



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 219**  
**OSC Ref. C. 6272<sup>14</sup>**

**3rd September, 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 **Principal Director (GMG/SEG 6)** in the **Planning and Development Division, Office of the Prime Minister (OPM)**, salary range \$4,148,351 - \$4,931,086 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the general direction of the Chief Technical Director, Planning and Development Division (PDD), the Principal Director, PDD is responsible for:

- The provision of strategic policy advice and technical administrative support to the Planning and Development Division and Agencies for which the OPM has oversight (JIS, NHT, JSIF, CHASE, RGD, PBCJ, HEART and EOJ) by ensuring policy coherence and alignment in the execution of policy priorities.
- The Principal Director will also facilitate cross-consultation and co-ordination on strategic matters; conduct special investigations and research into urgent and strategic matters of high priority to the Government of Jamaica (GOJ); monitor and evaluate in the short term, the implementation of strategic programmes and projects, in order to ensure that the formulation and implementation of government's policies and strategies are in line with the objectives for national development and in keeping with the established guidelines for the policy process.

**Key Responsibilities**

- Provides co-ordinating mechanism for collaboration, consultation and information sharing, among assigned Agencies to facilitate integrated policy development;
- Liaises with the Chief Parliamentary Council and Attorney General's Chambers to elicit advice/feedback on matters related to the PDD, as directed by the Chief Technical Director;
- Produces a wide range of high-quality written outputs for various audiences, including high-quality, well targeted research reports, policies, briefings, and other outputs;
- Leads the formulation of coherent and co-ordinated policies consistent with the priorities of the GOJ, as may be required;
- Examines and assures the quality and timeliness of all submissions to the Cabinet/Parliament, on behalf of the OPM and its portfolio Departments/Agencies;
- Provides high level strategic policy/technical advice to the Permanent Secretary, Chief Technical Director, Ministries, Departments and Agencies (MDAs) and other stakeholders on national policies, as well as matters relating to local, regional and international affairs, as necessary;
- Assists with the provision of satisfactory responses to questions posed to the Prime Minister in the House of Representatives and Motions raised in the Senate and ensures conformity with required format, as directed by the Chief Technical Director;
- Ensures satisfactory responses are provided to Audit Queries from the Auditor General's Department and the OPM's Internal Audit Unit, as well as requests for procurement information from the Integrity Commission;
- Routes and obtains timely responses to requests from MDAs for comments in relation to reports and briefs for the attention of the Chief Technical Director and ultimately the Permanent Secretary;
- Reviews and recommends for the approval of the Chief Technical Director and the Permanent Secretary, Cabinet Submissions, Notes, Briefs and Ministry Papers, as required, to carry forward policy recommendations or Contract Awards;

- Prepares a wide variety of high-level technical reports, position papers, memoranda, and briefing notes to advise the Chief Technical Director on strategic issues;
- Examines and quality assures Annual Reports and other Statutory Reports for the OPM, its portfolio Departments and assigned Agencies;
- Attends Cabinet Infrastructure Sub-committee meetings and any other committee meetings, when required;
- Represents the OPM at local, regional and international fora (i.e. meetings, conferences, symposiums, and conventions), as required;
- Reviews procurement requisitions and supporting documents before submission to the Chief Technical Director, PDD;
- Leads the review of policy proposals to ensure robustness and consistency with priorities of Government and consultation with major stakeholders;
- Manages short-term monitoring and implementation of policy decisions;
- Processes matters related to local, regional and international affairs which are presented for the attention of the PDD and ensures accurate and timely action as directed by the Chief Technical Director.

### **Required knowledge, Skills and Competencies**

- Excellent oral and written communication and interpersonal skills
- Excellent leadership, networking and relationship-building skills
- Excellent planning, organising, coordinating and management skills
- Excellent technical competence in the assigned portfolio
- Project management skills to coordinate workflow, lead change initiatives and monitor implementation
- Highly proficient in the application of research techniques and methodologies
- Ability to function as a team player and work harmoniously with a diverse group of people at various levels (externally and internally)
- Sound knowledge of quantitative and qualitative research methods that can be used in analysing trends, etc.
- Ability to commission and use research to inform policy development
- In-depth knowledge of policy analysis/development
- Superior consultation and issues management skills with demonstrated experience in managing complex and contentious issues, including stakeholder/client relations
- Tact and diplomacy to effectively manage issues involving key stakeholders, including the public
- In-depth knowledge of GOJ's Policy and Legislative processes in order to drive the policy agenda and legislative programme through the policy approval and Parliamentary processes
- Demonstrated creativity to identify and resolve emerging Policy issues and their implications
- Proficiency in applicable techniques required in the preparation of Cabinet Submissions/Notes etc.
- Sound knowledge of GOJ's procurement guidelines/Public Procurement Act; Public Bodies Management and Accountability Act; Financial Administration and Audit (FAA) Act, and Executive Agencies Act, among others
- Demonstrated ability to maintain a strategic focus to recognise opportunities across a wide range of functions and deliver outcomes
- Ability to multitask, work under pressure and meet tight deadlines
- Flexible, able to work in a dynamic environment and make significant management decisions
- Ability to exercise exceptional judgement and conviction of purpose in unfavourable or unpopular situations
- Sets and maintains high performance standards; pays close attention to detail, accuracy, and completeness
- Maintains a high level of productivity and self-direction
- Reliable and highly confidential
- Strategic and logical thinker
- Ability to chair and lead meetings
- Proficiency in the use of computer applications, especially Microsoft Office Suite (Word, Excel, and PowerPoint)

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

- Postgraduate Degree in Policy Analysis/Policy Development/Development Studies, or closely related field from an accredited tertiary institution.
- At least seven (7) years' work experience within a policy development and research-oriented environment in the public or private sector, with a focus on data analysis, policy development/implementation, report preparation, preparing and processing Cabinet Submissions, and research, of which, at least three (3) years is at the senior management level.
- Experience in Management.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 16<sup>th</sup> 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](mailto: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. Tam (Mrs.)  
Chief Personnel Officer (acting)**