



Ministry of Transport & Works

Career Opportunity

Applications are invited from suitably qualified persons to fill the position of:

Chief Technical Director (GMG/CTD) (Policy, Standards and Monitoring)

JOB SUMMARY

Reporting to the Permanent Secretary, the successful candidate will be responsible for:

- Providing general direction, policy advice and monitoring with respect to the subject areas for which the Ministry has responsibility and to ensure that technical specifications, standards and systems are established and adhered to;
- Providing direction regarding the establishment of technical plans and to ensure corporate and strategic plans are achieved.

QUALIFICATION AND EXPERIENCE

- Masters Degree in Public Administration/Public Sector Management or Business Administration

Persons with a BSc degree in Civil Engineering/Architecture would be at a distinct advantage.

- Advanced training in Project Management and contract administration
- Ten (10) years experience working at a senior level

REQUIRED COMPETENCIES

- Excellent knowledge of Government's Administrative Systems and Public Policy development
- Excellent knowledge of project design, implementation and evaluation
- Knowledge of the regulatory framework and standards governing transport and works infrastructure
- Excellent knowledge of procurement, preparation, negotiation and management of contracts (Public/Private Partnership and International Agreements)
- Proficiency in the use of relevant computer applications
- Strong leadership and interpersonal skills
- Excellent planning and organizing skills
- Strong analytical and problem solving skills

Applicants who are highly committed and motivated are invited to submit applications in writing and a current résumé no later than **30th June, 2009** to:

**Permanent Secretary
Ministry of Transport and Works
138h Maxfield Avenue
Kingston 10.
Email: ns@mtw.gov.jm**

CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Transport and Works

JOB TITLE	Chief Technical Director
JOB GRADE	GMG/CTD
POST NUMBER	60902
DEPARTMENT	Policy Standard and Monitoring
LOCATION	138 Maxfield Avenue
REPORTS TO	Permanent Secretary
DIRECT CONTROLS	Director Transport Policy, Director Works Policy, Director Corporate Planning and Performance Monitoring, Director Technical Services, Director Projects

This document is validated as an accurate and true description of the job as signified overleaf .

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

JOB PURPOSE:

Providing general direction, policy advice and monitoring with respect to the subject areas for which the Ministry has responsibility and to ensure that technical specifications, standards and systems are established and adhered to; and providing direction regarding the establishment of technical plans and to ensure corporate strategic plans are achieved.

KEY OUTPUTS :

- Policy recommendations
- Comprehensive reports
- Operational Policies and procedures
- Projects/ programmes monitoring mechanisms
- Technical advice
- Technical standards
- Ministry Papers and Submissions

KEY RESPONSIBILITY AREAS :

1. Management / Administrative Responsibilities

- Ensures the alignment of Unit and Operational plans with the strategic objectives and priority programmes of the Ministry, monitors the implementation of policies and recommends changes where necessary to achieve desired results.
- Participates in and coordinates the development of the strategic direction of the Ministry;
- 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
- Prepares Ministry Papers and Submissions to high level committees involved in the formulation of national policies
- Prepares technical briefs for the Ministry as required
- Prepares and submits performance and other reports as required and ensures timely submission of all documents/ information requested from the Unit
- Establishes and maintains national standards governing the design and construction and operation of transport and works facilities
- Develops, implements and maintain policies and procedures to guide the operations of the Units within the span of control; develops and implements mechanism to foster

effective communication within/between the unit, Agencies and sectors on whom the services impact;

- Represents the Ministry at local and international meetings, conferences and other fora.

2. Technical / Professional Responsibilities

- Assists the Permanent Secretary in the day to day management of the Ministry, providing leadership in the development and implementation of change initiatives creating and fostering a culture of high performance and customer orientation throughout the Ministry;
- Manages the execution of Policies, Strategies and Action Plans , taking into consideration the current institutional framework and the existing legislation, Government plans and strategies;
- Assumes responsibility for the management, implementation and monitoring of Special Projects
- Participates in / leads negotiations with donor agencies and partners as required to execute programmes
- Develops and ensures the effective implementation of monitoring and reporting mechanisms for the various programmes/ projects, policy and action plan
- Ensures the development of standards governing the design , construction and maintenance of roads in Jamaica;
- Ensures the establishment of systems for the efficient administration of the country's road network
- Monitors the compliance of portfolio entities with established standards
- Develops the national five (5) year infrastructure programme for the Ministry
- Liaises with all entities involved in planning, development and land use to ensure that transportation and development plans are sustainable and environmentally sound
- Reviews the implementation of all Cabinet Decisions and to ensure policy objectives and targets are being met and kept within budget, where applicable

- Guides the operation of regulated technical organizations such as the Professional Engineers, Architects and Road Fund Boards and the Road Traffic Tribunal;
- Provides advice and approval on all developments in the country that impacts the sector
- Provides advice on all technical and engineering matters and preparing technical reports and responses
- Convenes major projects meetings and conduct design reviews from time to time
- Reviews tender evaluations reports and recommendations on the award of contracts for the procurement of civil works, plant and equipment
- Coordinates and approves related works programmes for the public utilities companies such as the National Water Commission (NWC), Jamaica Public Service Company (JPSCo.) and Cable and Wireless Jamaica (CWJ);
- Reviews and evaluates the Quarterly and Annual Reports of the portfolio agencies of the Ministry to ensure consistency and completeness with respect to the technical commitments, targets and standards;
- Provides technical support to the Ministry of Labour with the processing of Work Permit Applications for persons seeking employment in the technical field both in the government and the private sectors;
- Reviews and recommends applications for the granting of license for blasting of rock material;
- Directs the preparation of relevant Cabinet Submissions and Notes on technical related matters as required from time to time

3. Human Resource Management

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/ or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Collaborates with the Human Resource Development Department to develop and implement a succession planning programme for the department to facilitate continuity and the availability of required skills and competencies to meet the needs of the division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;

- Ensures the welfare and development needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Ministry's goals;

4. Other Responsibilities

- Performs other related duties and responsibilities as may be determined by the Permanent Secretary from time to time.

