



**MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY**

**Job Description and Specification**

|             |   |
|-------------|---|
| JOB TITLE:  | Chief Technical Director  |
| JOB GRADE:  | GMG/CTD 1   |
| POST #:     | 63214   |
| DIVISION:   | Energy  |
| REPORTS TO: | Permanent Secretary   |
| MANAGES:    | Principal Director, Energy; Senior Director, Electricity; and Executive Secretary |

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED**

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Manager/Supervisor Date

\_\_\_\_\_  
Head of Department Date

\_\_\_\_\_  
Date received in Human Resource Division Date

## **JOB PURPOSE**

In order to meet the goals of the National Energy Policy and related Government of Jamaica (GoJ) policies and programmes, the Chief Technical Director (CTD) is responsible for developing technical standards and procedures, provide technical guidance, policy advice and effective monitoring of the technical matters for which the Ministry has responsibility in keeping with the mandate to develop the country's energy resources as well as to address related crises.

The CTD will also ensure that the requisite technical capacity is built and maintained in order to allow the Ministry to effect its functions in a coordinated and effective way, and will ensure that appropriate specifications and standards are adhered to and established.

## **KEY OUTPUTS**

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

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative**

- Ensures the alignment of unit and operational plans with the Ministry's strategic objectives and priority programmes; monitors the implementation of policies and recommends changes where necessary to achieve desired results.
- Implements mechanisms to effectively coordinate the alignment of plans, programmes and projects of the Ministry and its departments and agencies in order to ensure a cohesive and complimentary execution of policy initiatives.
- 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 and programmes.
- Prepares technical briefs and analytical reports for the Ministry as required.

- Prepares and submits performance and other reports relating to the achievement of targets for the Ministry and its agencies as required and ensures timely submission of all documents/information requested from the Division.
- Establishes and maintains national standards governing the planning, development and operation of the energy sectors and their key entities.
- Develops, implements and maintains policies and procedures to guide the operations of the divisions within the span of control; develops and implements mechanisms to foster effective communication within/between the Division, and the agencies and sectors that the Ministry impacts.
- Represents the Ministry at local and international meetings, conferences and other fora.
- Ensures the proper administrative responsibilities outlined in the energy related legislation under the purview of the Minister

#### **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.
- Provides strong leadership and support for the Ministry's technical team while guiding the implementation of technical capacity building initiatives designed to strengthen the monitoring, coordinating and supervisory roles with respect to the various divisions, departments and agencies.
- Implements programmes to enhance and strengthen the institutional and technical capacities of the Ministry to effectively undertake its mandate and effectively implement the national energy policy and other relevant policies.
- Leads the process to develop and implement a monitoring and evaluation framework for the Ministry and its agencies and departments.
- Provides high level liaison with the energy agencies, Office of Utilities Regulation, National Environmental and Planning Agency,, Jamaica Promotions Corporation and other agencies and explores the development of renewable and alternative energy resources, and other solutions to expand and diversify the energy sector.
- Reviews and explores the potential for the development of renewable energy resources and determine the most effective mix of renewable energy production and the strategy for implementation.

- Assists the Permanent Secretary to coordinate the activities, plans and programmes of the various divisions and department within the Energy portfolio of the Ministry, including but not limited to the Generation Procurement Entity, in order to ensure that an optimized strategy is implemented.
- Monitors the Electricity Sector with a view to ensuring that the production and delivery of electricity is carried out in a safe, reliable, cost effective manner and in accordance with the Integrated Resource Plan.
- Directs the preparation and ongoing review of Government's Energy Programmes in order to assess the impact of technical and fiscal interventions.
- Maintains an effective collaboration and interface with the Public Bodies within the Energy Portfolio of the Ministry.
- Monitors the safety practices within energy sector in order to ensure compliance with Government's legislation and regulatory provisions.
- Assumes monitoring oversight for the implementation of development projects, including special projects, which seek to realize the goals of the energy policy. These include fossil fuel exploration, renewable energy projects, PETROJAM Upgrade Projects, the PetroCaribe arrangements and any other similar approved initiatives.
- Participates in, leads and/or provides advice in discussions/negotiations with donor agencies and international development partners to execute programmes.
- Develops and ensures the effective implementation of monitoring reporting mechanisms for the various programmes/projects, policies and action plans.
- Ensures the establishment of systems for the management of industrial safety, disaster management, occupational health and environment planning.
- Monitors the compliance of portfolio entities with established standards.
- Liaises with all entities involved in the country's energy sector with a view to ensuring that the planning, development and operation mandates are done in an orderly, cost effective and environmentally responsible way.
- Reviews and evaluates the portfolio agencies' quarterly and annual reports to ensure consistency and completeness with respects to the technical commitments, and the private sector.
- Provides technical support to the Ministry of Labour with the processing of Work Permit Applications for persons seeking employment in the energy sector.
- Reviews the implementation of all Cabinet Decisions to ensure that policy objectives and targets are being met and kept within budgetary allocation.

## **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 Ministry and recommends transfers, promotions, termination and leave in accordance with established human resource policies and procedures.
- Collaborates with the Human Resource Management and Development Branch to develop and implement a succession planning programmes for the division to facilitate continuity and the availability of required skills and competencies to meet its needs.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching.
- Ensures that the welfare and development needs of staff (direct and indirect reports) are clearly identified and addressed.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals.

