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(CENTRAL GOVERNMENT)
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22nd 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 be assigned to the following posts in the **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Director, Organizational Development and Performance Management (GMG/SEG 3) – Human Resource Management and Development Division – (Not Vacant)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Performance Analyst (GMG/SEG 2) – Strategic Planning and Performance Monitoring Division – (Not Vacant)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
3. **Research Officer (SOG/ST 6) – Bureau of Gender Affairs – (Not Vacant)**, salary range \$1,592,427 – \$1,892,895 per annum and any allowance(s) attached to the post.
4. **Administrative Assistant (GMG/AM 3) – Corporate and Liaison Services Division – (Not Vacant)**, salary range \$1,181,789 – \$1,404,775 per annum and any allowance(s) attached to the post.

1. **Director, Organizational Development and Performance Management (GMG/SEG 3)**

Job Purpose

Under the direction of the Director, Human Resource Management and Development, the Director, Organizational Development and Performance Management, provides management advisory and support services to the Ministry and facilitates the change management initiatives, ensuring that business processes and structures are in accordance with the Ministry's Strategic Objectives.

Key Responsibilities

Management/Administrative:

- Participates in the preparation and monitoring of the Division's Operational Plan and Budget;
- Participates in the development and implementation of Human Resource policies and plans;
- Assists with the Human Resource Management functions (recruitment, selection, appointment, acting/promotion, performance management, discipline and separation) within the Ministry.

Technical/Professional:

- Documents areas in need of strengthening in terms of structure, systems and Human Resource Development;
- Conducts preliminary surveys to determine and define the objectives and scope of study and determine appropriate methods and techniques to be employed and the requisite Terms of Reference;
- Develops detailed plan of action, in collaboration with the relevant parties, including targets and deadlines;
- Collects job related data through interviews, questionnaires, observations and examines records to validate findings;
- Examines the delegation and exercise of authority, grouping of functions and inter-relationship of organizational entities to determine significant bearing on departmental activities;

- Develops specific recommendations/solutions to problems identified, including changes in organization and dimension of work boundaries and relationship regarding authority and accountability, functional and communication, existing legislation, manpower utilizations, forms and office layout;
- Develops new and revised Job Descriptions;
- Prepares charts of existing and proposed organizational structures;
- Prepares and submits proposal to the Corporate Management Establishment Branch, Ministry of Finance and Public Service;
- Examines the operations and workflow of selected Divisions/Units to determine systemic weakness, e.g. duplications/overlaps, waste, as well as activities that do not add value to the process and prepares/revises work process flow charts;
- Updates/prepares operational manual/s to reflect changes in policy/operations;
- Manages the implementation of the Performance Management System;
- Monitors the Performance Management System within the Ministry to ensure equity and fairness;
- Develops and reviews Competency Framework within the Ministry;
- Develops and reviews Performance Management System Manuals and guidelines;
- Reviews Work Plans and performance reports for staff in the Ministry and ensures that Work Plans are properly prepared and reflect measurable performance indicators;
- Manages the annual performance evaluation/appraisal review system.

Required Knowledge, Skills and Competencies

Technical /Core:

- Sound knowledge of the general operations of the machinery of government, especially the Public Sector Human Resource Management and Development framework
- Sound knowledge of the Public Sector Human Resource policies and procedures (Public Service Regulations, Staff Orders, etc.)
- Good knowledge of Project Management
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems
- Excellent customer service and quality focus skills
- Excellent oral and written communication skills
- Excellent problem-solving and decision-making skills
- Excellent leadership and people management skills
- Excellent negotiating and persuading skills
- Good planning and organizing skills
- Good ethical principles and sound integrity
- Good interpersonal and analytical thinking skills
- Ability to work as part of a team and cooperative
- Ability to effectively manage external relationships

Minimum Required Qualification and Experience

- First Degree in Human Resource Management/Development, Public Administration or any other equivalent qualifications from a recognised tertiary institution;
- Specialised training in Management Analysis;
- Five (5) years' experience in Human Resource Management, preferably within the Public Sector.

2. Performance Analyst (GMG/SEG 2)

Job Purpose

Under the direction of the Director, Strategic Planning and Performance Monitoring, the Performance Analyst tracks the specific targets for the portfolio areas of the Ministry and provides monitoring, analysis and evidence for decision-making.

Key Responsibilities

Management/Administrative:

- Participates in the preparation and review of the Ministry's Strategic Business Plan and the Division's Operation Plan;
- Monitors the achievement of the objectives and targets in the Ministry's Strategic Business Plan and reports periodically on performance;

- Assists with the co-ordination of Strategic Planning Retreats, Executive Management Meetings and Senior Managers' Meetings.

