



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

JOB TITLE:	Chief Technical Director
JOB GRADE:	GMG/CTD 1
POST NUMBER:	
DIVISION:	Strategic Planning and Policy Services
REPORTS TO:	Permanent Secretary
ACCOUNTABLE TO:	Permanent Secretary
MANAGES:	Director, Policy Analysis, Research and Development; Corporate Planning & Performance Management; Executive Secretary; Administrative Assistant and Executive Secretary

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:

Under the direction of the Permanent Secretary, the Chief Technical Director, is accountable for the coordination, leadership and management of the Strategic Planning and Policy Services Division, and is responsible for the direction, development, monitoring and evaluation of the strategic planning and policy functions as well as for the development and implementation of special programmes to support the Ministry in its pursuits of Science, Energy, Telecommunication and Transport growth and viability to assist national development.

The incumbent is also responsible for the corporate planning and performance management functions of the Ministry, to support the Minister and the Permanent Secretary in executing their responsibilities.

KEY OUTPUTS:

- Cabinet Submissions, Briefs, reports, Ministry Papers, programmes and projects, and recommendations detailing the concerns, successes and problems within the science, energy, telecommunication and transport industry;
- Budgets, Business, Strategic and Operational Plans and Individual Work Plans;
- Development, implementation and revision of projects and policies and legislation to guide the industries' development;
- Technical advice Provided;
- Support and monitor mechanisms for assigned/departments and projects/programmes;
- Public and private fora addressing issues pertinent to the development of the Science, Energy, Telecommunication and Transport industries;
- Control procedures to manage policies and budgets;
- Assessments and proposals;
- Coordinate inputs for Minister's Speech;
- Planning framework developed and established;
- Reports and Technical papers.

KEY RESPONSIBILITY AREAS:

Management/Administrative Responsibilities

- Manages the daily operations of the Strategic Planning and Policy Services Division;
- Plays a leading role in developing the Ministry's strategic direction;
- Participates in and leads negotiations with donor agencies and partners as required to execute programmes and the Ministry's mandate;
- Collaborates with partner agencies and institutions to ensure the Ministry's objectives are achieved;
- Provides technical advice to the Permanent Secretary, Heads of Sections and other personnel on policy development and corporate planning issues;
- Represents the Ministry at local and international fora as required;
- Manages and monitors the alignment of planning activities with the overall strategic thrust of the Ministry and the effective collaboration with other Ministries, Departments and Agencies;
- Oversees and ensures the development and maintenance of a comprehensive data management system to facilitate the collection, storage, evaluation and dissemination of data and information;
- Prepares performance and other reports as required, and ensures timely submission of all documents and information requested by the Permanent Secretary;
- Keeps the Permanent Secretary informed of progress in respect of achieving targets on all programmes and projects.

Technical/Professional Responsibilities

- Leads the development and monitors the implementation of the Division's Strategic and Operational Plans, budget and reporting officers' Work Plans;

- Prepares and directs the completion of Cabinet Submissions and Notes, Cabinet Reports, Briefs, Position Papers for the Minister and Permanent Secretary;
- Undertakes and directs research focused on ensuring energy security and the development of the science, energy telecommunications and transport industries;
- Develops and implements control procedures to support the effective development and management of policies and budgets related to the science, energy telecommunications and transport portfolios;
- Develops and implements mechanisms to foster effective communication within the Ministry and between the Ministry and its agencies in respect to their strategic and operational plans, the achievement of targets and the effective execution of mandates;
- Monitors MSETT's agencies to ensure compliance of policies;
- Establishes and maintains communication with internal and external counterparts to ensure consultations, information flows and strengthen compliance;
- Oversees research initiatives spearheaded by the Division and participates in the execution of workshops or for MDAs and stakeholders on development/socio-economic issues;
- Submits assessments and solutions-oriented proposals to address environmental matters relevant to specific sites and the industries in general;
- Monitors developments in the local and international science, energy telecommunications and transport industries and ensures that the Ministry focuses attention on the results and possible impacts of said developments, and, where applicable, ensures that relevant officials attend conferences and seminars convened to discuss said and other issues;
- Co-ordinates the preparation of the Minister's speech during the annual Sectoral Debate;

- Coordinates national involvement and membership in regional and international science, energy telecommunications and transport institutions in order to keep abreast of international developments;
- Forecasts and analyses external variables of strategic importance to the Ministry and ensures their integration into the planning process;
- Initiates and coordinates the development of new policies to support the work of the Ministry;
- Ensures supporting legislative changes are identified and referred to the relevant authorities for action.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of staff and recommends transfers, promotions, terminations and leave in accordance with established human resource policies and procedures;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Ministry's goals;
- Ensures that training and other professional developmental needs of staff are identified and adequately addressed;
- Provides leadership and guidance to staff through effective objective setting, delegation, communication, coaching, and mentoring;
- Ensures that members of the Division are aware of and adhere to the general policies, procedures and regulations of the Ministry and wider Civil Service.

