



**CIVIL SERVICE OF JAMAICA**

**MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY (MSET)**

**Job Description and Specification**

JOB TITLE:	Technical Coordinator
JOB GRADE:	GMG/SEG 2
POST #:	64045
DIVISION:	Executive Office (Permanent Secretary's Office)
REPORTS TO:	Permanent Secretary
MANAGES:	(2) Administrative Assistant (GMG/SEG 1), Executive Secretary (OPS/SS 5)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in HRMD Branch

\_\_\_\_\_  
Date

## **JOB PURPOSE**

The Technical Coordinator is responsible for co-ordinating and monitoring the development and implementation of technical related policies, plans and programmes of the MSET, to ensure that the related responsibilities of the Permanent Secretary are executed efficiently and effectively.

## **KEY OUTPUTS**

- Operational and Unit Plans prepared
- Budget prepared
- Communication, information and records management system developed, implemented and maintained
- Advice ascertained from MDAs
- Matters related to local, regional and international affairs presented for the attention of the Permanent Secretary's Office managed
- Responses to queries from Auditor General, Contracts Commission and Office of the Contractor General as well as responses to questions from the House of Representatives and Motions from the Senate monitored
- Submissions to Cabinet examined and quality assured
- Cabinet Submissions and Ministry Papers prepared
- Annual and statutory reports examined and quality assured.
- Position papers, reports, briefs and meeting agendas prepared and submitted
- Reports analysed to respond to queries
- Short term projects and programs managed
- Speeches and Speaking Notes prepared
- Procurement requisitions and supporting documents reviewed

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative**

- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the Executive Office.
- Prepares the annual Budget for the Executive Office.
- Follows-up to ensure that all performance reports are prepared and reviewed for the attention of the Permanent Secretary.
- Reviews and assesses the output of the Permanent Secretary'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 Permanent Secretary'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 Permanent Secretary'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 Permanent Secretary's Office in the absence of the Permanent Secretary.
- Proactively prioritises conflicting needs ensuring that same are handled expeditiously and are followed through to successful completion.
- Assists with the coordination of senior and other management team meetings.
- Represents the Ministry at local, regional and international fora (meetings, delegations, conferences, symposiums, conventions) as required.

### **Technical/Professional**

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including but not limited to the Office of the Parliamentary Council, Attorney General's Chambers, Cabinet Office) to elicit advice/feedback on matters affecting the Ministry.
- Monitors responses to Queries from the Auditor General, Contracts Commission and Office of the Contractor General by communicating with relevant officers in the MSET its portfolio agencies 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 Permanent Secretary and the Honourable Minister are provided with accurate information.
- 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 Ministry are expeditiously undertaken/addressed.
- Examines and assures quality of submissions to Cabinet on behalf of the Ministry and its portfolio Departments and Agencies.
- Prepares Cabinet Submissions and Ministry Papers on behalf of the Permanent Secretary.
- Examines and quality assures annual reports and other statutory reports for the Ministry, its Departments and Agencies.
- Examines and quality assures documents prepared by MDAs for the signature of the Honourable Minister.
- Researches, prepares and submits position papers, reports, briefs, meeting agendas as required.
- Responds to queries by analyzing reports and preparing responses accordingly.
- Routes and obtains timely responses to requests to MDAs for comments, reports and briefs for the attention of the Honourable Minister.
- Coordinates and collaborates with other programme managers in the Ministry on projects and assignments, to ensure timely responses.

- Manages short-term projects and programmes being managed by the Ministry;
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensure 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 Ministry.
- Prepares speeches and speaking notes as requested by the Permanent Secretary.
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary.
- Reviews and approves the procurement of goods and services on behalf of the Ministry.
- Responds generally to the demands of the Office of the Permanent Secretary.

