



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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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/fill the following posts in the **Ministry of Economic Growth and Job Creation**:

1. **Corporate Services Director (GMG/SEG 6)- Shared Services – (Vacant)**, salary range \$4,148,351-\$4,936,086 per annum and any allowance(s) attached to the post.
2. **Senior Technical Coordinator (GMG/SEG 3) (Not Vacant)**, salary range \$2,453,125-\$2,915,995 per annum and any allowance(s) attached to the post.

1. Corporate Services Director (GMG/SEG 6)

Job Purpose

Reporting to the Permanent Secretary, the Corporate Services Director will have primary responsibility for building an efficient and effective service delivery Organization, with well trained and customer-focused staff to facilitate the optimal functioning of the Ministry in order to achieve its strategic objectives and goals in a timely manner and within the allocated Budget.

Key Responsibilities

Management/Administrative:

- Participates in the development of the strategic direction of the Ministry;
- Represents the Ministry at local and international meetings, conferences and other fora as required; co-ordinates national participation; membership in regional and international organization/association with similar mandate;
- Provides technical support to the Honourable Ministers and Permanent Secretary at sub-committees of Cabinet and Parliament;
- Provides technical support and consultation to the various Agencies to ensure that their plans and programmes support the Strategic Objectives of the Ministry.

Technical/Professional:

Provides advice on policies and technical guidance to the Honourable Ministers, Permanent Secretary, Corporate Management and other stakeholders in order to achieve the goals and objectives of the Ministry and maintain good working relationships with key stakeholders by:

- Preparing Briefs and Informative Annual Reports on activities in the Division;
- Keeping abreast of modern trends and techniques connected with all facets of the various areas of responsibility;
- Providing advice to the Permanent Secretary and other Directors on matters relating to the acquisition, allocation, utilization and disposition of financial, human, physical, material or information resources;
- Providing advice on the implementation of key decisions on financial, human, physical, material or information resources;
- Providing policy interpretation and technical advice to the Permanent Secretary and Heads of Division to ensure effective co-ordination of functions and compliance with Government Rules and Regulations;
- Briefing the Attorney General's Chambers on lawsuits involving the Ministry and its related Agencies/Departments and obtains advice and guidance where necessary;

- Initiating innovation or changes in Internal Management practices, systems and policies with a view to improve efficiency and reduce costs;
- Disseminating information to staff regarding changes in policies and procedures and other matters to ensure that high levels of compliance are maintained;
- Forging strategic alliance with the Senior Managers in Ministries, Departments and Agencies that fosters collaboration and partnership with a view of improving the efficiency and effectiveness of services provided;
- Attending Finance Committee, Public Accounts Committee meetings and Budget debates at the Ministry of Finance and the Public Service and the Houses of Parliament as required;
- Developing and continuously improves and implements the Organization's approach to Risk Management;
- Liaising with Ministries and other Government Agencies regarding matters relating to Corporate Management and other functional areas of the Ministry.

Oversees and ensures the effective management of financial functions throughout the Ministry to facilitate the achievement of the corporate objectives by:

- Developing and administering systems and procedures that provide effective control over Financial and Human Resources;
- Overseeing the preparation of Cash Flow Statements across Divisions/Agencies and manages the containment of expenditure within warrant limits through commitment planning and control across Divisions/Agencies;
- Directing the preparation of the Quarterly Ministry Contract Awards (MQCA) Report across Agencies and compiles draft submission for the Permanent Secretary;
- Determining administration gaps and co-ordinating the standardization of procedures throughout the Ministry;
- Co-ordinating the preparation of responses to audit queries across the Ministry for the attention of the Permanent Secretary;
- Maintaining good working relationships with the Ministry of Finance and the Public Service to ensure that payments are committed from correct activities;
- Ensuring that adequate Financial Resources are available prior to funds being committed and that the required documentation is provided to support payments in compliance with the Government's Accounting Principles and practices.

