



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 9
OSC Ref. C. 6272¹⁵

14th January, 2021

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 following **vacant** posts in the **Corporate Affairs Division, Office of the Cabinet**:

1. **Corporate Planner (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Director (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
3. **Director, Documentation, Information and Access Services (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

1. **Director, Corporate Planner (GMG/SEG 3)**

Job Purpose

Under the general direction of the Senior Director, Corporate Affairs, the Corporate Planner is responsible for establishing and maintaining a system for integrating the Corporate and Operational planning and performance monitoring processes across the Office of the Cabinet and ensuring that the Office of the Cabinet's Corporate and Operational Plans and Budgets are delivered to the required quality and time standards.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Designs Corporate and Operational Planning and performance monitoring processes and procedures in consultation with the Cabinet Secretary, Performance Management and Evaluation Branch (PMEB), Ministry of Finance and the Public Service (MoFPS), and the Planning Institute of Jamaica (PIOJ);
- Co-ordinates the Corporate Planning process for the Office of the Cabinet; provides strategic direction to the planning process to ensure that Divisional and Unit Plans are written in conformance with set criteria and in alignment with organizational Mission, Vision, Goals and Objectives;
- Issues Corporate Planning and Budgeting Guidelines to Heads of Division/Unit within the Office of the Cabinet;
- Guides the implementation of Corporate and Operational Planning and performance monitoring processes across the Office of the Cabinet;
- Prepares the Corporate and Operational Plans for the Office of the Cabinet, ensuring integration of the planning and budget processes and also that the Plans are consistent with and contribute to wider Government priorities;
- Monitors the planning process to ensure direct linkages between Corporate Plan, Budget and Cash Flow; provides appropriate papers and background information for the Minister; attends Finance Committee Meetings and Budget Debates at the Ministry of Finance and the Public Service and also in Parliament;
- Prepares the estimates of expenditure for the Office of the Cabinet based on inputs from the various Divisions;
- Establishes information and communication systems in the Office of the Cabinet for monitoring and tracking performance;
- Liaises with Principal Directors in the Office of the Cabinet on planning and budgeting issues and ensures that their Corporate and Operational Plans are prepared to time and quality requirements;
- Obtains policy, technical and other relevant inputs towards the development and review of Corporate and Operational Plans;

- Identifies problems and potential barriers to effective implementation of planned programmes and projects;
- Convenes and chairs regular (e.g. quarterly) Corporate and Operational Planning meetings attended by Principal Directors to support and monitor their Corporate and Operational Plans,
- Liaises with the PMEU and MoFP to ensure compliance with GOJ's Corporate and Operational Planning and Budgeting Policy;
- Develops strategies to facilitate team building, participation and involvement of all staff in the collaboration of efforts towards achieving Corporate objectives.

Required Knowledge, Skills and Competencies

- Excellent presentation skills
- Excellent oral and written communication skills
- Management experience and team building skills
- Skills in drafting reports and plans
- Process design and implementation skills
- Good interpersonal and leadership skills
- Good facilitation and presentation skills
- Excellent planning, organizing, analytical and negotiating skills
- Excellent judgment, decision-making and problem-solving skills
- Highly skilled in the design and delivery of training programmes
- Knowledge of Government Policy and Corporate Planning processes
- Thorough knowledge, experience and familiarity with Corporate/Strategic Planning
- Proficient in use of computers - Microsoft Word, Excel, PowerPoint skills

Minimum Required Education and Experience

- Master's Degree in Public Administration **or** Public Sector Management **or** Business Administration **or** related discipline from an accredited tertiary institution;
- Specialized training in Corporate Planning and Project Management;
- Three (3) years' experience in Corporate Planning;
- Three (3) years' experience at a middle management level.

2. Director (GMG/SEG 3)

Job Purpose

Under the general direction of Senior Director, Corporate Affairs, the role of the Director is to:

- Provide vision and leadership for developing, implementing and monitoring information technology initiatives to improve operations of the organization;
- Direct the planning and implementation of the organization's Information, Communication and Technology (ICT) Strategic Plans;
- Evaluate the quality control processes to ensure that systems and procedures adhere to established policies and standards and are aligned to the GOJ policies for relevant applications;
- Install and maintain computer hardware, software and networks;
- Provide training and consultation;
- Provide technical advice and guidance to the Cabinet Secretary, the Senior Director, Corporate Affairs, Directors and Managers in the Office of the Cabinet;
- Research, assess and advise on the acquisition and implementation of ICT hardware and software that support the business processes of the Office of the Cabinet.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Leads Information Technology's (IT's) Strategic and Operational Planning to achieve business goals by fostering innovation, prioritizing IT initiatives, and co-ordinating the evaluation, deployment and management of current and future IT systems across the organization;
- Performs on-going business case analysis of the Office of the Cabinet's Strategic Objectives;
- Actively provides consultation to senior management on the application of standardized information and communication technologies for the organization's Strategic Objectives;

