



**CIVIL SERVICE OF JAMAICA
MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY
Job Description and Specification**

| | |
|--------------------|-----------------------------|
| JOB TITLE: | Science Programme Manager |
| JOB GRADE: | GMG/SEG 3 |
| POST #: | 68625 |
| DIVISION: | Science |
| REPORTS TO: | Principal Director, Science |
| MANAGES: | N/A |

**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 HRMD Branch

JOB PURPOSE

The Science Programme Officer is responsible for providing technical support to the Principal Director, Science as well as coordinating and monitoring the Ministry's relations with local, regional and international science stakeholders, and to ensure that the Ministry's science related policies, plans and programmes are accurately and effectively represented in these fora.

KEY OUTPUTS

- Calendar of activities for local, regional and international science fora established and maintained;
- Database (contacts etc.) maintained for relevant science organizations;
- International correspondence records maintained;
- High level technical advice and evidence based recommendations made/given;
- Reports, briefs, discussion/position papers and documents produced;
- Resource mobilisation of activities for science at a local, regional and international level;
- Cabinet Submissions and/or Cabinet Notes prepared;
- Critical trends and development in the science area monitored;
- Documents quality assured;
- Government of Jamaica's (GOJ) focal points and/or representatives for regional and international organisations supported;
- Information for publication generated;
- Representation at meetings/fora locally and internationally;
- Speeches and speaking notes prepared.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Contributes to the development of the Strategic Business Plan and Budget for the Division;
- Processes matters related to local, regional and international affairs which are referred for the attention of the Science Division and ensures accurate and timely action;
- Liaises with Ministries, Departments and Agencies and assists in the development and renewal of international instruments relating to Science, such as Memorandum of Cooperation/Understanding/Agreement, Mutual Administrative Agreements and any other technical assistance;
- Liaises with Ministries, Department and Agencies (MDAs), local and international stakeholders and other stakeholders to facilitate follow-up and ensures timely and informed implementation of decisions;

- Gathers, documents and shares information on local, regional and international organizations and other key science players that interact with the Ministry;
- Establishes and maintains a calendar of activities for local, regional and international Science fora;
- Develops and maintains a database on all local, regional and international science organizations their contacts, activities, projects, issues and positions dealing with enquiries from the public, press and related organizations;
- Establishes and manages coordinated interaction mechanism with local, regional and international organizations including development partners on science related issues;
- Ensures the dissemination of information and/or decisions emanating from regional and international fora;
- Assists with coordinating the Ministry's science activities;
- Seeks and pursues opportunities for the Ministry to network with relevant science related organizations;
- Participates in planning and coordinating conferences and workshops;
- Maintains all international correspondence records;
- Acts as focal point for all matters related to the Science portfolio;
- Attends meetings, as required by the Science Division/Ministry;
- Provides assistance to projects as required.

Technical/Professional Responsibilities

- Participates in the review and development of related science policies;
- Conducts research on science issues as background information for briefs, speeches and policy-making;
- Prepares Cabinet Notes and Submissions on Science related matters, as required;
- Sits on/heads committees as required by the Science Division/Ministry;
- Keeps a record of the Ministry's responsibilities to regional and international science organizations and makes recommendations to ensure full participation in related activities;
- Participates in the interface with both local and international science industries and services acting as a representative for the interface with external regulators and state trade agencies;
- Develops monitoring and evaluation systems for implemented policies, programmes and projects;
- Provides support in attracting and negotiating partnerships with other Governments, public sector agencies, local, regional and international organizations, academic and other institutions regarding science programmes, projects and activities and monitors the implementation of these partnerships;
- Develops systems to monitor the performance of the science industry to ensure compliance with provisions of licences;

