



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

INTERNAL JOB ADVERTISEMENT

Applications are invited from suitably qualified candidates to fill the following positions:

1. Director - Water Monitoring (GMG/SEG 4) – NOT VACANT

Salary scale: \$2,593,142 - \$3,082,431 per annum and any allowances attached to the post;

2. Planning Policy Officer (GMG/SEG 2) - NOT VACANT

Salary scale: \$1,730,109 – \$2,056,555 per annum and any allowances attached to the post

1. Director - Water Monitoring (GMG/SEG 4)

Job Purpose: Under the direction of the Senior Director, Water Policy and Monitoring, the incumbent is responsible for developing and implementing programmes, projects and strategies to monitor, the provision of water and sewerage related systems to the public, as carried out by The Ministry and its Agencies, in accordance with GoJ Policies and established standards.

Key Responsibilities:

Management/Administrative Responsibilities

- Delegates and oversees the functions of direct reports.
- Collaborates on the Division's Annual Budget and Strategic and procurement Plan.
- Updates the Cabinet on Water - Related Disasters e.g. Drought.
- Provides the Cabinet with Status Reports on Implementation of Cabinet Decisions regarding projects and programmes
- Advises the Principal Finance Officer and Senior Director on warrant allocations for Agencies for projects.
- Recommends for approval the Project Funding for Agencies in keeping with established guidelines
- Facilitates the approval of pension payments for National Water Commission (NWC) workers.
- Represents the Ministry at various meetings and fora.
- Assists with the overall development of the Ministry's plans and programmes to advance the strategic objectives of the Ministry.

Technical/Professional Responsibilities

- Develops a Monitoring and Assessment Plan as the framework for the monitoring and assessing programmes and strategies.
- Develops performance indicators/criteria for the monitoring and assessment of the Ministry, agencies and departments engaged in providing water and water - related systems.
- Participates in negotiations with International Lending Agencies on project funding.
- Organizes and directs the monitoring of the Ministry, Departments, and Agencies involved in the provision of potable water and sewerage services.
- Monitors the implementation of water strategies and action plans.
- Conducts impact assessments and prepares recommendations for the Ministry and relevant stakeholders.
- Monitors the performance of Agencies and Departments against the programmes and objectives outlined in their Strategic Plans.

- Analyses financial Reports and Statements of Departments and Agencies and facilitates compliance with GoJ financial guidelines.
- Provides technical advice and guidance to the Ministry's Agencies in facilitating the attainment of Ministry Objectives.
- Receives reviews and endorses procurement procedures of Agencies.
- Conducts and oversees Site Visits for the Division
- Prepares Reports on results of Monitoring and Evaluation exercises.
- Utilizes Monitoring and Evaluation findings to inform proposals for development/and or revision of water sector policies, regulation and standards.
- Prepares briefs and submissions for the Ministry, Cabinet and Parliament.
- Represents the Ministry at Infrastructure and Legislation Sub-Committee of Cabinet.
- Chairs/Represents the Division on Project Steering Committees.

Human Resource Management Responsibilities

- 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 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 needs of direct reports.
- 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 of succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework.

Required Skills/Competencies:

- Excellent knowledge of monitoring and evaluation strategies.
- Excellent knowledge of the policy process.
- General understanding of the Water Sector and appreciation for the Ministry's policy direction.
- Experienced in the use of standard computer applications.
- Good Negotiating skills.
- Knowledge of Ministry or Central Government's operational procedures.
- Background in Project Management and Implementation.
- Experienced in Research methods.
- Excellent communication and interpersonal skills.
- Excellent organising skills.
- Strong Research and Analytical skills.
- Excellent Leadership and Management skills.
- Competence in public Speaking/Presentation.
- Demonstrated ability to work under tight deadlines.

Minimum Required Qualification and Experience

Bachelor's Degree in Public Policy and Administration, Natural Resource Management or related discipline with research component and emphasis on water and wastewater management
Training in monitoring and evaluation techniques and project management
At least six (6) years professional experience at management level **OR**

Master's Degree in Public Policy and Administration, Natural Resource Management or related discipline with research component and emphasis on water and wastewater management
Training in monitoring and evaluation techniques and project management
At least four (4) years professional experience at management level

2. Planning Policy Officer (GMG/SEG 2)

Job Purpose: Under the general direction of the Senior Director, Development Planning Policy & Monitoring, the incumbent is responsible for assisting to formulate policies and legislation for the development and implementation of planning, development and land related policies for the Ministry.

Key Responsibilities:

Management/Administrative Responsibilities

- Prepares Annual/Quarterly/Monthly and Special Reports as required
- Develops Individual work plan based on alignment with the Division's Operational Plan
- Participates in and organizes seminars, conferences, fora and meetings as required

Technical/ Professional Responsibilities

- Contributes to the preparation and updating of development standards
- Assists in preparing Cabinet Submissions, Cabinet Notes, Ministry papers, reports in relation to town and country planning and development related matters.
- Conducts stakeholder consultations with various partners within the town and country planning process as a part of the policy and standards development process.
- Liaises with the Office of Disaster Preparedness and Emergency Management (ODPEM), the Town and Country Planning Authority (TCPA) to strengthen the integration of hazard mitigation in the planning process.
- Assists the development of policies for mixed use developments to allow for greater flexibility of land use.
- Assists to coordinate public awareness programmes to provide information of the planning process and the various entities involved in the process
- Analyzes and interprets data referred for the comments of the Minister, Permanent Secretary.
- Assists in providing input for review of planning related policies and legislation to determine gaps and/or deficiencies within the planning law and planning process and monitors a level of congruence between them.
- Consults with the local planning authorities, NEPA, NWA, Real Estate Board and Negril Green Island Areal Local Planning Authority in setting development standards, criteria and conditions of approval governing the use, subdivision of land and physical infrastructure
- Researches, analyzes and prepares technical and comprehensive submissions on planning and development issues.
- Recommends the establishment of task force and or committees relating to land use planning and development e.g. enforcement task force on green spaces
- Liaises regularly with the Parish Councils and the relevant government agencies in the preparation of standards, policies and legislation.
- Keeps abreast of trends and changes in town and country planning and adapt/implement or recommends changes where necessary to improve the quality of service and productivity of the planning system.
- Prepares position papers for the Government, e.g. on planning/ spatial planning, development plans vs. development orders etc.

Required Skills/Competencies

- Thorough knowledge of the development planning and approval process
- Knowledge of urban and regional planning issues
- Knowledge of the laws, regulations and government policies relating to land policy, development and planning issues

- Proficiency in the use of standard computer applications
- Excellent team work and interpersonal skills
- Good planning and organizational skills
- Excellent customer relations skills
- Excellent judgment, decision making and problem solving skills
- Good presentation, oral and written communication skills

Minimum Required Education and Experience

Bachelor's Degree in Planning, Geography, Natural Resources, Humanities or related field

Four (4) years' experience in Planning, Policy, or land development related field in the public sector.

Please note that only shortlisted applicants will be contacted.

All applications along with resumes should be submitted on or before **September 4, 2017**
to

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

Or email:

human.resources@megjc.gov.jm

Subject: Director - Water Monitoring (GMG/SEG 4)/ Planning Policy Officer (GMG/SEG 2)