



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND
TRANSPORT (MSETT)

JOB TITLE:	International Transport Policy Officer (Maritime)
JOB GRADE:	GMG/SEG 2
POST NUMBER:	
DIVISION:	Technical Services Directorate
BRANCH/UNIT:	Transport/ Transport Policy (International and Land)
REPORTS TO:	Director International Transport
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

JOB PURPOSE:

The International Transport Policy Officer (Maritime) will be responsible for developing and monitoring the implementation of policies related to maritime transport systems. The officer will work with the relevant sub-sector agencies, transport industry stakeholders, and international organizations to ensure the safe, efficient, and sustainable movement of goods and passengers through waterways by monitoring maritime trends, formulating, reviewing, and advising on Transport Infrastructural Policies.

KEY OUTPUTS:

- Cabinet Submissions, Cabinet Notes, Cabinet Status Report, Ministry Papers, Briefs and Reports prepared;
- Policy implementation strategies monitored and evaluated;
- Policy instruments developed;
- Research activities performed;
- Policy impact assessment conducted;
- Policy documents and files maintained;
- Policy advice provided;
- Legislative/regulatory proposal developed;
- Monthly and quarterly status reports prepared.

KEY RESPONSIBILITY AREAS:

Technical /Professional Responsibility:

- Reviews and researches sub-sector issues that require policy changes, including outcomes from international conventions, legislation, technology changes and other developments;
- Liaises with Government Ministries and Agencies, industry associations, shipping companies, port authorities, and other relevant stakeholders to gather input, identify needs, and build consensus around policy decisions.
- Collaborates with other countries and international organizations to exchange best practices, explore opportunities for cooperation, and ensure harmonization of policies.
- Monitors and analyzes trends, developments, and challenges in the maritime

industry.

- Conducts research on emerging technologies, market dynamics, and regulatory frameworks to inform policy decisions and support the growth and competitiveness of the maritime industry.
- Assists with the monitoring of the effectiveness of the Transport Plan and related policy;
- Drafts policy statements, documents and papers for submission as required to support changes in policy, legislation and regulations for the sub-sector;
- Prepares briefs, reports and meeting notes as required for the Ministers, Permanent Secretary or other Senior Officers so as to provide policy advice to the policy process;
- Liaises with the Attorney General's Department to obtain advice on legislation, policy changes, and interpretation;
- Participates in the development of the National Transport Plan including the development of policy and Action Plans and other documents for implementation in collaboration with the key stakeholders and other Agencies, in keeping with the Ministry's Corporate and Operational Plans;
- Facilitates and encourages stakeholder participation in the formation of policy via Public Meetings;
- Provides information and assists in the preparation and review of the Units Budget;
- Facilitates the tabling of Annual Reports and Audited Financial Statements for various portfolio Agencies in the Houses of Parliament;
- Conducts environmental scanning to inform proposals relating to Transportation Projects;
- Designs and develops systems and processes to monitor the effectiveness and outcome of legislative and regulatory measures;
- Investigates and responds to the public queries regarding Maritime transport issues and problems;
- Supports the implementation of maritime policies by coordinating with relevant stakeholders, providing guidance on compliance, and monitoring

progress.

- Monitors the impact of implemented Transport Policies and propose adjustments or improvements as needed;
- Participates in Local, Regional and International Conventions, Workshops and Meetings on Sub-Sector Transport or Infrastructure policy issues;
- Participates in working teams and committees that include the Ministry and Agency staff, Private Sector input, and consultancy expertise as required.
- Maintains accurate documentation of policy development processes, consultations, and decisions.

Other Responsibilities

- Undertakes any other duties that may be assigned.

PERFORMANCE STANDARDS:

- Policy proposals are prepared in line with relevant standards and are timely and instructive;
- Research, surveys and impact assessments are thorough and are conducted in accordance with established procedures;
- Investigations into breaches of policies are thorough and undertaken in accordance with established procedures;
- Research/Survey findings provide sound bases for policy development and decision making;
- Official papers and submissions are appropriately prepared and submitted within established timeframes;
- Reports and briefs are completed and submitted within established timeframes.

INTERNAL AND EXTERNAL CONTACTS:

(i) Internal Contacts

Contact	Purpose of Communication
Principal Director, Transport Policy; Director International Transport	Receive directives & work assignments. Provide advice, guidance, support
Directors and Managers	To obtain and share information
Members of staff in the Branch	Collaborate on policy related matters
Legal Services Unit	To obtain and provide information

(ii) External Contacts

Contact	Purpose of Communication
Heads of Agencies and Departments	To obtain and provide information
Regional and international maritime organizations (e.g. IMO,CARICOM)	To gather input, and build partnerships in the development of maritime policies
Cabinet Office	Preparation of Cabinet Submissions
Attorney General's Department	To obtain advice on legislation, policy changes, and interpretation

REQUIRED COMPETENCIES:

Core	Level	Technical/Functional	Level
Oral and Written Communication	4	Sound background in policy development	
Interpersonal Skills	3	Excellent knowledge of Government's policy formulation, monitoring and evaluation processes and parliamentary procedures	
Teamwork & Co-operation	3	Knowledge of transport policy objectives, operations and planning processes	
Analytical Thinking, Problem Solving & Decision Making	4	Undersatnding of the legislative process	

Initiative	3	Knowledge of prevailing social and economic factors impacting transport	
Planning & Organizing	3	Knowledge of relevant environment standards and regulations	
Attention to detail	4	Strong research and consultative skills	
		Experience in the use of standard computer applications	
		Extensive knowledge of maritime regulations, policies, and international standards.	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Public Sector Management, Public Administration, Public Policy, or development related discipline.
- Training in Policy Formulation and Management would be an asset.
- Four (4) years professional experience in Policy Development and Analysis in the Public Sector.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond regular working hours.
- Typical office environment, no adverse working conditions.
- May be required to travel locally and overseas in the execution of official duties.