



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND
TRANSPORT (MSETT)

JOB TITLE:	International Transport Policy Officer (Aviation)
JOB GRADE:	GMG/SEG 2
POST NUMBER:	
DIVISION:	Technical Services Directorate
BRANCH/UNIT:	Transport/ Transport Policy (International and Land)
REPORTS TO:	Director International Transport
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

JOB PURPOSE:

The International Transport Policy Officer (Aviation) will be responsible for carrying out duties regarding to Transportation Policy: monitoring aviation trends, formulating, reviewing and advising on Transport Infrastructural Policies as well as liaising with the Ministry's portfolio agencies to ensure that policies and programmes are implemented and monitored.

KEY OUTPUTS:

- Cabinet Submissions, Cabinet Notes, Cabinet Status Report, Ministry Papers, Briefs and Reports prepared;
- Policy implementation strategies monitored and evaluated;
- Policy instruments developed;
- Research activities performed;
- Policy impact assessment conducted;
- Policy documents and files maintained;
- Policy advice provided;
- Legislative/regulatory proposal developed;
- Monthly and quarterly status reports prepared.

KEY RESPONSIBILITY AREAS:

Technical /Professional Responsibility:

- Reviews and researches sub-sector issues that require policy changes, including outcomes from international conventions, legislation, technology changes and other developments;
- Monitors and analyzes trends, developments, and challenges in the aviation industry.
- Conducts research on emerging technologies, market dynamics, and regulatory frameworks to inform policy decisions and support the growth and competitiveness of the aviation industry.
- Assists with the monitoring of the effectiveness of the Transport Plan and related policy;

- Drafts policy statements, documents and papers for submission as required to support changes in policy, legislation and regulations for the sub-sector;
- Prepares briefs, reports and meeting notes as required for the Ministers, Permanent Secretary or other Senior Officers so as to provide policy advice to the policy process;
- Liaises with the Attorney General's Department to obtain advice on legislation, policy changes, and interpretation;
- Participates in the development of the National Transport Plan including the development of policy and Action Plans and other documents for implementation in collaboration with the key stakeholders and other Agencies, in keeping with the Ministry's Corporate and Operational Plans;
- Facilitates and encourages stakeholder participation in the formation of policy via Public Meetings;
- Undertakes Socio-Economic Surveys to inform programmes aimed at Transport Works;
- Provides information and assists in the preparation and review of the Units Budget;
- Facilitates the tabling of Annual Reports and Audited Financial Statements for various portfolio Agencies in the Houses of Parliament;
- Liaises with Government Ministries and Agencies to achieve co-ordination, collaboration and integration of GOJ aviation policies;
- Conducts environmental scanning to inform proposals relating to Transportation Projects;
- Designs and develops systems and processes to monitor the effectiveness and outcome of legislative and regulatory measures;
- Investigates and responds to the public queries regarding Aviation transport issues and problems;
- Supports the implementation of aviation policies by coordinating with relevant stakeholders, providing guidance on compliance, and monitoring progress.
- Monitors the impact of implemented Transport Policies and propose

adjustments or improvements as needed;

- Participates in Local, Regional and International Conventions, Workshops and Meetings on Sub-Sector Transport or Infrastructure policy issues;
- Participates in working teams and committees that include the Ministry and Agency staff, Private Sector input, and consultancy expertise as required.
- Maintains accurate documentation of policy development processes, consultations, and decisions.

Other Responsibilities

- Undertakes any other duties that may be assigned.

PERFORMANCE STANDARDS:

- Policy proposals are prepared in line with relevant standards and are timely and instructive;
- Research, surveys and impact assessments are thorough and are conducted in accordance with established procedures;
- Investigations into breaches of policies are thorough and undertaken in accordance with established procedures;
- Research/Survey findings provide sound bases for policy development and decision making;
- Official papers and submissions are appropriately prepared and submitted within established timeframes;
- Reports and briefs are completed and submitted within established timeframes.

INTERNAL AND EXTERNAL CONTACTS:

(i) Internal Contacts

Contact	Purpose of Communication
Principal Director, Transport Policy;	Receive directives & work assignments.

Director International Transport	Provide advice, guidance, support
Directors and Managers	To obtain and share information
Members of staff in the Branch	Collaborate on policy related matters
Legal Services Unit	To obtain and provide information

(ii) External Contacts

Contact	Purpose of Communication
Heads of Agencies and Departments	To obtain and provide information
Regional and international aviation organizations	To gather input, and build partnerships in the development of aviation policies
Cabinet Office	Preparation of Cabinet Submissions
Attorney General's Department	To obtain advice on legislation, policy changes, and interpretation

REQUIRED COMPETENCIES:

Core	Level	Technical/Functional	Level
Oral and Written Communication	4	Sound background in policy development	
Interpersonal Skills	3	Excellent knowledge of Government's policy formulation, monitoring and evaluation processes and parliamentary procedures	
Team work & Co-operation	3	Knowledge of transport policy objectives, operations and planning processes	
Analytical Thinking, Problem Solving & Decision Making	4	Undersatnding of the legislative process	
Initiative	3	Knowledge of prevailing social and economic factors impacting transport	

Planning & Organizing	3	Knowledge of relevant environment standards and regulations	
Attention to detail	4	Strong research and consultative skills	
		Experience in the use of standard computer applications	
		Extensive knowledge of aviation regulations, policies, and international standards, such as those set by the International Civil Aviation Organization (ICAO).	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Public Sector Management, Public Administration, Public Policy, or development related discipline.
- Training in Policy Formulation and Management would be an asset.
- Four (4) years professional experience in Policy Development and Analysis in the Public Sector.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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