Ensures that Corporate and Liaison Services are provided in a cost effective manner that supports the Ministry's objectives and the efficient operation of the organization by:

- Overseeing the management of assets and inventory control services throughout the Ministry;
- Co-ordinating all asset and facilities related matters for the Ministry and selected Divisions/Units ensuring the centralization of fixed asset information for effective monitoring and control;
- Conducting review of the Inventory System to ensure effective usage, control and monitoring of inventory items, including office supplies, furniture and equipment;
- Overseeing the maintenance of the physical environment of the Ministry in a cost effective and satisfactory condition;
- Ensuring the provision of adequate amenities and welfare facilities such as light, power, air conditioning, plumbing, telephones and ancillary services;
- Ensuring that adequate supplies/amenities are available and office equipment is in good working order;
- Examining and approving payments generated by the Divisions, ensuring that the payments fall within the limits of the budgetary allocations and also that value for money is received;
- Overseeing contractual arrangements for all buildings and facilities at all the Ministry's locations, ensuring that facilities are fit for purpose, provide value for money and are in compliance with local law;
- Ensuring effective management of supplier contracts (ie copiers, stationary, Landlords etc.);
- Overseeing the tendering process and procurement of goods and services for selected Divisions in accordance;
- Analysing document tendered by companies for supply of goods and/or services, in consultation with technical experts, and preparing recommendations and making presentations to the Procurement Committee, the Permanent Secretary, Government Contracts Committee, or the Cabinet;
- Examining and co-ordinating submissions to the Procurement Committee and advising the Division making submissions of the decisions of the Committee;

- Co-ordinating all travel and related matters for the Ministry's staff ensuring the timely delivery of foreign exchange and monitoring the use/s thereof;
- Ensuring that Corporate Services are delivered efficiently across all Departments and Agencies and that the highest levels of customer service are maintained.

Ensures that cost effective and reliable Security, Disaster Management and Transport Services are provided for the Ministry by:

- Overseeing and monitoring the development and implementation of emergency procedures for the protection of staff members and property throughout the Ministry;
- Developing and implementing cost effective strategies to manage the security of the Ministry's operations;
- Ensuring the provision of efficient and cost effective transportation of documents and staff on Ministry business;
- Conducting reviews of security procedures and ensuring security personnel are in place for the protection of staff and property during and after working hours;
- Ensuring that the fleet of vehicles are operational to provide pickup and delivery services;
- Monitoring operational cost of the vehicles to reduce waste.

Facilitates the provision of Information Technology Systems to support the efficient and effective operations of the Department by:

- Overseeing the provision of information requirements to all internal and external customers of the Department in a timely, responsive, and cost-effective manner;
- Overseeing the development, upgrade and implementation of Information Systems in accordance with the needs of the Department;
- Participating/initiating plans and implementing strategies that will ensure the achievement of the Division's Information Technology objectives and goals;
- Ensuring the optimum use of the Department's Information Technology resources;
- Ensuring that the Organisation's approach to Data protection and Data security complies with good practice and that policies and procedures are effectively implemented.

Performance Development and Management:

- Leads the Ministry's implementation of the Government Business Plan approach, and develops the key performance indicators for monitoring and evaluation;
- Oversees the development of the Corporate/Operational Plans and Budgets, and monitors the plans and programmes to ensure that objectives are met and that corrective activities are taken in cases of deviations;
- Monitors the resources of the Ministry to ensure optimal utilization, cost efficiency and value-added, by overseeing the design of Work Plans and programmes to ensure that staff is effectively utilized and the productivity of the Ministry optimized;
- Consults regularly with Divisional Heads and staff regarding Plans developed in their particular areas and takes remedial action where necessary;
- Develops operational policy guidelines, objectives and procedures for the efficient operations of the Ministry.