### **Human Resource Management**

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

### **INTERNAL AND EXTERNAL CONTACTS**

#### *Internal*

Contact	Purpose
Permanent Secretary	Guidance and work assignment
Senior Directors	Requests for information and dissemination of information pertinent to technical matters
Directors, Managers and Staff	Requests for information and dissemination of information pertinent to technical matters
Principal Finance Officer	Issues/matters with financial implications

#### *External*

Contact	Purpose
Permanent Secretaries, Heads of Departments and Agencies in the Public Sector	Clarification on submissions and providing information

Ministry of Finance and Planning	Clarification or interpretation of aspects of reports submitted by the Permanent Secretary
Cabinet Office	Submission of reports and receiving feedback

## **PERFORMANCE STANDARDS**

- Operational and Unit Plans prepared in required format and in keeping with the Ministry's goals and objectives.
- The Executive Office's annual Budget prepared and submitted in the required timeframe.
- Communication, information and records management system developed, implemented and maintained in keeping with the Government of Jamaica's Records and Information Policy.
- Advice ascertained from MDAs are accurate
- Matters related to local, regional and international affairs presented for the attention of the Permanent Secretary's Office managed in keeping with set requirements.
- Responses to queries from Auditor General, Contracts Commission and Office of the Contractor General as well as responses to questions from the House of Representatives and Motions from the Senate monitored are based on well-researched facts and provided within the agreed timeframe.
- Submissions to Cabinet examined and quality assured in the required timeframe.
- Cabinet Submissions and Ministry Papers prepared and submitted in the required format and timeframe.
- Annual and statutory reports examined and quality assured.
- Position papers, reports, briefs are well researched and submitted within agreed timeframes to required standards.
- Reports analysed to respond to queries in the required timeframe.
- Short term projects and programs managed in keeping with projects'/programs' objectives.
- Speeches and Speaking Notes prepared and submitted in the required timeframe.
- Procurement requisitions and supporting documents reviewed in the required timeframe and are in alignment.
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.
- Established deadlines, targets and quality standards are consistently met.

## **REQUIRED COMPETENCIES**

*The following behavioural and technical competencies are informed by the Ministry's Competency Framework. Please refer to this document for further information on the definition and description of the level (s) for each competency.*

<b>Behavioural</b>	<b>Level</b>	<b>Technical</b>	<b>Level</b>
Oral Communication	3	Use of Information and Communications and Technology	1
Written Communication	3	Legislation, Regulations and Policies	2
Teamwork and Cooperation	3	Research Methodology	1
		Policy Development	1
Interpersonal Skills	3	<ul style="list-style-type: none"> <li>• Ability to think and act strategically across a wide range of functions.</li> <li>• Ability to multitask, work under pressure and meet tight deadlines.</li> <li>• In-depth, up-to-date knowledge of government's priorities of the day.</li> <li>• Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations.</li> <li>• Ability to interface with senior government officials both locally and internationally.</li> <li>• Demonstrates sound personal and professional integrity reflecting high ethical and moral values.</li> <li>• Ability to manage the Permanent Secretary's Office in her absence.</li> <li>• High level of confidentiality, diplomacy and initiative.</li> <li>• Good knowledge of government's systems and related operational policies.</li> <li>• Knowledge of international best practices.</li> </ul>	
Initiative	3		
Client and Quality Focus/Commitment to Service Quality	2		
Compliance	1		
Adaptability	2		
Integrity	3		
Methodical	2		
Problem Solving and Decision Making	3		
Planning and Organizing	2		
Goal/Result Oriented	2		
Confidentiality	1		
Mutual Respect	1		
Managing Partners and External Relations	2		
Analytical Thinking	3		
Impact and Influence	1		

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or Business Administration or related area from a recognized tertiary institution; plus
- At least seven (7) years' experience in a managerial position in the public or private sector, in an organisation of similar size and complexity.

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

- Maybe required to work beyond regular working hours
- Typical office environment, no adverse working conditions.
- Maybe required to travel locally and overseas in the execution of official duties.

### **AUTHORITY**

- Signing off on Procurement decisions for purchases, within specified dollar limits, (along with the Director, Public Procurement) and in the absence of the Permanent Secretary).
- Signing off on the use of Limited Tender and Direct Contracting Source methodology within specified dollar limits (along with the Director, Public Procurement) and in the absence of the Permanent Secretary).
- Approves expenditure within budgetary limit.