



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

<b>JOB TITLE:</b>	Chief Technical Director, Portfolio Progress & Reporting
<b>JOB GRADE:</b>	GMG/CTD 1
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Executive Office
<b>REPORTS TO:</b>	Permanent Secretary
<b>ACCOUNTABLE TO:</b>	Permanent Secretary
<b>MANAGES:</b>	Technical Coordinator (GMG/SEG 3) (2) Executive Assistant (GMG/SEG 1)

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 Chief Technical Director is responsible for providing high-level support to the Permanent Secretary in the development and implementation of the Ministry's Strategic and Operational Plans and policies. The incumbent also provides day-to-day management and recommends the cost-effectiveness of administrative services and the development and implementation of appropriate systems for the effective direction of the Executive Office and the wider Ministry.

Additionally, the Chief Technical Director will be responsible for ensuring consistency in governance across portfolio entities, efficient planning, and reporting of results for projects, programmes, and policies in accordance with international best practices, thereby minimizing duplication of effort, maximizing the use of resources, and enhancing stakeholder relations.

## **KEY OUTPUTS:**

- Strategic direction provided
- Policies and programmes reviewed and approved
- Cabinet Submissions and Ministry Papers reviewed
- Management Reports produced
- Presentations developed and conducted
- Technical advice provided
- Response to Audit queries reviewed and monitored
- General advice/guidelines to Senior Managers/Agency/Department Heads
- Strategic and Operational Plans reviewed
- HREC recommendations reviewed and advice provided
- Staff appraisals conducted
- Key Project Documents produced;
- Analytical reports prepared;
- Technical project support and guidance provided;
- Performance /Progress Reports prepared;
- Relationships with internal and external clients managed;

## **KEY RESPONSIBILITY AREAS:**

### ***Management/Administrative Responsibilities***

- Leads the development of policies, programmes and initiatives that have significant impact on the Ministry and its operations.
- Advises, briefs and supports the Minister and Permanent Secretary on all relevant government policies and programmes.
- Supports strategic management of the Ministry, including assistance in the development of overarching goals and strategies within the Ministry's Strategic and Operational Plans in furtherance of Government priorities.
- Participates in the quarterly and annual review analyses of the performance of the Ministry and its related agencies in relation to Strategic and Operational Plans.
- Establishes and maintains productive relationships with the media, industry representatives, national and international stakeholders, and other government entities.
- Participates in management Committees for the effective operations of the Ministry and provides decisions for emerging issues from these Committees.
- Supports the Permanent Secretary in ensuring the appropriate discharge in the delegation of functions
- Reviews submissions of the Human Resource Executive Management Committee (HREC) in conjunction with personal records and advises the Permanent Secretary
- Ensures effective communication of the Ministry's strategies, objectives and performances to create and maintain positive image and relations with stakeholders
- Prepares and submits reports, position papers, and other documents as required to Parliamentary committees and other departments of Government as required.
- Liaises with project owners and teams across the Ministry and portfolio entities to gain project knowledge and updates;

- Prepares monthly, quarterly reports/ updates on the status of projects/programmes being undertaken by the Ministry and its portfolio entities;
- Coordinates the preparation of special project reports;
- Coordinates meetings, prepares agendas, and ensures timely dissemination of information to keep all stakeholders informed and engaged, tracks action items, and follow up on outstanding tasks to ensure effective decision-making and timely implementation.
- Meets with stakeholders regarding the Ministry's programmes issues/concerns and provides relevant feedback;
- Maintains effective working relationships with internal and external stakeholders and clients and ensures that the Permanent Secretary is provided with a consistent update of projects/programmes being undertaken;

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

- Reviews the Ministry's Strategic and Operational Plans, assesses the Ministry's short, medium and long term objectives and strategies and ensures Plans are aligned to those objectives. Provides recommendations for any emerging issues that may be realised for the achievement of stated objectives.
- Provides direction for the implementation of key strategic planning tools, systems and models, such as the Performance Monitoring & Evaluation System (PMES).
- Provides input for satisfactory responses to Questions posed in the House of Representatives and Motions raised in the Senate and ensures conformity to the required format as directed by the Permanent Secretary.
- Monitors and oversees responses to internal and external Audit Queries
- Liaises with the Integrity Commission for procurement related information.
- Examines and assures quality of submissions to Cabinet on behalf of the MSETT and its portfolio Departments and Agencies.
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary.

- Collaborates with key stakeholders in monitoring and reporting on the implementation of assigned special projects and where necessary conducts on-site visits to provide technical support;
- Advises the Permanent Secretary on policy development in response to requests, instructions, emerging trends and/or observations of deficiencies in existing policies and provides the relevant recommendations;
- Reviews and monitors the implementation of Cabinet Decisions related to the Ministry's portfolio to determine whether policy objectives and targets are being met and recommend corrective action where applicable;
- Participates in the formulation/ review of policies and legislation to improve and or harmonize the activities of the Ministry and its Agencies; oversees the implementation of policy and legislative changes relating to functions within the span of control;
- Provides advice including options and recommendations for the resolution of issues and problems;
- Assists in identifying, assessing, and managing risks and issues related to the portfolio and works closely with Director, Project Management, and Director, Enterprise Risk Management to develop mitigation strategies, monitor progress, and escalate critical issues as necessary.
- Engages in pre and post project activities ensuring the Permanent Secretary is appropriately briefed;
- Assists in reviewing Project Charters in order to facilitate the Permanent Secretary in granting approval for the implementation of projects to be undertaken by the Ministry;
- Liaises with international funding agencies, the Planning Institute of Jamaica and other Government Agencies involved in project development, monitoring, and execution;