## **Other**

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

## **PERFORMANCE STANDARDS**

- Established Ministry, Divisional and individual targets are achieved.
- The Government's monitoring, evaluation and reporting framework is well supported.
- Cabinet Submissions, policy recommendations and briefs or position papers on technical matters are appropriately prepared and submitted within the required timeframe.
- Reports are comprehensive, accurate and submitted within the required timeframe.
- 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 who are required to be apprised.

- The welfare and developmental needs of all members of the Energy Team are clearly identified and addressed and that the staff is competent and productive.
- Ensures that approved information is disseminated to the public by way of the Ministry's website and other traditional mediums.
- High ethical standards, confidentiality and professionalism are maintained in the conduct of official and personal business.

### **Internal and External Contacts:**

#### **Internal**

- Senior Director, Electricity.
- Other Directors and Officers within the Ministry of Science, Energy and Technology.
- All other levels of staff and divisional heads.

#### **External**

- Officers of state agencies within the Ministry of Science, Energy and Technology. These include the Petroleum Corporation of Jamaica (PCJ), PETROJAM Limited (PETROJAM), PETROJAM Ethanol Limited (PEL), National Energy Solutions Limited (NESOL), Generation Procurement Entity and other energy agencies that may be established from time to time.
- Office of the Prime Minister.
- Senior officials of the Ministry of Finance and the Public Service, the Office of the Cabinet, the Attorney General's Department, Office of the Parliamentary Counsel, and other Ministries, Department and their agencies.
- Local and international experts in the energy sector.
- Office of Utilities Regulation, National Environmental and Planning Agency, , Jamaica Trade and Invest .
- Independent Power Producers (IPPS), including Jamaica Energy Partners (JEP), Jamaica Private Power Company (JPPC), and Wigton Wind Farm Limited (WWFL), Content Solar, Eight River Energy Company, New Fortress and the Jamaica Public Service Company Limited.(JPS).
- Self-generators and large users of electricity, and their respective umbrella organizations.
- Consultants, local and international.

## **REQUIRED COMPETENCIES**

*The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade ‘1’ being the lowest and ‘3’ or ‘4’ the highest*

| <b>Core</b>                | <b>Level</b> | <b>Functional</b>  | <b>Level</b> |
|----------------------------|--------------|--|--------------|
| Oral communication         | 4            | Initiative   | 4            |
| Written communication      | 4            | Use of technology (relevant computer applications such as Microsoft Office suite)  | 3            |
| Customer and quality focus | 4            | Managing external relationships  | 4            |
| Team work and cooperation  | 4            | Strategic vision   | 4            |
| Interpersonal skills       | 4            | Problem solving and decision making  | 4            |
| Compliance                 | 3            | Analytical thinking  | 4            |
| Integrity                  | 4            | Goal/result oriented   | 3            |
| Change Management          | 3            | Planning and organizing  | 3            |
| Adaptability               | 3            | Leadership   | 3            |
|                            |              | People Management  | 4            |
|                            |              | Methodical   | 3            |
|                            |              | Managing partners  | 3            |
|                            |              | Impact and influence   | 4            |
|                            |              | <u>Technical skills</u> <ul style="list-style-type: none"> <li>• Excellent negotiating skills;</li> <li>• Ability to analyse and interpret financial information for decision making;</li> <li>• Ability to exercise sound judgment and conviction of purpose in unfavorable or unpopular situations;</li> <li>• Ability to prioritize amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time;</li> <li>• Sound knowledge of the general operations of the machinery of government, the role function and operations of Cabinet and Parliament;</li> <li>• Ability to manage limited resources in order to achieve challenging output targets;</li> <li>• Excellent knowledge of GOJ policy directed at the energy sector.</li> <li>• Excellent knowledge of Government and administrative systems and public policy.</li> </ul> | 4            |

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|  |  | <ul style="list-style-type: none"> <li>• Sound knowledge of the legislative and regulatory framework and standards governing the energy sector.</li> <li>• Excellent knowledge of governance framework and issues relating the electricity generation sector.</li> <li>• Sound knowledge of the Government's governance, accountability and accounting framework, including relevant guidelines, regulations and legislation.</li> <li>• Well-developed analytical capabilities; and particularly, the ability to critically analyze industry reports and other outputs from investigations, audits, position papers and proposals.</li> <li>• The ability to work effectively in stressful and time sensitive scenarios is a critical competence.</li> </ul> |  |
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### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Post Graduate Degree in Engineering, Energy Development, Earth Sciences, Industrial Planning, Project Management, Public Sector Management or related disciplines from an accredited tertiary institution. Proficiency in the area of legal and regulatory frameworks governing the energy sector will be a distinct advantage.
- Post graduate work in Management and Administration.
- Training and certification in Public Policy Formulation, Implementation and Administration.
- At least ten (10) years working experience at senior levels in the Energy, Electrical, Public Administration, Industry Development, Policy Development, Monitoring and Implementation or related fields.
- Experience in sector development, project development and project management.
- Experience in energy sectors in countries other than Jamaica, with exposure to the use of a mix of sources of energy toward the reduction of a country's carbon footprint
- Experience working on projects/programmes with a strong emphasis on climate change initiatives.



## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Occasional local and overseas travelling.
- Preparation of reports and appearances at Parliament and other institutions concerning the energy sector, electricity service and systems, management of the country's petroleum trade, energy supply and demand and other sector issues.
- Preparing and presenting papers to various audiences.
- Work in excess of forty (40) hours per week (if necessary) to complete tasks and ensure the corporate objectives are met.

## **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 strategic and technical capabilities.
- Recommends training, leave and disciplinary action.