AUTHORITY :

- Recommends new policy development initiatives
- Recommends revision of legislation and coordinates the revision process
- Implements new measures and procedures to enhance the Ministry's technical capability

PERFORMANCE STANDARDS :

- Established Unit and personal targets are achieved
- Cabinet Submissions, policy recommendations and briefs on technical matters are prepared within the required time frame
- Tender evaluations and recommendations on the award of contract conducted in accordance with established government guidelines issued by the Office of the Contractor General
- Technical advice given are clear, issued in a timely manner , appropriate for the purpose and support the strategic objectives of the Ministry
- Reports are comprehensive , accurate and submitted within the required time frame
- Systems and standards are developed in a timely manner and adequate controls and tracking systems are in place to monitor their effectiveness
- Project/ programme monitoring mechanisms are comprehensive and satisfy the requirements of all partners
- Operational policies and procedures are documented, current and accessible to all;
- The welfare and developmental needs of direct reports are clearly identified and addressed; staff is competent and productive;
- High ethical standards are maintained in the conduct of professional and personal business

REQUIRED COMPETENCIES

Technical

- Excellent knowledge of Government and administrative systems and public policy
- Extensive knowledge of the development and maintenance of transport and works infrastructure and systems
- Knowledge of the regulatory framework and standards governing transport and works infrastructure
- Excellent skills in the preparation, negotiation and awards of contracts, Public/Private partnership and international agreements
- Proficiency in the use of relevant computer applications
- Strong presentation skills
- Excellent planning and organizing skills
- Strong analytical and problem solving skills

Core

- Leadership
- Excellent interpersonal and people management skills
- Teamwork and Cooperation
- Excellent problem solving skills
- Effective planning and organizing skills
- Excellent oral and written communications skills
- Ability to cope under pressured working condition and to meet deadlines

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Masters Degree in Civil Engineering, Project Management, Planning or related discipline
- Post Graduate work in Contract Laws, Public Administration/ Public Policy
- Ten (10) years experience working at a senior level position

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- No adverse working conditions

2008/2010 REVISION OF SALARIES

S A L A R Y S C A L E S

EXECUTIVE MANAGEMENT GROUP (GMG/EMG)

FINANCIAL SECRETARY
 CABINET SECRETARY
 AUDITOR GENERAL
 PERMANENT SECRETARY

	\$p.a.	\$p.a.	\$p.a.	\$p.a.	\$p.a.	\$p.a.	\$p.a.	\$p.a.
Existing	3,816,876	3,912,298	4,010,105	4,110,358	4,213,117	4,318,445	4,426,406	4,537,066
With Effect From 1/4/2008	4,389,407	4,499,143	4,611,621	4,726,912	4,845,084	4,966,212	5,090,367	5,217,626
With Effect From 1/4/2009	4,696,666	4,814,083	4,934,435	5,057,795	5,184,240	5,313,846	5,446,693	5,582,860

Chief Technical Director (GMG/CTD)

Existing	3,816,876	3,912,298	4,010,105	4,110,358	4,213,117	4,318,445	4,426,406	4,537,066
With Effect From 1/4/2008	4,389,407	4,499,143	4,611,621	4,726,912	4,845,084	4,966,212	5,090,367	5,217,626
With Effect From 1/4/2009	4,696,666	4,814,083	4,934,435	5,057,795	5,184,240	5,313,846	5,446,693	5,582,860

GENERAL MANAGEMENT GROUP

Senior Executive Series (GMG/SEG)

	\$p.a.	\$p.a.	\$p.a.	\$p.a.	\$p.a.	\$p.a.	\$p.a.	\$p.a.
SEG 6								
Existing	2,759,616	2,828,606	2,899,322	2,971,805	3,046,100	3,122,252	3,200,309	3,280,316
With Effect From 1/4/2008	3,173,558	3,252,897	3,334,220	3,417,575	3,503,015	3,590,590	3,680,355	3,772,364
With Effect From 1/4/2009	3,395,707	3,480,600	3,567,615	3,656,806	3,748,226	3,841,931	3,937,980	4,036,429
SEG 5								
Existing	2,365,392	2,424,527	2,485,140	2,547,268	2,610,950	2,676,224	2,743,130	2,811,708
With Effect From 1/4/2008	2,720,201	2,788,206	2,857,911	2,929,359	3,002,593	3,077,658	3,154,599	3,233,464
With Effect From 1/4/2009	2,910,615	2,983,380	3,057,965	3,134,414	3,212,774	3,293,094	3,375,421	3,459,806
SEG 4								
Existing	2,007,000	2,057,175	2,108,604	2,161,319	2,215,352	2,270,736	2,327,505	2,385,692
With Effect From 1/4/2008	2,308,050	2,365,751	2,424,895	2,485,517	2,547,655	2,611,347	2,676,630	2,743,546
With Effect From 1/4/2009	2,469,614	2,531,354	2,594,638	2,659,504	2,725,991	2,794,141	2,863,995	2,935,594
SEG 3								
Existing	1,615,956	1,656,355	1,697,764	1,740,208	1,783,713	1,828,306	1,874,014	1,920,864
With Effect From 1/4/2008	1,858,349	1,904,808	1,952,428	2,001,239	2,051,270	2,102,552	2,155,116	2,208,993
With Effect From 1/4/2009	1,988,434	2,038,145	2,089,098	2,141,326	2,194,859	2,249,730	2,305,974	2,363,623

6/9/2008