Other

- Assists the Permanent Secretary in the day to day management of the Ministry, through the provision of leadership in the development and implementation of the change initiatives, and by creating and fostering a

culture of high performance and customer orientation throughout the Ministry;

- Signing on the Ministry's accounts to ensure the timely payment of bills and employees;
- Maintains clear communication with the Honourable Minister, Permanent Secretary, the portfolio agencies, Cabinet, NEPA, PIOJ, JTI, STATIN, investors in the energy industry, the local financial sector, equipment suppliers, educational, research and training institutions, international aid agencies and other stakeholders to obtain support for policies and projects directed at both industries;
- Undertakes any other duties that may be assigned by the Permanent Secretary

CONTACTS

<i>Internal</i>	<i>Nature of Relationship</i>
Minister, Permanent Secretary,	Provide high level advice. Receive directives and guidance
Divisional heads, managers and supervisors	Provide direction and guidance on work programmes; Formulate and manage implementation of Plan/Policies and identify resources.
General Staff	Collaboration and sharing of information

<i>External</i>	<i>Nature of Relationship</i>
Ministry of Finance and Planning & Planning Institute of Jamaica	To inform and obtain support
Permanent Secretaries, CEOs and HoDs in all Ministries, Departments and Agencies	To inform and obtain support
Private Sector and Civil Society Stakeholders	To obtain feedback on policy proposals and policy impacts.

PERFORMANCE STANDARDS

- High ethical standards, including confidentiality and integrity, and professionalism are displayed in the execution of the Ministry's affairs and personal conduct;
- Policies, legislation, programmes and projects are formulated, drafted, implemented, and revised at scheduled intervals to enable the efficient management of the Ministry's portfolio subjects;
- Accurate, insightful and detailed information is provided to the Honourable Ministers, Permanent Secretary, Agencies and Divisional Heads, internal public relations and other entities to assist in positively projecting the Ministry as the responsible entity with oversight to ensure the country's energy security;
- Ministry, divisional and unit-level programmes, projects and targets are achieved;
- Operates in a fair and impartial manner, sets consistently high standards and establishes clear and focus direction for direct reports and address their professional development adequately;
- Performance Evaluation Reports according to established guidelines;
- Strategic, operational and financial plans are documented, completed within established timeframe and synchronized;
- Established deadlines, targets and quality standards are consistently met;
- Reports/Documents are accurate and presented within agreed/established timeframe; and briefs well researched and coordinated.
- Mutual respect displayed in the working environment at all time

REQUIRED COMPETENCIES

The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade '1' being the lowest and '3' or '4' the highest

Core	Level	Functional	Level
Oral communication	4	Initiative	4
Written communication	4	Use of technology (relevant computer applications such as Microsoft Office suite)	3
Customer and quality focus	4	Managing external relationships	4
Team work and cooperation	4	Strategic vision	4
Interpersonal skills	4	Problem solving and decision making	4
Compliance	3	Analytical thinking	4
Integrity	4	Goal/result oriented	3
Change management	2	Planning and organizing	3
Adaptability	3	Leadership	3
		People Management	2
		Methodical	3
		Managing partners	3
		Impact and influence	4
		<u>Technical skills</u> <ul style="list-style-type: none"> • Thorough knowledge of the Public Sector environment and the machinery of Government • Knowledge of Public Service Regulations and Staff Orders • Detailed knowledge of the policy development, evaluation and implementation process; energy management; and corporate planning. • Strong research, analytical, and negotiating skills with an expressed professional and multi-disciplinary approach. • Ability to simultaneously manage multiple assignments/projects, 	4

		<p>work under pressure and meet tight deadlines and a demonstrated ability to interface with persons of varying backgrounds.</p> <ul style="list-style-type: none"> • Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations. • Good project management skills • Ability to work collaboratively with partners across the public sector and international development partners • Knowledge of Research Methodology 	
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MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Master's Degree in Public Policy, Public Sector Management, Business Administration, Economic Development Policy, Development Studies, Governance and Public Policy and Social Policy or equivalent from an accredited tertiary institution; plus;
- Ten (10) years' experience in senior policy management or policy advisory role or any equivalent combination of education and training that provides the required knowledge.
- Demonstrated experience in Strategic planning policy development, analysis, and implementation

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment, no adverse working condition;
- May be required to work beyond regular working hours;
- May be required to travel island wide and overseas.

AUTHORITY

- Recommends disciplinary actions in keeping with human resource policies and procedures;
- Recommends legal action or remedies in any relevant case or matter;
- Recommends leave for direct reports;
- Recommends appointments/promotion for direct reports.