- Participates in the development and implementation of an integrated risk management programme that facilitates the Division's planning, decision-making and reporting mechanisms;
- Consults/liaises with the appropriate MDAs and other stakeholders to elicit advice/feedback on local, regional and international science matters affecting the Ministry;
- Prepares, monitors and oversees responses to queries, questionnaires, surveys etc. from local, regional and international organisations ensuring the provision of prompt and accurate information and data;
- Examines and quality assures documents/correspondence prepared by the Division;
- Provides analysis and advice on local, regional and international science matters.
- Researches, prepares and submits reports, briefs, discussion/position papers, meeting agendas as required;
- Coordinates and collaborates with other directors in the Ministry on science projects, programmes and assignments, to ensure timely responses;
- Organises or participates in the preparation for visits by regional and international dignitaries and other official events linked to the development and maintenance of the science sector, as required at the level of the Ministry;
- Represents the Ministry at local, regional and international fora (meetings, conferences, symposiums, conventions) as required;
- Enables the Ministry to emulate international best practise by monitoring trends and developments;
- Facilitates the Ministry's science knowledge transfer programme;
- Assists with the preparation of speeches and speaking notes as required;
- Assists in identifying and accessing technical and other assistance for the implementation of science projects and programmes.

Other Responsibilities

- Performs related duties that may be assigned.

CONTACTS

Internal

| <i>Contact</i> | <i>Purpose</i> |
|--|---|
| Chief Technical Director, Science | Guidance and work assignment |
| Directors and staff in other Divisions/Units of the Ministry | Request for information and dissemination of information pertinent to technical matters |

External

| <i>Contact</i> | <i>Purpose</i> |
|----------------|----------------|
|----------------|----------------|

| | |
|---|---|
| Ministries, Departments and Agencies | Clarification on submissions and providing and obtaining information |
| Private sector and Civil Society | Work collaboratively to achieve government's policy goals and for the purposes of research, coordination, information sharing, policy support and technical advice |
| Local, regional and international organizations | Research, coordination, collaboration, information sharing, policy support and technical advice. Facilitating and coordinating missions, study programmes and activities with regional and international agencies |

PERFORMANCE STANDARDS

- Calendar of activities for local, regional and international science, international correspondence records and contacts database maintained continually;
- All regional and international relations activities in which the Ministry participates are completed and delivered as planned and budgeted;
- Research work completed in accordance with agreed timeframe;
- Analysis and technical advice are well-researched and evidenced based;
- Cabinet Submissions and Notes, reports, briefs, discussion/position papers, speeches, speaking notes and documents produced are accurate, in accordance with the relevant laws of Jamaica and the GOJ's policy and procedures and presented within established and agreed timeframe;
- Resource mobilisation of activities for science at a local, regional and international level;
- Critical trends and development in the STI area continuously monitored;
- GOJ focal points and/or representatives for regional and international organisations are supported in keeping with the Ministry's strategic objectives;
- Information for publication generated in required timeframe;
- Representation at meetings/fora locally and internationally as required;
- Established deadlines, targets and quality standards are consistently met;
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.

REQUIRED COMPETENCIES

The following behavioural and technical competencies are informed by the Ministry's Competency Framework. Please refer to this document for further information on the definition and description of the level (s) for each competency.

| Behavioural | Level | Technical | Level |
|--|--------------|--|--------------|
| Oral Communication | 3 | Use of Information, Communication and Technology | 1 |
| Written Communication | 3 | Legislation, Regulations and Policies | 2 |
| Teamwork and Cooperation | 3 | Budget Management | 1 |
| Interpersonal Skills | 3 | Change Management | 1 |
| Initiative | 3 | Research Methodology | 1 |
| Client and Quality Focus/Commitment to Service Quality | 3 | Negotiation | 2 |
| Compliance | 1 | Risk Management | 1 |
| Adaptability | 3 | | |
| Integrity | 2 | | |
| Methodical | 2 | | |
| Problem Solving and Decision Making | 2 | | |
| Planning and Organizing | 1 | | |
| Goal/Result Oriented | 2 | | |
| Confidentiality | 1 | | |
| Mutual Respect | 2 | | |
| Strategic Vision | 2 | | |
| Impact and Influence | 2 | | |
| Managing Partner and External Relations | 2 | | |
| Analytical Thinking | 3 | | |

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science Degree in Natural Sciences, Mathematics, Earth Sciences, Engineering or related fields from an accredited tertiary institution; plus;
- Training in Project Management, Management Studies or similar management training;
- Training in International Studies;
- At least four (4) years' relevant experience;
- International exposure through overseas posting or employment, attendance at conferences, meetings, etc.; working overseas etc. would be an asset;
- Fluency in Spanish or French would be an asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Extended hours may be required to meet project deadlines;
- Travel local and overseas in the execution of official duties, if required.

AUTHORITY

- N/A