Corporate Affairs Management:

- Ensures that staff is kept fully abreast of Government's goals and are provided with written statements of their jobs, have agreed performance targets and that they are delegated the necessary authority to perform their responsibilities;
- Reviews Internal Audit Reports and other reports including the Reports of the Auditor General's Department and ensures that they are examined and responded to on a timely basis;
- Co-ordinates the preparation of reports, briefs and other documents as requested by the Permanent Secretary and directs the implementation of Cabinet Decisions to ensure policy objectives and targets are being met and kept within Budget, where applicable;
- Provides advice to the Permanent Secretary and other Ministry personnel on Corporate Management issues and other transformation elements;
- Co-ordinates the development and implementation of Corporate Services Programmes and a Disaster Recovery Plan for the physical and electronic security of the Ministry's equipment Software and Data;
- Prepares regular status reports on the progress of work consistent with Work Plan outlining findings to include gaps and appropriate recommendations which will contribute to greater integration and efficiencies within the Ministry;

- Provides technical advice to the Permanent Secretary, key stakeholders and other team members;
- Develops and embeds a culture of customer focus and Performance Management to ensure high quality and continuous improvement in service delivery;
- Ensures regular and effective communication between Corporate Services Secretariat and all Directors.

Transformation Management:

- Monitors the implementation and progress of the recommendations of the Transformation/Modernization initiatives within the Ministry as approved by Cabinet;
- Co-ordinates and reports on the progress of transformation within the entities falling under the Ministry's purview;
- Manages the development of strategies for implementation, from the recommendations of the IDTT;
- Co-ordinates and facilitates the updating and maintenance of the Public Sector Census and the Human Capital Employee Management System for the Ministry and its' Entities.

Business Process and Re-Engineering:

- Conducts review of the structure and staffing arrangements of the Ministry to facilitate quality and value-added service delivery;
- Manages the development and implementation of the Performance Management and Evaluation System (PMES) for the Ministry, and the alignment of the use of the Performance Management and Appraisal System (PMAS) for employees;
- Co-ordinates and facilitates the updating and where necessary, the development of clearly articulated processes and procedures into manuals;
- Participates in the formulation/review of policies and legislation relating to Performance Management to improve and/or harmonize the activities of the Ministry and its Agencies; oversees/ensures the implementation of policy and legislative changes relating to functions within the span of control.

Human Resource:

- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the Division by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave for staff in the Division and participates in the administration of staff benefits in keeping with established Human Resource Policies;
- Recommends/administers disciplinary action in keeping with established Human Resource Policies;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures members of staff adhere to the policies and procedures of the Ministry and the Division;
- Ensures members of staff are provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management and Development Branch in developing and implementing a Succession Planning programme to ensure continuity of skills and competencies in the Division and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts Performance Appraisals of staff supervised for required purpose and at required intervals.

General Management:

- Manages the Division's Annual Budget;
- Leads the staff and carries out a variety of related Human Resource Management activities including the selection, training and appraising of staff;
- Ensures compliance of the related laws, regulations and correspondence;

- Supports the Director of Finance to ensure that the annual operating plans are consistent with the policies of the Ministry.

Other:

- Leads/participates in cross-functional groups/teams as required;
- Establishes and maintains a network of Human Resource Management and Administration practitioners in the Public and Private sectors as a means of information sharing and professional development;
- Periodically visits offices or entities (that are located off the main Ministry compound) to ensure that Corporate Services policies and practices are adhered to;
- Provides guidance to the Ministry's forty-six (46) reporting Agencies on Human Resource related matters;
- Provides guidance to the Ministry's reporting Agencies/Entities/Departments on Human Resource Management and Administration related matters;
- Sits on Human Resource Management and related committees and other committees as required/directed;
- Recommends the budgetary requirement for the Corporate Services Division;
- Oversees the expenditure from the approved budgetary allocation;
- Approves payment vouchers for goods and services and signs cheques and financial letters on behalf of the Ministry.