### ***Other Responsibilities***

- Participates in international and national negotiations regarding agreements between the Ministry and various stakeholders upon assignment.
- Undertakes any other duties that may be assigned by the Permanent Secretary

**Authority (decisions the post holder has the power to make or recommend):**

- Provides strategic direction for key Divisions within the Ministry
- Provides technical advice to the Permanent Secretary and Minister
- Guide and direct staff supervised
- Make decisions on the day-to-day operations of the office in consultation with the PS;
- Recommend leave for staff;
- Recommend appointments, disciplinary actions, training and development of staff;
- Recommend changes in strategies to improve operations in the Executive Office;
- Sign correspondence; requisitions; performance appraisal evaluations as directed by the PS;
- Approve on behalf of the Permanent Secretary, Cabinet Submissions and Ministry Papers as directed by the PS to carry forward policy recommendations;

**PERFORMANCE STANDARDS:**

- Advice given to the Permanent Secretary is based on well-researched facts and provided within agreed timeframe.
- High quality support is delivered on a consistent basis to the Permanent Secretary to ensure smooth operations of the office at all times.
- Excellent coordination and effective working relations exist with the Executive Office, Divisions/Units within the MSETT, MDAs and other external associates.
- Effective policies and procedures developed, reviewed and established for the portfolio of functions being managed.
- Established deadlines, targets and quality standards are consistently met.

- The MSETT is satisfactorily represented at conferences, meetings etc. locally and overseas.
- Corporate/Strategic and Operational Plans for the Ministry are developed and implemented within established guidelines and timeframes and supports the Ministry's Mission, Vision and priority programmes and properly monitored.
- Activities of the Executive Office are managed within established budget with minimum instances of cost overrun.
- Reports are prepared in the required format and submitted within the agreed timeframe.
- Internal and external Audit reports submitted on a timely basis ensuring compliance with agreed and accepted recommendations
- Work Plans developed are consistent with the requirements of the position, established guidelines and realistic timeframes.
- Procurement policies/guidelines are strictly adhered to.
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.
- Mutual respect displayed in the working environment at all time
- Accuracy and timeliness in preparing Cabinet Submissions;
- Projects and Programmes monitored, and reports submitted within agreed timeline
- Accuracy and timeliness in preparing Performance/Progress Reports;
- Timeliness in monitoring the level of compliance to established standards, methodologies and frameworks;
- Quality of relationships with internal and external clients managed;

## **INTERNAL AND EXTERNAL CONTACTS:**

### **(i) Internal Contacts**

<b>Contact</b>	<b>Purpose of Communication</b>
Permanent Secretary	Receive directives & work assignments. Provide advice, guidance, support
Divisional heads, managers and supervisors	To obtain and provide information Relating to projects and other assignments
General Staff	To obtain and provide information

### **(ii) External Contacts**

<b>Contact</b>	<b>Purpose of Communication</b>
Heads of Agencies and Departments	To obtain and provide information
Ministry of Finance and the Public Service	To elicit advice/feedback on financial matters affecting the Ministry
Cabinet Office	To seek clarification and respond to queries on the Ministry's Cabinet Submissions and Notes
Planning Institute of Jamaica	To provide updates as part of the consultation process and elicit advice on donor projects
Other Government Ministries	To obtain and provide information
Auditor General's Department	Regarding response to Audit Queries
Public Procurement Commission	To request updates on the Ministry's submitted procurement matters
Integrity Commissions	Regarding requests for procurement information



**REQUIRED COMPETENCIES:**

<b>Core</b>	<b>Level</b>	<b>Technical/Functional</b>	<b>Level</b>
Customer & Quality Focus	3	Knowledge of the functions of the departments and authorities within the PS portfolio responsibilities;	
Interpersonal Skills	3	In-depth, up-to-date knowledge of government's priorities related the MSETT	
Team work & Co-operation	3	Sound knowledge in the application and monitoring of core project management principles;	
Oral and Written Communication	4	Ability to simultaneously carry out a large variety of tasks and demands;	
Initiative	3	Good Knowledge of operations in Government;	
Planning & Organizing	3	Knowledge of Government Protocol and the Budget Processes;	
Analytical Thinking, Problem Solving & Decision Making	4	Excellent research and consultation skills;	
Networking and relationship-building skills	3	Ability to interface with senior government officials both locally and internationally.	
Leadership	4	Extensive knowledge of the various acts that governs the operation of the Ministry and its Agencies including but not limited to the Research Act, Petroleum Act, Electricity Act, Telecommunications Act, Road Traffic Act	
Use of Technology	3	Working knowledge of the Financial Administration and Audit (FAA) Act.	
Goals /Results Oriented	4		
Compliance	4		

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Master's degree in the Social Sciences including Business/Public Administration with specialization in Public Policy or equivalent qualification;
- Minimum four (4) years related experience;
- Broad exposure to policy development, legislative reform at a senior level, Evidence of professional development in strategic management and leadership
- Certification in Project Management;
- Demonstrated experience in project management and implementation;
- Experience in dealing with matters of a highly confidential and sensitive nature;

### **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.