



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

<b>JOB TITLE:</b>	Principal Director, Transport Policy (International and Land)
<b>JOB GRADE:</b>	GMG/SEG 6
<b>POST NUMBER:</b>	58550
<b>DIVISION:</b>	Technical Services Directorate
<b>BRANCH/UNIT:</b>	Transport/ Transport Policy (International and Land)
<b>REPORTS TO:</b>	Permanent Secretary
<b>MANAGES:</b>	Director, International Transport Policy; Director, Land Transport Policy; Manager, Air Policy Secretariat; Administrator; Senior Secretary; 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 direction of the Permanent Secretary, the Principal Director, Transport Policy, is responsible for the provision of policy advice; the development, implementation, and monitoring of the Transport and Road Safety policies and activities; the preparation and update of legislation and standards in order to enable the Ministry to deliver seamless, integrated, multimodal transport services across Jamaica including the air and maritime activities.

This Principal Director will focus on both international and domestic land transport strategies, collaborating with governmental agencies, international organizations, NGOs, and industry stakeholders to shape effective transport policies that enhance mobility, economic development, and environmental sustainability.

## **KEY OUTPUTS:**

- Cabinet Submissions. Cabinet Notes, Cabinet status report, Ministry Papers prepared;
- Technical advice provided;
- Policy impact assessment conducted;
- Policy, legislative and regulatory proposals prepared;
- Official papers and submissions prepared;
- Comments provided on policies- related documents;
- Implementation of policies monitored;
- Policy research briefs prepared;
- Policy instrument developed;
- Budget prepared.

## **KEY RESPONSIBILITIES:**

### **Management/Administrative Responsibilities:**

- Participates in the strategic planning process of the Ministry,
- Ensures the alignment of Branch Operational plans with the strategic objectives and priority programmes of the Ministry,
- Monitors the implementation of transport and road safety policies and recommends effective changes where necessary to achieve desired results,
- Prepares technical briefs for the Ministry as required,
- Prepares and submits pertinent reports as required and ensures timely submission of all documents/ information requested of the Branch,
- Oversees the Secretariat for the Air Policy Committee;
- Represents the GOJ at relevant meetings of the ICAO, IMO, The UN and other international organizations, securing our presence in the international transport arena;
- Prepares Branch Plans and Budget.

### **Technical /Professional Responsibility:**

- Leads in the formulation and development of strategic transport and road safety policies, legislation and regulations in line with international, national, regional and local legislation, policies and best practices;
- Guides implementation approaches for Jamaica's land, air and maritime policies and issues;
- Provides technical advice on transport and road safety issues as they relate to policy development;
- Provides policy oversight to the transport and road safety portfolio entities;

- Consults with Ministries, Departments and Agencies in preparing recommendations and action plans affecting international and domestic maritime policies and regulations and to achieve co-ordination, collaboration and integration of government policies;
- Negotiates bilateral and multilateral air and maritime service agreements and civil aviation relations with partners around the world;
- Collaborates with key stakeholders in Jamaica's airlines, airports, seaports and other organizations to develop position papers, prepare background materials for negotiations. Issues may include air cargo and passenger service policies; border/port security; reviewing aviation environmental protection proposals; reviewing airline safety, security and facilitation actions and economic regulatory policies;
- Spearheads activities as required to ensure Jamaica's compliance with international aviation and maritime treaties – International Civil Aviation Organization (ICAO) and The International Maritime Organization (IMO) and other Regional Bodies;
- Spearheads activities to raise Jamaica's profile and visibility in the international land transport and road safety arena, including accession to and ratification of relevant treaties and conventions;
- Advances and articulates the relationship between aspects of the Trade Policy and Transport;
- Engages with key stakeholders, public and private, local and international, to facilitate the development of a competitive environment in Jamaica for shipping and related services and to facilitate the growth of the sector;
- Prepares updates and status reports for Permanent Secretary, CTD and the Honourable Minister as required;
- Collaborates with Foreign Affairs, Tourism and trade officers in other MDAs to develop synergies within the transport sector;
- Oversees the administration of the Road Traffic Act and legislation to improve safety on Jamaica's roadways;

- Oversees the development and implementation of mechanisms for effective monitoring and assessment of transport infrastructural projects in order to assure compliance with;
- Directs and prepares the completion of Cabinet Submissions, Cabinet Notes and Ministry Papers on policy and development issues within the transport and road safety portfolio;
- Oversees the implementation of Cabinet Decisions which involves following up with entities, giving guidance, providing feedback and devising appropriate intervention to ensure effective implementation;
- Evaluates emerging strategic transport policies/legislation through the:
  - a) assessment of public response revealed through public consultation,
  - b) policy compliance,
  - c) accessibility assessments,
  - d) assessment of benefits to users and non users and,
  - e) financial and economic assessments;
- Develops the framework for the planning, implementation and monitoring of transportation and road safety strategies;
- Keeps abreast of developments and trends in local and international infrastructural transport development with a view to inform policy;
- Keeps abreast of cutting-edge infrastructural transport machinery and road safety best practices to inform policy which would influence changes in behaviour;
- Provides interpretations and advice on policy and regulations to the Ministry, Departments and Agencies;
- Oversees, and if necessary carries out transportation modeling in support of strategic transport policies, strategies and schemes;
- Liaises with the Attorney General's Department and the Ministry's Legal Services Branch in the development and revision of transport's infrastructural policies and legislation;
- Collaborates with MDAs and other stakeholders as part of a collaborative process for revision of the Road Safety Policy and legislation;

