



Ministry of Transport and Works

Career Opportunity

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

Senior Transport Policy Officer (GMG/SEG 3)

JOB SUMMARY

Under the general supervision of the Director, Transport Policy, the incumbent will be responsible for formulating, reviewing and advising on transport policies as well as liaising with portfolio agencies to ensure that policies and programmes are implemented and monitored.

QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Public Sector Management/Public Administration, Public Policy
- Training in policy formulation and management will be an asset
- Five (5) years professional experience in Policy Development and Analysis in the Public Sector.

REQUIRED COMPETENCIES

- Excellent knowledge of Government's policy formulation, monitoring and evaluation processes and Parliamentary procedures
- Knowledge of transport policy objectives, operations and planning processes
- Strong research and consultative skills
- Proficient in the use of the relevant computer applications
- Excellent written and oral communication skills
- Excellent analytical skills
- Knowledge of the preparation of Cabinet Submission
- Understanding in the legislative process
- Knowledge of prevailing social and economic factors impacting works

Applicants who are highly committed and motivated are invited to submit applications in writing and a current resume' no later than **4th June, 2010** to:

**Senior Director, Human Resource
Management & Administration
Ministry of Transport and Works
138h Maxfield Avenue
Kingston 10.**

Please note only short-listed applicants will be contacted