- Provides consultation to support the business processes of the Office of the Cabinet's Modernization Projects;
- Establishes IT Departmental goals, objectives, and operating procedures;
- Establishes lines of control for current and proposed information systems;
- Develops standards, policies and procedures that are in accordance with or adaptable to International Standards Organization (ISO) and Information Technology Information Library (ITIL) specifications;
- Assesses and communicates risks associated with IT investments;
- Develops, tracks and controls the Information Technology annual Operating and Capital Budgets;
- Develops business case justifications and cost/benefit analyses for IT spending and initiatives;
- Plans, develops and ensures successful application of Disaster Recovery and Business Continuity procedures and appropriate/standardized protocols for management of the application of ICT systems;
- Troubleshoots hardware, software and network operating systems;
- Ensures Inventory maintenance and software licence management;
- Ensures the development of integrated systems to optimize ICT resources;
- Acts as an advocate for the organization's IT vision via regular written and in-person communications with the organization's Executives, Divisional/Unit Heads and end users;
- Oversees service level agreements with end users and monitors IT systems performance to ensure continuous delivery of IT services;
- Establishes governance framework for the management of current and proposed information systems;
- Re-engineers applications support, where necessary, to ensure it aligns with business processes, tactical planning and Strategic Vision of the organization;
- Defines and communicates project milestones, service level agreements and resource allocation to Executive Team, Heads of Divisions/Units, support staff and end users;
- Develops and reviews IT Budget proposals for and from Divisions/Units in the Office of the Cabinet to ensure compliance with stated goals, guidelines, and objectives;
- Develops Bid requirements for all hardware and software upgrades, reviews submitted Bids for compliance with stated requirements and makes the appropriate award;
- Authorizes and oversees the deployment, monitoring, maintenance, development and support of all hardware and software, based on Divisional/Unit needs.
- Provides leadership to staff through effective objective setting, delegation and communication.

Required Knowledge, Skills and Competencies

- Integrity and confidentiality
- Excellent leadership and management skills
- Excellent interpersonal and customer service skills
- Excellent oral and written and communication skills
- Excellent presentation skills
- Excellent planning and organizing skills
- Excellent networking and relationship-building skills, ability to function as a team player and works harmoniously with a diverse group of people at various levels, externally and internally
- Displays emotional resilience and the ability to withstand pressure on an on-going basis
- Strong negotiating skills
- Strong research, analytical and problem-solving skills
- Ability to exercise sound judgement in making decisions
- Ability to translate technical language to lay audiences
- Ability to set and manage priorities judiciously
- Ability to present ideas in business-friendly and user-friendly language
- Demonstrates initiative and creativity
- Strategic thinker
- Substantial exposure to data processing, hardware platforms, enterprise software applications and outsourced systems, including ECM
- Good understanding of computer systems characteristics, features, and integration capabilities
- Understanding of Human Resource Management principles, practices and procedures
- Excellent understanding of project management principles
- Knowledge of business theory, business processes, management, budgeting, and business office operations
- Knowledge or experience with systems design and development from business requirements analysis through to day-to-day management

- Knowledge and experience in IT planning, organization and development
- In-depth knowledge of the organization's goals and Strategic Objectives
- Demonstrated ability to apply IT in solving business problems
- In-depth knowledge of applicable laws and regulations as they relate to IT
- Knowledge of e-governance, e-commerce, e-procurement and e-services
- Displays emotional resilience and the ability to withstand pressure on an on-going basis; ability to handle multiple projects with different priorities and meet deadlines
- Sets and maintains high performance standards; pays close attention to detail, accuracy and completeness; maintains a high level of productivity and self-direction
- Proficient in the use of computer applications Microsoft Office Suite (Word, Excel, Power Point, Outlook, Office 365).

Minimum Required Education and Experience

- Masters Degree in the field of Computer Science, Management Information Systems, Information Technology or Business Administration from an accredited tertiary institution, plus two (2) years' experience working in the ICT Industry, which should be at a senior level in an ICT Unit of a medium to large organization;

OR

- Bachelors Degree in the field of Computer Science, Management Information Systems, Information Technology or Business Administration from an accredited tertiary institution, plus five (5) years' experience working in the ICT Industry, three (3) of which should be at a senior level in an ICT Unit of a medium to large organization.

