



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 149 **OSC Ref. C.4860⁹**

3rd July, 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 fill the **vacant** post of **Corporate Planner (GMG/SEG 4)** in the **Planning, Research and Statistics Division, Ministry of Labour and Social Security (MLSS)**, salary range \$3,032,763 - \$3,605,002 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct responsibility of the Permanent Secretary, the Corporate Planner will direct the Ministry's Strategic Planning and research functions, ensuring effective planning to support the Ministry's Mission and Government's overall policy direction; he/she oversees the provision of research support to the Ministry in carrying out its mandate.

Key Responsibilities

Management and Administrative:

- Participates in the development of the strategic direction of the Ministry;
- Leads the development and implementation of the Division's Operational Plan and Budget;
- Provides technical advice to the Permanent Secretary, Departments, Agencies and other relevant personnel on planning and research matters;
- Develops, implements and maintains policies and procedures to guide the operations of the Division;
- Represents the Ministry at local and international meetings, conferences and other fora as required;
- Ensures effective collaboration with other Ministries, Public and Private Sector Agencies where necessary to facilitate the work of the Ministry;
- Prepares and submits performance and other reports as required and ensures timely submission of all documents/information requested from the Division.

Strategic Planning:

- Creates the planning framework to support the Ministry's planning functions ensuring consistency with other management processes such as Performance Management, Project Management and Management Reporting;
- Develops and implements guidelines to facilitate the development, monitoring and evaluation of the various planning functions (Strategic, Operational, Budget); ensures the integration of these plans and their consistency with the Government's strategic objectives;
- Forecasts and analyzes external variables of strategic importance to the Ministry and integrates these into the planning process;
- Leads the development of the Ministry's Strategic Plan ensuring consistency with the Ministry's mandate and the Government's Strategic policy direction;
- Oversees the assessment of Operational Plans from Departments and Agencies for conformity with established policies, directives and overall Strategic Objectives;
- Provides technical assistance to Department/Divisional Heads with the preparation of Operational Plans;

- Provides assistance with the identification, planning, development, monitoring and evaluation of special programmes and projects in those areas for which the Ministry is responsible.

Research and Information Management:

- Oversees and ensures the development of Research and Information Management Systems that supports the planning and research functions in particular and the overall work of the Ministry in general;
- Oversees the development and ensures the maintenance of the National Labour Market Information System and other information databases to support the Ministry's projects and programmes.

Human Resource Management:

- 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 organisational 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 Department, develops and implements a Succession Planning Programme for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures 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:

- Keeps abreast of trends and changes in planning and makes recommendations for their adoption, where necessary, to enhance the Ministry's planning functions;
- Participates/leads in internal and external cross functional teams to achieve the Ministry's objectives as required;
- Performs other duties and responsibilities as may be determined by the Permanent Secretary from time to time.

Required Knowledge, Skills and Competencies

- Strong leadership skills
- Good research and analytical skills
- Good interpersonal and people management skills
- Good knowledge of the operations of Government
- Ability to analyze and interpret changes in the economic, political and social environment
- Sound knowledge of strategic planning
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Master's Degree in Public Administration, Public Sector Management or Business Administration;
- Five (5) years' experience in Strategic Planning environment in Public or Private Sector.

Applications accompanied by résumés should be submitted **no later than Thursday, 16th July, 2020 to:**

**Senior Director
Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**