- Leads in the reviewing of draft policies and regulations to determine effectiveness and relevance and make recommendations where necessary;
- Keeps abreast of international treaties to ensure their translation and incorporation into the Ministry's policies legislation and regulations;
- Represents and recommends the Ministry's and by extension Jamaica's policy positions on transportation at local and international fora;
- Provides policy advice to the Minister through briefs, reports, meetings, etc.;
- Facilitates and encourages stakeholder participation in the formulation of policy via public meetings etc.;
- Liaises with the Director, Planning, Research and Evaluation and Technical Staff, in the assessment of the potential impacts of various policy alternatives;
- Accountable for the management and communication systems and processes within the Transport Policy Branch with a view to monitoring the implementation of policies and guidelines in Jamaica;
- Oversees research activities related into the effectiveness and efficiency of current legislation;
- Provides technical support to Cabinet sub-committees on various transport infrastructural matters.

### **Human Resource 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 attaining established personal and or organizational goals;
- Participates in the recruitment of staff for the Division and recommends transfers, promotion, termination and leave in accordance with Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;

- Ensures that the welfare and developmental needs of staff in the Division 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 Responsibilities**

- Any other functions as prescribed

### **PERFORMANCE STANDARDS:**

- A sound framework is established to foster the effective formulation and development of policies, legislation and regulation;
- Mechanisms are developed to ensure that the process for policy, legislative and regulatory formulation is coordinated and integrated;
- Research findings provide sound base for the development of policies, legislation and regulations;
- Policy, legislation and regulatory proposals are timely and instructive;
- Official papers and submissions are appropriately prepared and submitted within established time guidelines;
- Reports are completed and submitted within established timeframes;
- Dissemination of recommendations, agreements and protocols arising from regional and international consultations to the relevant agencies in a timely manner;
- Performance Evaluation Report submitted within agreed time frame;
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.
- Mutual respect displayed in the working environment at all time

## **INTERNAL AND EXTERNAL CONTACTS:**

### **(i) Internal Contacts**

<b>Contact</b>	<b>Purpose of Communication</b>
Permanent Secretary	Receive directives & work assignments. Provide advice, guidance, support
Divisional heads, managers and supervisors	Obtain/share information and collaborate on work initiatives
Legal Service Unit	To obtain and provide information

### **(ii) External Contacts**

<b>Contact</b>	<b>Purpose of Communication</b>
Heads of Agencies and Departments	For research, coordination, collaboration, information sharing, policy support and technical advice
Office of the Cabinet	Cabinet Submissions
Other MDA's	Obtain/share information and collaborate on policies
Parish Council	To provide updates as part of the consultation process and elicit advice on donor projects
Private Sector	Obtains feedback on policy proposals and policy impacts.
Attorney General's Department	To obtain advice on legislation, policy changes, and interpretation
Regional and Internal Organisations	To gather input, and build partnerships in the development of transport policies

## **REQUIRED COMPETENCIES:**

<b>Core</b>	<b>Level</b>	<b>Technical/Functional</b>	<b>Level</b>
Oral and Written Communication	4	Sound background in policy development	4
Strong Leadership Skills	4	Excellent knowledge of	4



		Government's policy formulation, monitoring and evaluation processes and parliamentary procedures	
Interpersonal Skills	4	Knowledge of transport policy objectives, operations and planning processes	4
Strong analytical and problem-solving skills	4	Indepth understanding in the legislative process	
Initiative	4	Knowledge of prevailing social and economic factors impacting transport and road safety	
Planning & organizing	3	Knowledge of relevant environment standards and regulations	
Attention to detail	4	Strong research, consultative and negotiation skills	
Teamwork & Co-operation	3	Experience in the use of standard computer applications	
		Extensive knowledge of sustainable transport practices and emerging technologies.	
		Proficiency in the use of relevant computer applications (Microsoft Office)	3

### **AUTHORITY:**

- Recommend policy, legislation and regulatory proposals
- Represent the Ministry at regional and international high level conferences and meetings
- Manage and directs staff

**SPECIAL CONDITIONS ASSOCIATED WITH JOB:**

- Office environment
- No adverse working conditions
- Position requires undertaking local and overseas travel

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

- Masters degree in Public Administration/Public Sector Management or Business Administration, or specialized transportation field;
- A minimum of eight (8) years experience in policy development or the transportation sector, with five (5) years at a middle management or senior management level.
- Training in research methodologies, policy formulation and management
- Proven ability to lead diverse teams and manage multiple projects simultaneously.