



## MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

### CAREER OPPORTUNITY

Applications are invited from suitably qualified candidates to fill the following position in Water Policy & Monitoring Branch:-

**Senior Director, Water Policy & Monitoring (GMG/SEG 5) (NOT VACANT)**

Salary scale: \$3,263,736 to \$3,879,557 per annum and any allowance(s) attached to the post.

**Job Purpose:**

Under the general supervision of the Chief Technical Director, the incumbent provides overall guidance and leadership in the development and revision of water and sewage related policies and legislations. The incumbent also monitors the commitments in the Water Sector and collaborates with relevant agencies for policy and project implementation.

**Key Responsibilities**

***Management/Administrative Responsibilities***

- Recommends participation of Divisional Representatives at relevant meetings, conferences, seminars and workshops;
- Prepares and oversees preparation of Reports to Ministers other Ministries, Permanent Secretary, Agencies and international meetings and conferences;
- Oversees the development of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Represents Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops and seminars;
- Represents Minister on various Agency Boards;
- Reviews Annual Reports from all Water Agencies and programmes, including Central Wastewater Treatment Company Limited

***Technical/Professional Responsibilities***

- Leads Consultations on water related policies with interest groups island-wide, in accordance with GOJ policy development procedures;
- Coordinates the completion of reviews on legislation in the Water Sector;
- Coordinates the sourcing of funds for the development and implementation of water related policies, programmes and projects;
- Determines the legislative programme to ensure congruence between legislation and policy direction;
- Oversees the monitoring of all major water and sewerage projects and Programmes to ensure compliance with all Government policy and procedures;
- Collaborate with all water sector Agencies and the Office of Utilities Regulation (OUR) on the observation of set standards of co-operation by the water agencies;

- Advises agencies and statutory bodies on policy directions;
- Negotiates funding for proposals and projects with international agencies such as World Bank and the Inter-American Development Bank;
- Reviews progress reports of the National Water Commission (NWC), Water Resource Authority and Rural Water Supply Limited to ensure proper accountability of funds released for ongoing and new infrastructure projects, and make recommendations;
- Supervises ongoing research on current trends in water and sewerage policy, legislation and strategies internationally;
- Prepares Cabinet Submissions, Notes, Briefs and Reports;
- Coordinates and monitors Memoranda of Understanding between the Ministry of Finance and public private partnerships (PPPs);
- Ensures that GOJ PPPs Guidelines are followed;
- Provides technical advice and comments on water and sewerage issues referred to the Division.
- Co-ordinate research and preparation of responses to questions asked in the Houses of Parliament;
- Reviews and approves policy instruments for the development of water and sewerage related policies;
- Develops and presents public education programmes in relation to the Water Sector Policy and legislation;
- Reviews tenders and other Agreements for capital projects;
- Reviews annually, the Ministry's Water Legislative Programme for submission to Cabinet Office.
- Reviews insurance coverage for properties of all water agencies, as required;
- Develops and maintains appropriate partnerships with ministry and agency heads, private sector, international and regional organizations on water and sewerage related issues, policy development and implementation;
- Attends meetings of PAAC, Cabinet Infrastructure and Legislation Sub-Committees and other meetings to defend and justify contracts of water agencies;
- Works with Permanent Secretary and CTD to ensure the Ministry plans and programmes are effectively carried out to fulfill the mandate of the Ministry;

### ***Human Resource Responsibilities***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Branch and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Facilitates the welfare and development of staff in the Branch.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Ministry's goals.
- Contributes to the development and implementation of the succession planning framework in collaboration with the Human Resource Branch through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Branch for the Orientation programme.

### **Required Skills & Competencies**

- Excellent interpersonal skills,

- Excellent communication skills
- Competence in public speaking/presentations
- Excellent leadership skills
- Problem solving and decision making skills
- Teamwork and Cooperation
- Goal and results oriented
- Knowledge of research methods,
- Ability to function outside of the office environment
- Knowledge of water and wastewater management policies and legislation
- Competence in preparation of Cabinet Submissions, Briefs, and Report
- Experience in policy development procedures
- Knowledge and use of relevant computer applications
- Excellent research and analytical skills
- Experience in GOJ legislation procedures
- Knowledge of monitoring and evaluation techniques

### **Minimum Required Education and Experience**

- Masters Degree in Public Administration /Management Studies or similar field
  - Post graduate training in policy analysis and development
  - Training in monitoring and evaluation techniques
  - At least six (6) years' experience in a similar capacity
- OR**
- First Degree in Public Administration/Public Sector Management or a similar degree.
  - Post graduate training in policy analysis and development
  - Training in monitoring and evaluation techniques
  - At least ten (10) years' experience in a similar capacity

**Please note that only shortlisted applicants will be contacted.**

All applications along with resumes should be submitted on or before **Monday, March 11, 2019** to

**Senior Director, Human Resource Management & Development  
Ministry of Economic Growth and Job Creation**

**7<sup>th</sup> Floor, The Towers  
25 Dominica Drive  
Kingston 5**

**or**

**[human.resources@megjc.gov.jm](mailto:human.resources@megjc.gov.jm)**

**Subject: Senior Director, Water Policy & Monitoring (GMG/SEG 5)**