



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 165** **OSC Ref. C.6222<sup>9</sup>**

25<sup>th</sup> April, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Technical Co-ordinator (GMG/SEG 2)** in the **Post and Telecommunications Department**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

The Technical Co-ordinator is responsible for providing support in the co-ordination, development, implementation and monitoring of technical related policies, plans, projects, programmes of the Department, to ensure that the related responsibilities of the Postmaster General (PMG) are executed efficiently and effectively.

#### **Key Responsibilities**

##### ***Management/ Administrative:***

- Co-ordinates and participates in the preparation of the Operational Plan and Budget for the Executive Office;
- Prepares Individual Work Plan;
- Follows-up to ensure that all Performance Reports are prepared and reviewed for the attention of the PMG;
- Reviews and assesses the output of the PMG'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 PMG'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 PMG's Office;
- Ensures that all administrative matters for the Office are administered effectively and makes recommendations for improvements as may be required;
- Ensures the smooth operations of the Office in the absence of the PMG;
- Proactively prioritises conflicting needs, ensuring that same are handled expeditiously and are followed through to successful completion;
- Assists with the co-ordination of Senior and other Management Team Meetings;
- Represents the Department at local, regional and international fora (meetings, delegations, conferences, symposiums and conventions) as required.

##### ***Technical/Professional:***

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including, but not limited to the Attorney General's Chambers and Cabinet Office) to elicit advice/feedback on matters affecting the Department;
- Monitors responses to queries from the Auditor General, Public Procurement Commission and the Integrity Commission by communicating with relevant officers in the PTD and ensures the provision of prompt and accurate information and data;
- Monitors 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 PMG is provided with accurate information for dissemination to the Ministry;
- 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 Department are expeditiously undertaken/addressed;
- Examines and assures quality of submissions to Cabinet on behalf of the Department;
- Prepares Cabinet Submissions and Cabinet Notes on behalf of the PMG;
- Examines and quality assures Annual Reports and other statutory reports for the Department;
- Examines and quality assures documents prepared by Senior Managers for the signature of the PMG;
- Researches, prepares and submits Position Papers, Reports, Briefs and Meeting Agendas as required.

- Responds to queries by analyzing reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to Senior Managers for comments, reports and Briefs, for the attention of the Permanent Secretary;
- Co-ordinates and collaborates with other Activity Managers in the Department on projects and assignments, to ensure timely responses;
- Manages short-term projects being managed by the Department;
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensures 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 Department.
- Prepares Speeches and Speaking Notes as requested by the PMG;
- Reviews Procurement Requisitions and supporting documents for the signature of the PMG;
- Responds generally to the demands of the Office of the PMG.

#### ***Human Resource Management:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary;
- Participates in the recruitment of staff for the Department 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, coaching, training and mentoring;
- Takes steps to address the welfare and developmental needs of staff;
- 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 and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

#### **Required Knowledge, Skills and Competencies**

- Ability to think and act strategically across a wide range of functions
- Ability to multitask, work under pressure and meet tight deadlines
- In-depth, up-to-date knowledge of Government's priorities of the day
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations
- Ability to interface with senior Government Officials both locally and internationally
- Manages high level of diplomacy
- Excellent research skills
- Good knowledge of Government Systems and related Operational Policies
- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills

#### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or Business Administration or related area from an accredited tertiary institution;
- Five (5) years' experience in a similar position in the Public or Private Sector, in an organisation of similar size and complexity;
- Certification/Experience in Project Management would be an asset.

#### **Special Conditions Associated with the Job**

- May be required to work beyond regular working hours;
- May be required to travel locally and overseas in the execution of official duties.

Applications accompanied by résumés should be submitted **no later than Friday, 6<sup>th</sup> May, 2022 to:**

**Director, Human Resource Management and Development  
Post and Telecommunications Department  
6 – 10 South Camp Road  
Kingston**

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**