



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

<b>JOB TITLE:</b>	Senior Technical Coordinator
<b>JOB GRADE:</b>	GMG/SEG 3
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Executive Office
<b>REPORTS TO:</b>	Chief Technical Director, Portfolio Progress and Reporting
<b>ACCOUNTABLE TO:</b>	Permanent Secretary
<b>MANAGES:</b>	(2) Executive Secretary 2 (OPS/SS 5)

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 general supervision of the Chief Technical Director, Portfolio Progress and Reporting, the Technical Coordinator is responsible for co-ordinating and monitoring the development and implementation of technical related policies, plans and programmes of the MSET, to ensure that the related responsibilities of the Permanent Secretary are executed efficiently and effectively.

## **KEY OUTPUTS**

- Operational and Unit Plans prepared
- Budget prepared
- Communication, information and records management system developed, implemented and maintained
- Advice ascertained from MDAs
- Matters related to local, regional and international affairs presented for the attention of the Permanent Secretary's Office managed
- Responses to queries from the Auditor General's Department, Public Procurement Commission and Integrity Commission as well as responses to questions from the House of Representatives and Motions from the Senate monitored
- Cabinet Submissions and Ministry Papers prepared
- Annual and statutory reports examined and quality assured.
- Position papers, reports, briefs and meeting agendas prepared and submitted
- Reports analysed to respond to queries
- Speeches and Speaking Notes prepared
- Procurement requisitions and supporting documents reviewed

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative**

- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the Executive Office.
- Prepares the annual Budget for the Executive Office.
- Follows-up to ensure that all performance reports are prepared and reviewed for the attention of the Permanent Secretary.

- Participates in reviewing and assessing the output of the Permanent Secretary's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated.
- Manages matters related to local, regional and international affairs which are presented for the attention of the Permanent Secretary's Office and ensures accurate and timely action.
- Guides the development, implementation and maintenance of appropriate communication, information and records management systems that facilitate timely and accessible information from the Permanent Secretary's Office.
- Ensures that all administrative matters for the Office are administered effectively and makes recommendations for improvements as may be required.
- Proactively prioritises conflicting needs ensuring that same are handled expeditiously and are followed through to successful completion.
- Assists with the coordination of senior and other management team meetings.
- Represents the Ministry at local, regional and international fora (meetings, delegations, conferences, symposiums, conventions) as required.

### **Technical/Professional**

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including but not limited to the Office of the Parliamentary Council, Attorney General's Chambers, Cabinet Office) to elicit advice/feedback on matters affecting the Ministry.
- Monitors responses to Queries from the Auditor General, Contracts Commission and Office of the Contractor General by communicating with relevant officers in the MSET its portfolio agencies and ensures the provision of prompt and accurate information and data.
- Provides assistant with the Monitoring of responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the Permanent Secretary and the Honourable Minister are provided with accurate information.
- Interacts/Networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of

Government to ensure that matters in relation to the work of the Ministry are expeditiously undertaken/addressed.

- Provides assistance with examining and assuring quality of submissions to Cabinet on behalf of the Ministry and its portfolio Departments and Agencies.
- Prepares Cabinet Submissions and Ministry Papers on behalf of the Permanent Secretary.
- Examines and quality assures annual reports and other statutory reports for the Ministry, its Departments and Agencies.
- Examines and quality assures documents prepared by MDAs for the signature of the Honourable Minister.
- Researches, prepares and submits position papers, reports, briefs, meeting agendas as required.
- Responds to queries by analyzing reports and preparing responses accordingly.
- Routes and obtains timely responses to requests to MDAs for comments, reports, and briefs for the attention of the Honourable Minister.
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensure the timely and informed implementation of decisions.
- Participates in the preparation for visits by regional and international Heads of State and other official events as required at the level of the Ministry.
- Prepares speeches and speaking notes as requested by the Permanent Secretary.
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary or the Director General.
- Responds generally to the demands of the Office of the Permanent Secretary.

