



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 205

OSC Ref. C. 6272¹⁴

24th August, 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 in the position of **Senior Director, Modernisation Programme Implementation (GMG/SEG 5) (Not Vacant)** in the **Modernisation Programme Implementation Unit, Public Sector Modernization Division, Office of the Cabinet**, 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 Principal Director, Modernisation Programme Implementation, the Senior Director Modernisation Programme Implementation leads his/her team in the implementation and facilitation of the 'on-the ground' modernisation effort.

Key Responsibilities:

- Works with client counterparts in Ministries/Departments/Agencies (MDA's), team members and colleagues in the Project Planning and Monitoring and Modernisation Policy Development Units of the Division in the scoping and definition of assigned Projects, including the identification of deliverables, suitability of implementation methodologies /modalities, and the development of detailed implementation plans (resource, budget, risk, procurement plans, etc.) for assigned Modernisation Projects;
- Makes recommendations on the most appropriate Project Team modality (in-house project management, external project management, technical assistance, etc);
- Manages resource allocation and utilisation across Projects assigned, including the identification of the Project Team members for each Modernisation Project; forecasts and plans the workloads of Project Team members during the life of the Project, to ensure a satisfactory balance between capabilities and availability of staff in determining team assignments;
- Directs and manages project development from beginning to end; reviews plans and sub-project management plans ensuring completeness and the potential to deliver on the required project objectives;
- Leads the facilitation of the process to develop the Scheme of Management for the organisational type selected for the MDA to transition to a performance based institution; drafts the Performance Agreement; reviews the draft Framework document in collaboration with the appropriate stakeholders; guides and actively participates in the development of the Modernisation Plan and Medium Term Financing Plan;
- Ensures that appropriate consultations take place and collaboration established with all stakeholders (inter alia, Heads of MDAs, Senior Management Teams, Trade Unions, Ministry of Finance and Planning, Citizens);
- Provides direction and guidance to Project Team members;
- Determines and assesses need for additional staff and/or consultants, and makes the appropriate requests if necessary during the Project Cycle;
- Identifies areas which will be affected by on-the-ground cross-cutting modernisation initiatives and makes recommendations for the accommodation and integration of the desired changes; identifying dependencies and possible implications;
- Quality assures all deliverables and reports produced by the team under purview to ensure they meet standard reporting requirements; ensures effective contract/ consultancy management;
- Identifies areas requiring policy development; identifies and communicates policy needs;
- Provides support to the Governance Bodies for Projects assigned; oversees the day-to-day management of client relationships for all Projects assigned;
- Provides regular reports on implementation progress for Projects assigned;
- Leads post project implementation reviews for Projects assigned; Creates recommendations report in order to identify successful and unsuccessful project elements;
- Drafts/Guides the development of Cabinet Submissions as required;

- Participates in the formulation of Strategic and Operational Plans of the PSMD, the development of objectives and the setting of priorities;
- Manages and co-ordinates and prioritizes the activities of the team; monitors programmes to maintain high standards and an optimal mix of activities directly contributing to the achievement of the objectives of all project objectives; Sets and continually manages project expectations with team members and other stakeholders.

Required Knowledge/Skills/Competencies

- Excellent oral and written communication skills
- Effective leadership and interpersonal skills
- Effective planning and organisation skills
- Effective strategic thinking and analytic skills
- Effective problem solving and decision making skills
- Effective business analysis skills
- Strong results orientation
- Strong client and quality focus
- Strong partnering and networking skills
- Strong people management skills
- Strong organisational analysis and design skills
- Strong facilitation skills
- Strong appreciation for the application of current technology to operations to optimise performance and efficiency
- Strong interest in continual learning and application of knowledge for continuous improvement in results;
- Openness in sharing information and keeping people informed;
- Ability to effectively plan and manage day-to-day project implementation and risks in a complex multi-project environment;
- Ability to develop detailed realistic budgets and cash flows and manage them for effective utilisation of financial resource
- Ability to adapt to, and work effectively within a variety of situations, and with a variety of individuals and groups, in the pursuit of the assigned modernisation objectives;
- Ability to take initiative that is constructive and prudent;
- Ability to negotiate effectively with high level personnel;
- Ability to know the situations in which to display specific appropriate behaviours according to the business and social environments;
- Confidentiality and integrity.

Minimum Required Qualifications and Experience

- Master's Degree in a discipline that provides knowledge of principles related to at least three (3) of the following areas:
 - Strategic Planning and Management
 - Operations Management or Operations Research
 - Organisational Development
 - Business Administration/Analysis
 - Human Resource Management
 - Financial Analysis
 - Public Administration
 - Economics
 - Marketing
 - International Business/International Relations
 - Management Information Systems
 - Organisational, People and Process Change
 - Other knowledge areas determined as being of strategic importance to the broad modernisation agenda.
- Training in Applied Project/Programme Planning and Management;
- At least four (4) years' experience operating at a senior level in the Public and/or Private Sector with demonstrated experience in the required competencies;
- At least three (3) years' experience in multi-project/programme planning, coordination and management.

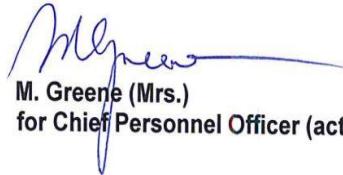
Applications accompanied by résumés should be submitted **no later than Friday, 4th September, 2020 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10.**

Email: jobs@opm.gov.jm

Please note that only short listed 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.


M. Greene (Mrs.)
for Chief Personnel Officer (acting)