



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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29th June, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified Officers in their Ministries/Departments/Agencies to be assigned to the post of **Corporate Planner (GMG/SEG 3) – (Not Vacant)** in the **Ministry of Justice (MOJ)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Corporate Planning and Evaluation, the Corporate Planner co-ordinates the planning processes to facilitate the development of the Ministry's strategies and implementation of policies in response to the Mission Statement and Strategic Objectives. The Corporate Planner is also responsible for establishing and maintaining a system for integrating the Corporate and Operational Planning and Performance Monitoring processes across the Ministry of Justice and ensures that the Ministry's Corporate and Operational Plans and Budget are delivered to the required quality and time standards.

Key Responsibilities

- Facilitates, in collaboration with the Management Team of the Ministry, its Departments and Agencies, integrated Corporate Plans and Programmes in accordance with Government directives, priorities and the Ministry's Mission;
- Ensures that the Ministry's Corporate and Annual Operational Plans are communicated to the Department Heads throughout the Ministry and its Agencies;
- Advises the Permanent Secretary on matters relating to the Ministry's Corporate Plan;
- Assists the Ministries, Departments and Agencies with the preparation of their Corporate Plans to ensure that they are in harmony with that of the Ministry;
- Advises on the monitoring and evaluation processes of the Ministry's performance against the Corporate targets, as well as monitoring the Corporate Planning process within the Ministry and its Departments and Agencies;
- Advises on the establishment of time frame, performance indicators and targets for programmes and activities that are specific, measurable and realistic;
- Analyzes statistical and other information relating to the internal and external environment and ensures relevant application in the preparation of the Corporate Plan;
- Develops Performance Indicators to measure and report on the effectiveness of the Corporate Plan;
- Co-ordinates and prepares the Quarterly Performance Reports of the Ministry's Departments and Agencies;
- Facilitates the implementation of the Corporate Planning and Evaluation Processes in the Ministry;
- Identifies problems and potential barriers to effective implementation of planned programmes and projects;
- Develops strategies to facilitate team building, participation and involvement of all staff in the collaboration of efforts towards achieving corporate objectives;
- Prepares and submits reports as required;
- Undertakes any other required duties that reasonably falls within the remit of the post.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work on own initiative
- Sound integrity
- Good interpersonal relations and people management skills
- Ability to work in a team
- Customer and quality focus skills
- Good time management skills

Technical:

- Good knowledge of the Performance Monitoring and Evaluation Systems (PMES)
- Ability to establish mechanisms to ensure suitable performance improvement initiatives
- Excellent planning, organizing, analytical and negotiating skills
- Excellent judgment, decision making and problem-solving skills
- Knowledge of relevant Government
- Thorough knowledge, experience and familiarity with Corporate/Strategic Planning

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies or Public Administration. (Postgraduate Degree in relevant field would be an asset);
- Training in Strategic Management and/or Project Planning;
- Three (3) years' experience in Corporate and Operational Planning and Programme Evaluation.

Applications accompanied by résumés, along with the names, telephone numbers and email addresses of two (2) references (*one must be a former/current supervisor*), should be submitted **no later than Friday, 10th July, 2020 to:**

**Permanent Secretary
Ministry of Justice
61 Constant Spring Road
Kingston 10**

Email: careers@moj.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**