



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

JOB TITLE:	Chief Technical Director
JOB GRADE:	GMG/CTD 1
POST NUMBER:	75040
DIVISION:	Energy
REPORTS TO:	Permanent Secretary
MANAGES:	Principal Director, Energy; Executive Secretary

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

Under the general guidance of the Permanent Secretary, 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.

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 Responsibilities

- Ensures the alignment of and Operational Plans with the Ministry's strategic objectives and priority programmes; 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
- Prepares Ministry Papers and Submissions to high level committees involved in the formulation of national policies;
- 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 sector and its key entities;
- Develops 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 on which the Ministry impacts;
- Represents the Ministry at local and international meetings, conferences and other fora.

Technical/Professional Responsibilities

- Oversees the implementation of policies, strategies, and action plans within the Energy Division, ensuring alignment with the existing institutional framework, relevant legislation, and national government plans and strategies;
- Provides strong leadership and support for the Energy team while guiding the implementation of technical capacity building initiatives designed to strengthen the monitoring, coordinating and supervisory roles within the division.
- 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;
- Leads the development and implementation of a monitoring and evaluation framework for the Energy Division and its associated agencies and departments.
- Provides high level liaison with the energy agencies, OUR, NEPA, JAMPRO and other agencies and explores the development of renewable and alternative energy resources, to expand and diversify the energy sector;
- Reviews and explores the potential for the development of renewable energy resources and determine the optimized mix of renewable energy production and the strategy for implementation;

- Coordinates the activities, plans and programmes of the Energy Divisions of the Ministry 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 and cost effective manner;
- Directs the preparation and ongoing review of Government's Energy Conservation and Efficiency Programme in order to assess the impact of technical and fiscal interventions;
- 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, and the Petro Caribe arrangements;
- 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 effectively 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 Responsibilities

- 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 Division and recommends transfer, promotion, 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 programme for the Energy 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 Divisions' and Ministry's goals.

Other Responsibilities

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

PERFORMANCE STANDARDS

- Established divisional and personnel 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, kept current and accessible to all who are required to be apprised;
- The welfare and developmental needs of direct reports are clearly identified and addressed, staff is competent and productive;
- High ethical standards are maintained in the conduct of professional and personal business.

CONTACTS

<i>Internal</i>	<i>Nature of Relationship</i>
Principal Director, Energy Division.	Instructions, guidance, work assignment , advice and sharing information
Principal Director, Policy, Planning, Development and Evaluation.	Instructions, guidance, work assignment , advice and sharing information
Other Directors and officers within the Ministry	
<i>External</i>	<i>Nature of Relationship</i>
Officers of state agencies within the Ministry of Science, Energy and Technology. These include the PETROJAM Limited (PETROJAM), PETROJAM Ethanol Limited (PEL), Rural Electrification Programme Limited (REP), Petroleum Company of Jamaica Limited (PETCOM), and Wigton Wind Farm Limited (WWFL).	
Office of the Prime Minister.	
Senior officials of the Ministry of Finance and the Public Service, the Office of the Cabinet, the Office of the Solicitor General, and other Ministries and their agencies.	
Local and international experts in the energy sector.	
Office of Utilities Regulation (OUR), National Environmental and Planning Agency, (NEPA), Jamaica Trade and Invest (JAMPRO).	
Independent Power Producers (IPPS), including Jamaica Energy Partners (JEP),	

Jamaica Private Power Company (JPPC), and Wighton Wind Farm Limited (WWFL).	
Self-producers 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

Core	Level	Functional	Level
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
Teamwork 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	2	Planning and organizing	3
Adaptability	3	Leadership	3
		People Management	2
		Methodical	3
		Managing partners	3
		Impact and influence	4
		Technical skills: Excellent negotiating skills; <ul style="list-style-type: none"> • Ability to analyse and interpret financial information for decision making; • Ability to exercise sound judgment and conviction of purpose in unfavorable or unpopular situations; 	4

		<ul style="list-style-type: none"> • Sound knowledge of the general operations of the machinery of government, the role function and operations of Cabinet and Parliament; • Ability to manage limited resources in order to achieve challenging output targets; • Excellent knowledge of Government and administrative systems and public policy. • Sound knowledge of the legislative and regulatory framework and standards governing the energy sector. • Excellent knowledge of governance framework and issues relating the electricity generation sector. • Ability to cope under pressured working conditions and to meet deadlines. 	
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MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Electrical Engineering, Energy Management, Business Administration, or a related field; Master's degree would be desirable.
- Training in Public Policy Formulation, Implementation and Administration;
- Ten (10) years working experience in the energy sector, or related fields with significant leadership role;
- Proficiency in the area of legal and regulatory frameworks governing the energy sector will be a distinct advantage;
- Experience in sector development, project development and management.
- Demonstrated success in managing large-scale energy projects and teams.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Occasional local and overseas travelling;
- Preparation of reports and appearance at Parliament and other institutions concerning the 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;
- Well-developed analytical capabilities; and particularly, the ability to critically analyze industry reports and other outputs from investigations, audits, position papers and proposals;
- The ability to work effectively in stressful and time sensitive scenarios is a critical competence.

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 leave, disciplinary action and staffing arrangements in accordance with stipulated guidelines.