



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 148**

**OSC Ref. C.5850<sup>12</sup>**

29<sup>th</sup> 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 **Senior Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 5) – (Not Vacant)** in the **Strategic Planning, Performance Monitoring and Evaluation Branch, Corporate Services Division, Ministry of Economic Growth and Job Creation**, salary range \$3,564,000 - \$4,236,476 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Director, Corporate Services, the incumbent has overall responsibility for the management and operation of the integrated Strategic Planning and Performance Management and Compliance processes and systems across the Ministry and its portfolio agencies/entities, so that plans are developed with targets reflecting the Ministry's and National Policy outcomes, compliance with applicable statutes and guidelines is maintained by the Ministry and its entities and performance is monitored and evaluated to the expected standards and requirements.

### **Key Responsibilities**

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

- Spearheads the Ministry's Strategic Planning process;
- Prepares and monitors the Unit's Corporate/Operational Plans and Budget, ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Represents the Ministry at meetings, conferences and other fora as planned or directed;
- Oversees the establishment and maintenance of the Ministry's monitoring and evaluation process;
- Provides technical advice to Permanent Secretary, Units, Agencies and other relevant personnel on Planning and Performance Management.

#### ***Strategic Planning:***

- Leads the Corporate Planning and Performance Monitoring Process in the Ministry and its Agencies;
- Develops and ensures implementation of guidelines to facilitate the development, monitoring and evaluation of the various planning functions (Strategic, Operational, Budget);
- Ensures the implementation of these plans and their consistency with the Government's Strategic Objectives;
- Forecasts and analyses external variables of strategic importance to the Ministry and integrates these into the planning process;
- Oversees the assessment of the Corporate and Operational Plans for Units within the Ministry and Agencies to ensure conformity with established policies, directives and overall Strategic Objectives;
- Ensures full alignment of Operational Plans around Corporate Strategic Objectives and priorities;
- Establishes the proper governance structure that facilitates and supports the roll out of Corporate Plans and the desired deliverables;
- Evaluates the impact of projects and activities implemented and monitors same to ensure that the desired objectives have been achieved;
- Analyzes the impact of policies and relevant programmes of the Ministry.

#### ***Corporate Performance Management, Monitoring and Evaluation:***

- Reviews, analyzes and evaluates Management and Progress Reports from the Ministry and its Agencies to ensure implementation and impact in accordance with specific objectives;
- Establishes programmes, metrics, standards and/or dashboards to collect, organize,

- monitor and evaluate performance data;
- Facilitates the development of an operational performance dashboard/mechanism that illustrates both Ministry programmes and performance against set targets;
- Leads the development of a Ministry Wide Score Card;
- Develops and communicates Key Performance Indicator (KPI) guidelines to Unit Heads;
- Monitors and evaluates the performance of programmes to ensure that targets are met or re-scheduled in a timely manner;
- Conducts root cause analysis and provides feedback to management on a periodic basis in order to carry out corrective actions if any;
- Directs the preparation and implementation of various monitoring and control methods for reporting on actual performance throughout the year against approved plans;
- Leads in the preparation of monthly, quarterly and annual reports on the Ministry's overall performance and its Portfolio Agencies.

***Strategic Management Information and Programme Evaluation System:***

- Facilitates the provision of a Strategic Management Information Technology System to enhance the decision-making process;
- Promotes the use of Information Technology (IT) as an agent to transform and modernize the Ministry's operations and strategies;
- Establishes and maintains linkages with similar international organizations to keep abreast of external trends and policy environment that impact directly on the portfolio responsibilities of the Ministry.

***Human Resource Management:***

- Manages the welfare and development of Direct Reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Develops/executes Succession Planning arrangements for good management transition within the Organization;
- Develops and reviews the Branch's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment and selection of staff for the Branch;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division, the Ministry and the Government;
- Initiates disciplinary proceedings where appropriate;
- Develops a job enrichment strategy for the Branch in collaboration with Human Resource (HR);
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular staff meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems that affects the Branch to provide solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Division;
- Prepares and conducts presentations on role of Division/Unit for the Orientation Programme.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of Strategic/Corporate and Operational Management processes and procedures
- Effective monitoring, evaluation and reporting skills
- Sound knowledge of budget and cost control
- Excellent knowledge of Performance Management Tools
- Ability to critically appraise various methods of measuring performance
- Strong analytical and problem solving skills
- Proficiency in the use of relevant computer applications such as Microsoft Word, Excel and Winproj. scenario modelling software)
- Strong leadership skills
- Good strategic vision
- Excellent interpersonal and people management skills

- Ability to work in a team
- Effective planning and organizing skills
- Excellent oral and written communications skills
- Excellent negotiating and persuading skills
- Customer and quality focused skills

#### **Minimum Required Qualification and Experience**

- Masters Degree in Social Science, preferably with emphasis on Public Sector Management or related discipline;
- Five (5) years' experience working at a senior management position, three (3) years of which should be in the area of Strategic Planning with involvement in performance monitoring or policy advisory;

**OR**

- Bachelors Degree in Management Studies, Public Administration or equivalent qualifications;
- Seven (7) years' experience working at a Senior Management position, four (4) years of which should be in the area of Strategic Planning with involvement in performance monitoring or policy advisory.

Applications accompanied by résumés should be submitted **no later than Friday, 10<sup>th</sup> July, 2020 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
7th Floor, The Towers  
25 Dominica Drive  
Kingston 5**

Email: **human.resource@megjc.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**