- A minimum of five (5) years' experience in systems analysis and design;
- Experience in planning, documenting, executing and evaluating software testing;
- Experience in Software Engineering for web and mobile technologies;
- Experience in Business Process Re-engineering for ICT projects;
- Experience in Strategic Planning and Execution;
- Experience in the management of ICT projects would be an asset.

3. Director, Documentation, Information and Access Services (GMG/SEG 3)

Job Purpose

Reporting to the Senior Director, Corporate Affairs, the Director, Documentation, Information and Access Services (DDIAS) is responsible for managing the Information and Documentation Centre of the Cabinet Office. He/she co-ordinates and manages Records and Information Management (RIM) activities and ensures the development of the Office's RIM programme. The DDIAS is also responsible for the organization and maintenance of Library systems and for the management of Access to Information responsibilities within the Office, according to the Access to Information (ATI) Act.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Keeps abreast of current knowledge of automated technologies where applicable, applies knowledge/techniques for improved service delivery; uses the technology to network nationally, regionally and internationally for the exchange of information;
- Collaborates with the Systems Analyst to ensure that adequate technological resources are in place to support the records management functions of the Cabinet Office;
- Collaborates with other Documentation and Information Officers to build a network cross-reference system for non-exempt documents for facilitating the referral process;
- Ensures the identification, continuous procurement and maintenance of current and relevant reference and other materials;
- Reviews and updates the Ministry's RIM Policies and Policy and Procedures Manuals in keeping with the GOJ's RIM standards;
- Directs the management of the RIM programme to meet the objectives of the Ministry and ensures efficient customer service delivery;
- Collaborates with the Heads of Divisions within the Ministry to plan, develop and provide support for RIM focus within the disaster preparedness and business continuity programme;
- Represents the Cabinet Office on committees, conferences and fora, on matters concerned with the Access to Information Act and Records Management;

- Examines the requested document to determine if it contains exempted matters, if access should be granted/deferred, if form of access requested or if form of access requested in breach of the Copyright Act;
- Administers the Access to Information Act, 2002; establishes policies, procedures and code of practice for effective service delivery under the Act; reviews documents and provides public access to non-exempt government records; ensures that documents exempt from disclosure under the Act are treated as such; ensures compliance with the ATI Act and legislation;
- Co-ordinates meetings for internal review of customer complaints; ensures systematic documentation of all issues for referral to the Cabinet Office's Records Committee, the Access to Information Unit and/or the Attorney General;
- Under the Access to Information Act, facilitates the conduct of internal reviews; ensures systematic documentation of all issues for referral to the Attorney General; the Access to Information Unit and the Records Committee and provides reports as stipulated;
- Undertakes research into Library and Information Management; identifies best practices and updates procedures of the Cabinet Office's Library, as necessary;
- Provides strategic advice regarding compliance with the Archives Act for the retention, storage and destruction of records;
- Assesses information needs of staff; organizes programmes and activities to foster efficiency.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent time management skills
- Excellent interpersonal skills
- Strong analytical and problem-solving skills
- Ability to exercise sound judgement
- Sound client-focused orientation
- Broad knowledge of the operations of Government, and Ministerial Portfolios of responsibility
- Ability to get along with diverse personalities, tactful, good reasoning ability and sound judgment
- Strong Information Technology skills (Database Management)
- Good understanding of the goals of the organization and an ability to identify and source appropriate material to support the organization
- General computer proficiency, including knowledge of document management software
- Knowledge and experience in the management of electronic records and record keeping systems
- Knowledge of records and information management and RIM automated systems
- Knowledge of the GoJ's RIM Policy and Procedures, as well as international standards
- Knowledge of modern Library principles, procedures and practices
- Knowledge of Library administration and automated Library services
- Knowledge of Inter-library linkages and its use in the acquisition of information
- Sound knowledge of statistical methods, survey designs and other research methods

Minimum Required Education and Experience

- Post Graduate Degree in Library and Information Studies or in Archives and Records Management from an accredited University;
- Training and experience in Computer Information Systems;
- Seven (7) years' working experience, three (3) years of which should be at the managerial level.

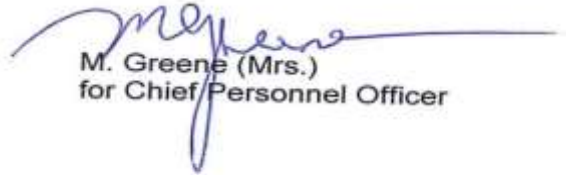
Applications accompanied by Résumés should be submitted **no later than Wednesday, 27th January, 2021 to:**

**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 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.



M. Greene (Mrs.)
for Chief Personnel Officer