Technical/Professional:

- Develops and promotes the standards and guidelines for planning and performance monitoring across the Ministry;
- Participates in the periodic review of the Ministry's planning and performance framework; makes recommendations for improvement and implements recommendations as appropriate;
- Provides advice and guidance on the implementations of the Ministry's planning and performance frameworks and the developments of business plans and performance indicators;
- Develops performance monitoring and evaluation strategies for the Ministry and its portfolio Agencies/Departments;
- Establishes standards for data collection and analysis and works with designated Government Ministries/Departments to ensure that data is collected and analyzed in line with these standards;
- Reviews Performance Reports of Divisions/Agencies/Departments and other performance data; analyzes data to identify trends and areas where performance can be improved; indicates where there are performance issues and remedial actions that needs to be taken.

Required Knowledge, Skills and Competencies

Technical/Core:

- Knowledge of the Public Sector and current issues in Public Sector Modernization
- Excellent knowledge of planning and development or project planning
- Excellent knowledge/background experience in quantitative and qualitative data gathering and analysis
- Excellent research and analysis skills
- Knowledge of performance management techniques
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems
- Excellent oral and written communication skills
- Good leadership, interpersonal and customer service skills
- Ability to work as part of a team and cooperative
- Good problem-solving and decision-making skills
- Good ethical principles and sound integrity
- Ability to effectively manage external relationships

Minimum Required Qualification and Experience

- First Degree in Business Administration or Management Studies Degree or any related Social Science discipline from a recognized institution;
- Four (4) years working experience within a strategic planning or performance evaluation related field;
- Master's Degree would be an asset.

3. Research Officer (SOG/ST 6)

Job Purpose

Under the supervision of the Research Coordinator, the Research Officer is responsible for conducting gender sensitive research to support the work of the Gender Affairs Division and the Ministry.

Key Responsibilities

Management/Administrative:

- Participates in the development and implementation of the Unit's Operational Plan and annual Budget;
- Prepares and submits reports and technical papers as requested;
- Attends meetings and represents the Division/Ministry at conferences, seminars and other fora as required.

Technical/Professional:

- Plans, organises and implements gender sensitive research in areas relevant to the work of the Gender Affairs Division;
- Assists in the identification of statistical indicators and methodology to facilitate gender analysis;
- Conducts research studies, surveys and provides reports related to findings;
- Processes and analyzes data researched and presents findings of research;
- Liaises with local, regional and international Agencies and other statistical Departments towards the collection of sex-disaggregated data for the execution of research activities and dissemination of information.

Required Knowledge, Skills and Competencies***Functional/Technical:***

- Excellent research and reporting skills
- Sound knowledge of statistical methods, survey designs and investigative programmes
- Strong computing, quantities and information gathering skills
- Customer and quality focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (SPSS or other similar applications)

Minimum Required Qualification and Experience

- Undergraduate Degree in Social Sciences, Gender and Development Studies or related discipline;
- Three (3) years' work experience in a Gender Analysis, Research and Policy Development environment;
- Postgraduate Degree in Gender and Development an asset.

4. Administrative Assistant (GMG/AM 3)**Job Purpose**

Under the general supervision of the Senior Director, Corporate and Liaison Services, the Administrative Assistant is required to assist in the delivery of efficient and effective administrative and general office procedure services to the Corporate and Liaison Services Division.

Key Responsibilities

- Assists in supporting the requirements of the approved Budget for the Division, ensuring that all expenditure are documented and accounted for according to GoJ guidelines;
- Schedules and prioritizes the engagements and appointments for the Senior Director and advises of matters requiring prompt attention;
- Maintains an effective system that allows security and speedy retrieval of documents/information in accordance with established standards and records all mail received;
- Assists with research in the preparation of reports, policy decision and for meetings/discussions, Operational and Work Plans, as well as quarterly/monthly status reports on the work of the Division;
- Processes assigned correspondence and provides feedback to the Senior Director as required;
- Sorts and distributes correspondence (print and electronic) and assists with the follow-up on special requests made of the Senior Director;
- Co-ordinates activities for a variety of meetings to include attending meetings, taking Minutes and preparing and circulating action plans and Minutes, as required;
- Responds to official enquires about the work of the Division and where necessary, refers these enquiries to the appropriate officers.

Required Knowledge, Skills and Competencies

- Excellent knowledge of office administration and procedures
- Good knowledge of the Government of Jamaica/Public Sector operations
- Good research and analysis skills
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems

- Excellent oral and written and communication skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good customer service and interpersonal skills
- Ability to work as part of a team and cooperative
- Good ethical principles and sound integrity
- Ability to effectively manage external relationships
- Flexible and adaptable

Minimum Required Qualification and Experience

- Diploma in Administrative Management/Business Administration or its equivalent from an accredited tertiary institution;
- Four (4) years' experience in Office Administration;
- Training in Secretarial/Office Administration would be an asset.

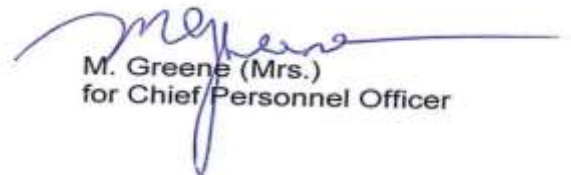
Applications accompanied by Résumés should be submitted **no later than Thursday, 4th February, 2021 to:**

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

Email: hrmd@mcges.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