure development projects;
- Liaises and collaborates with Ministry Units/Departments and personnel to ensure adherence to technical (planning/building), legal, environmental and regulatory requirements and standards in the implementation process;
- Keeps abreast of trends and changes in technical discipline and makes recommendation for adoption, where necessary, to enhance the efficiency and effectiveness of the Ministry's programmes;
- Co-ordinates site visits to monitor and evaluate the performance of implemented Ministry projects and ensures the preparation of project progress reports;
- Reviews project progress reports and recommends appropriate actions;
- Prepares official papers and submissions as required;
- Participates in internal project and land divestment committees.

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

- Knowledge of the housing and construction sectors
- Knowledge of the policy direction in housing and infrastructure development
- Knowledge of the operational procedure of central government
- Knowledge of the contract administration process and the established forms of contracts
- Project/construction management experience
- Excellent leadership and management skills
- Strong organizational skills
- Excellent communication and presentation skills
- Excellent team building skills
- Excellent interpersonal skills
- Experienced in the use of standard computer applications
- Results oriented
- Analytical and astute

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

- Bachelor of Science Degree in Engineering, Surveying, Architecture or related discipline;
- Masters Degree in Management Studies or Public Administration is advantageous;
- Eight (8) years related working experience, at least four (4) years in a management or senior management capacity;
- Training in Project Management.

## **2. Senior Secretary (OPS/SS 3)**

### **Job Purpose**

Under the general direction of the Director, the Senior Secretary (OPS/SS 3) is responsible for providing administrative and secretarial support services and to assist in ensuring the effective and efficient operations of the Unit.

### **Key Responsibilities**

- Prepares letters, memoranda, Minutes and other official documents;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors all inquiries directed to the Office and provides where possible, necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Director and issues reminders of ensure fulfilment;
- Assists in the maintenance of effective client relations by determining the nature of enquiries from visitors and callers;
- Liaises as necessary between the Director and the other staff for dissemination of information and instructions;
- Orders and maintains inventory on stationery used in the Branch/Unit;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees, and other related activities;

- Establishes and maintains a records management system/procedure for the Branch/Unit;
- Performs follow up to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Division/Branch/Unit;
- Prepares draft responses, letters, memoranda, reports and notes of meetings;
- Assists in maintenance of the Attendance Register and prepares reports accordingly.

#### **Required knowledge, Skills and Competencies**

- Excellent organizational skills
- Excellent oral and written communication skills
- Team-oriented with excellent interpersonal skills
- Confidentiality
- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications
- Speedwriting and Typewriting

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

- CXC or GCE 'O' Level English Language; successful completion of the prescribed Secretarial 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 (4) to five (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 spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four (4) to five (5) years' general office experience;  
**OR**
- Successful completion of the Certified Professional Secretary course; proficient 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 software applications and four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Monday, 24<sup>th</sup> July, 2017 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
7<sup>th</sup> Floor, the Towers  
25 Dominica Drive  
Kingston 5**

Email: [human.resources@megic.gov.jm](mailto:human.resources@megic.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. Martinez (Mrs.)  
for Chief Personnel Officer (acting)