



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 117

OSC Ref. C.6555¹¹

26th March, 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 post of **Corporate Planner (GMG/SEG 2) – (Not Vacant)** in the **Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Senior Director, Policy, Planning, Projects and Research, the Corporate Planner (GMG/SEG 2) is responsible to co-ordinate the Corporate Planning process of the Ministry and Agencies consistent with the Ministry's Strategic Objectives and to monitor implementation of the Corporate and Operational Plans.

Key Responsibilities

Management/Administrative:

- Participates in meetings, workshops, conferences and other fora on strategic planning and performance management issues as required;
- Participates in the Ministry's Strategic Planning Meetings;
- Represents the Ministry at meetings, conferences, workshops, etc.

Technical/Professional:

- Facilitates, in collaboration with the senior officials of the Ministry, its Departments and Agencies, the preparation of integrated Corporate Plans and Programmes in accordance with Government's directives, priorities and the Ministry's Mission;
- Facilitates stakeholder participation in the preparation of the Ministry's Corporate Plan and also the Corporate Plans for the Ministry's Portfolio Agencies;
- Liaises with the Cabinet Office to ensure that the Corporate Plan is driven by desired national policy objective;
- Co-ordinates and prepares the Ministry's Strategic/Medium Term Plan;
- Co-ordinates and prepares the Ministry's Annual Operational Plan
- Collaborates with the Policy Team and all other Divisions to develop the Ministry's Plans;
- Provides technical support and guidance to the Divisions, Departments and Agencies in the preparation of their Corporate and Operational Plans;
- Co-ordinates Performance Review Meetings of Ministry and Agencies in collaboration with the Hon. Minister and the Permanent Secretary;
- Provides information to relevant stakeholders for Speeches, Reports and Briefs;
- Collaborates and assists in the preparation of the Ministry's Technical, Annual and Bi-annual Reports;
- Liaises with the Corporate Planning Unit, Cabinet Office and the Ministry of Finance and the Public Service in respect of the Ministry's Corporate Plan;
- Establishes effective working relationships with the Heads of Portfolio Agencies and staff to ensure that plans and operations relate to overall Ministry and National Policies and to obtain information and support;
- Provides assistance and support in the preparation of Ad Hoc Reports;
- Provides comments and contributes to requests from other Ministries and Stakeholders;
- Provides assessment of plans from Departments and Agencies for conformity with established policies, directives and overall Strategic Objectives;
- Verifies and conducts background checks to ensure credibility and reliability of reports, etc.;
- Assists in the monitoring and evaluation of projects undertaken by the Ministry and ensures reporting requirements are met;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption, where necessary, to enhance the Ministry's Planning and Policy Development functions;
- Prepares Capital Budget Submission as needed;

- Prepares Monthly Ministerial Reports;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Ability to exercise initiative
- Ability to work in a team

Functional:

- Excellent writing skills
- Good oral and written communication
- Good facilitation skills
- Good presentation skills
- Excellent problem-solving and analytical skills
- Good organizing skills
- Computer literate - competency in Microsoft Word, PowerPoint, Excel

Minimum Required Education and Experience

- Undergraduate Degree in Management, Public Administration or Economics (Postgraduate Degree in relevant field would be an asset);
- Three (3) years' experience in Corporate and Operational Planning and Programme Monitoring and Evaluation.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 13th April, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

E-mail: hrm@moa.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**