



CIVIL SERVICE OF JAMAICA
MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND TRANSPORT
Job Description and Specification

NATIONAL COMMISSION ON SCIENCE AND TECHNOLOGY

JOB TITLE:	Senior Technology Officer
DIVISION:	NCST
REPORTS TO:	Executive Director
MANAGES:	Diver/Office Attendant

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

Employee

Date

Head of Secretariat

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

Under the direction of the Executive Director, the incumbent is responsible for managing the administrative and technical functions of the National Commission on Science and Technology (NCST) Secretariat in accordance with requisite standards and specifications.

KEY OUTPUTS

- Project proposals;
- Research proposals;
- Budget and related documents;
- Presentations/sensitization sessions;
- Project reports;
- Procurement requests;
- TOR for contractors.

KEY RESPONSIBILITIES

Technical/Professional Responsibilities

- Assists in identifying opportunities for private and public sector partnerships for the development of Science, Technology and Innovation (STI) initiatives;
- Liaises with various Science and Technology (S&T) institutions, government ministries and private sector organizations in collating and cross-referencing activities towards developing a comprehensive picture of the application and improvement of Science, Technology and Innovation (STI);
- Liaises with the member bodies of the Commission, Office of the Prime Minister and the Ministry of Science, Energy and Technology on matters relating to the NCST;
- Publicizes the activities of the Commission, its programs, achievements and goals, to inform stakeholders and the public of the work of the Commission and important factors influencing its mission;
- Assists in the designing, monitoring and evaluation of inputs and results in determining the effectiveness of decisions impacting the Commission's work;
- Works jointly with Executive Director and Director of Research to develop research needs relating to Science and Technology;
- Develops research proposals to meet research needs;
- Keeps abreast of policies/best practices influencing STI objectives and new developments and trends in the field;
- Executes general administrative functions in the day to day management of the secretariat
- Reviews and analyses data provided by Research Officer as well as other existing research as a tool for fulfilling the mandates of the Commission;
- Provides technical advice, guidance and support to professionals within the S&T community;
- Reviews and analyzes policy documents, and prepares policy reviews and recommendations;
- Provides assistance in the coordination and monitoring of S&T projects;

- Manages activities and outreach geared towards achieving the commission's mission in a consistent and timely manner;
- Convenes advisory committees, summarizes outcomes and ensures implementation;
- Represents the Commission and makes presentations at committees, seminars, conferences, technical workshops as directed by Executive Director;
- Assists with the preparation and monitoring of the Commission's budget;
- Fulfills mission related tasks and activities as directed by the Executive Director.

Management/Administrative Responsibilities

- Ensures that all official obligations are met, by arranging meetings, conferences and ensuring that all relevant parties are advised and arrangements are made;
- Provides the necessary administrative support to ensure effective management of the NCST;
- Keeps record of all deadlines that have to be met and important matters that have been discussed, bringing them to the attention of the Executive Director and interfacing with the officers and departments concerned, to ensure completion;
- Handles the daily administrative functions of the Secretariat and manages the time lines for all upcoming projects, issues, and reports and commitments;
- Reviews and summarizes reports and documents;
- Works closely with other members of staff to manage the NCST's documentation and records management process in compliance with existing guidelines/regulations.

CONTACTS

<i>Internal</i>	<i>Nature of Relationship</i>
MSET & OPM	Liaison, Networking & Reporting
<i>External</i>	<i>Nature of Relationship</i>
S&T Institutions	Committee duties, Liaison & Networking
Funding Bodies	Progress Reporting
International Development Partners e.g. CIDA, WB, USAID thro PIOJ.	Liaison, Networking, Reporting etc.

PERFORMANCE STANDARDS

- Information/updates to the Executive Director is based on well-researched facts and provided within agreed timeframe;
- High quality support is delivered on a consistent basis to the Executive Director;
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct;
- Reports/correspondence/information are accurate and presented within established and agreed timeframe;
- Procurement requests are made according to the MSET protocol;

- Established deadlines, targets and quality standards are consistently met;
- Project proposals are well researched and submitted within agreed timeframes to required standards.

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

Core	Level	Functional	Level
Oral communication	4	Initiative	4
Written communication	4	Use of technology (relevant computer applications such as MS Word, Excel, Publisher, Outlook)	2
Customer and quality focus	2	Managing external relationships	3
Team work and cooperation	3	Strategic vision	3
Interpersonal skills	4	Problem solving and decision making	3
Compliance	1	Analytical thinking (and skills)	3
Integrity	4	Impact and Influence	4
Change management	2	People Management	1
-	-	Change management	3
-	-	Goal/result oriented	3
-	-	Planning and organizing (inclusive of program development, task facilitation and logics)	3
		Managing external relationships	4
-	-	<ul style="list-style-type: none"> • Demonstrable ability to oversee staff and collaborations • Knowledgeable of the NCST Act, National Policy on Science Technology and Innovation and other relevant policies • Ability to function in a multidisciplinary environment • Demonstrable research skill and experience • Excellent note taking skills 	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Advanced Degree or Post Graduate training in the Natural Sciences, International Development, Social Sciences, or a relevant sustainable development field;
- Training and or experience in Management, Project Management, Monitoring & Evaluation (M&E) activities, or relevant professional activities;
- At least three (3) years' relevant experience and work in the scientific community, in the development of networks and partnerships.

Or

- Undergraduate Degree in Natural Sciences/Engineering or related field;
 - Training and or experience in Management, Project Management, Monitoring & Evaluation (M&E) activities, or relevant professional activities;
 - Five (5) years' overall relevant experience in the promotion of technical/scientific information, and executing conferences, workshops and seminars at the national level, a portion of which should be at a senior level.
- Experience in:
 - ✓ Budget preparation, reporting and fiscal management;
 - ✓ Formulating policy and the implementation of new strategies and procedures;
 - ✓ Organizing and coordinating projects;
 - ✓ Interfacing and engaging diverse groups;
 - ✓ Conducting research for policy level strategic implementation;
 - ✓ Proposal and grant writing.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to travel in the performance of official duties;
- May be required to work beyond normal working hours.

AUTHORITY