### **Human Resource Management**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective actions where necessary.

- Participates in the recruitment of staff for the Ministry and recommends staffing arrangements in keeping with established human resource procedures and policies.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring.
- Takes steps to address the welfare and development needs of staff in the Unit.
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry.
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

### **KEY INTERFACES**

<b><i>Internal</i></b>	<b><i>Purpose</i></b>
Permanent Secretary	Guidance and work assignment
Senior Directors	Requests for information and dissemination of information pertinent to technical matters
Directors, Managers and Staff	Requests for information and dissemination of information pertinent to technical matters
Principal Finance Officer	Issues/matters with financial implications

<b><i>External</i></b>	<b><i>Purpose</i></b>
Permanent Secretaries, Heads of Departments and Agencies in the Public Sector	Clarification on submissions and providing information

## **PERFORMANCE STANDARDS**

- Operational and Unit Plans prepared in required format and in keeping with the Ministry's goals and objectives.
- The Executive Office's annual Budget prepared and submitted in the required timeframe.
- Communication, information and records management system developed, implemented and maintained in keeping with the Government of Jamaica's Records and Information Policy.
- Advice ascertained from MDAs are accurate
- Matters related to local, regional and international affairs presented for the attention of the Permanent Secretary's Office managed in keeping with set requirements.
- Responses to queries from Auditor General's Department, Public Procurement Commission and Office of the Integrity Commission as well as responses to questions from the House of Representatives and Motions from the Senate monitored are based on well-researched facts and provided within the agreed timeframe.
- Submissions to Cabinet examined and quality assured in the required timeframe.
- Cabinet Submissions and Ministry Papers prepared and submitted in the required format and timeframe.
- Annual and statutory reports examined and quality assured.
- Position papers, reports, briefs are well researched and submitted within agreed timeframes to required standards.
- Reports analysed to respond to queries in the required timeframe.
- Speeches and Speaking Notes prepared and submitted in the required timeframe.
- Procurement requisitions and supporting documents reviewed in the required timeframe and are in alignment.
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.

- Mutual respect displayed in the working environment at all time
- Established deadlines, targets and quality standards are consistently met.

## **REQUIRED COMPETENCIES**

<b>Core</b>	<b>Level</b>	<b>Technical/Functional</b>	<b>Level</b>
Communication	3	Use of Information and Communications and Technology	1
Written Communication	3	Legislation, Regulations and Policies	2
Teamwork and Cooperation	3	Research Methodology	1
Interpersonal Skills	3	Policy Development	1
Initiative	3	<ul style="list-style-type: none"> <li>• Ability to think and act strategically across a wide range of functions.</li> <li>• Ability to multitask, work under pressure and meet tight deadlines.</li> <li>• In-depth, up-to-date knowledge of government's priorities of the day.</li> <li>• Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations.</li> <li>• Ability to interface with senior government officials both locally and internationally.</li> <li>• Demonstrates sound personal and professional integrity reflecting high ethical and moral values.</li> <li>• High level of confidentiality, diplomacy and initiative.</li> <li>• Good knowledge of government's systems and related operational policies.</li> <li>• Knowledge of international best practices.</li> </ul>	
Client and Quality Focus/Commitment to Service Quality	2		
Compliance	1		
Adaptability	2		
Integrity	3		
Methodical	2		
Problem Solving and Decision Making	3		
Planning and Organizing	2		
Goal/Result Oriented	2		
Confidentiality	3		
Managing Partners and External Relations	2		
Analytical Thinking	3		

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or Business Administration or related area from a recognized tertiary institution; plus
- At least seven (7) years' experience in a managerial position in the public or private sector, in an organisation of similar size and complexity.

### **WORKING ENVIRONMENT**

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

### **AUTHORITY**

- To receive and provide information on behalf of the Permanent Secretary
- Re-route calls and correspondence
- Check documents for accuracy.