Required Knowledge, Skills and Competencies

- Proficiency in the use of performance based models, techniques, systems and tools
- Sound knowledge of GOJ administration, Financial Accounting and Procurement policies and guidelines
- Knowledge of performance management systems and techniques
- Excellent planning, organizing and interpersonal skills
- Proficiency in the use of relevant computer applications for research, data analysis and presentation
- Knowledge of government policy formulation monitoring and evaluation processes
- Excellent research, analytical and strategic thinking skills
- Highly knowledgeable of current government's related priorities
- Excellent judgment, decision making and problem solving skills
- Ability to provide sound leadership, counsel, motivation and constructive performance reviews to staff at all levels
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Strong evaluation, quality control analysis and organizational design skills
- Excellent presentation and oral and written communication skills
- Excellent organization and time management skills
- Ability to work under pressure and meet tight deadlines
- Ability to work effectively in and with a team

Minimum Required Qualification and Experience

- Master's Degree in Social Sciences, Management Studies, Human Resource Management, Public Sector Management or Public Administration or in a related field;
- At least ten (10) years' experience at a Senior Management/executive level;
- Formal training in Project Management;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems;
- Working in an environment that requires the management of projects or sub projects entailing substantial operational change;
- At least ten (10) years' experience in Human Resources or Operations.

Special Conditions Associated with the Job

- Extended hours may be required to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Ability to travel overseas and locally on work related business.
- Ability to work under pressure and with minimum supervision.

2. Senior Technical Coordinator (GMG/SEG 3)

Job Purpose

Reporting to the Permanent Secretary, the incumbent will provide high level technical and operational support to the Office of the Permanent Secretary with a view to enhancing the efficiency and effectiveness of the Ministry in pursuit of its mandate and strategic objectives. This includes stakeholder management, monitoring and co-ordinating the progress of policy proposals, contributing to the development of Strategic Plans and matters assigned to the Permanent Secretary.

Key Responsibilities

Management/Administrative:

- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the Executive Office;
- Prepares the Annual Budget for the Executive Office;
- Follows-up to ensure that all performance reports are prepared and reviewed for the attention of the Permanent Secretary;
- Reviews and assesses the output of the Permanent Secretary's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated;
- Manages matters related to local, regional and international affairs which are presented for the attention of the Permanent Secretary's Office and ensures accurate and timely action;
- Guides the development, implementation and maintenance of appropriate Communication, Information and Records Management Systems that facilitate timely and accessible information from the Permanent Secretary's Office;
- Ensures that all administrative matters for the Office are administered effectively and makes recommendations for improvements as may be required;
- Ensures the smooth operations of the Permanent Secretary's Office in the absence of the Permanent Secretary;
- Proactively prioritizes conflicting needs ensuring that same are handled expeditiously and are followed through to successful completion;
- Assists with the co-ordination of Senior and other Management Team meetings.
- Represents the Ministry at local, regional and international fora (meetings, delegations, conferences, symposiums, conventions) as required.

Technical/Professional:

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including but not limited to the Office of the Parliamentary Council, Attorney General's Chambers, Cabinet Office) to elicit advice/feedback on matters affecting the Ministry. Monitors responses to Queries from the Auditor General, Contracts Commission and Office of the Contractor General by communicating with relevant officers in MEGJC, its portfolio agencies and ensures the provision of prompt and accurate information and Data;
- Monitors responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the Permanent Secretary and the Honourable Minister are provided with accurate information;
- Interacts/Networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of Government to ensure that matters in relation to the work of the Ministry are expeditiously undertaken/addressed;
- Advises the Permanent Secretary on policy development in response to requests, instructions, emerging trends and/or observation of deficiencies in existing policies and provides the relevant recommendations;
- Examines and assures quality of submissions to Cabinet on behalf of the Ministry and its portfolio Departments and Agencies;
- Prepares Cabinet Submissions and Ministry Papers on behalf of the Permanent Secretary;
- Prepares/reviews research papers, reports and other technical documents as directed by the Permanent Secretary and maintains an archive of such documents and briefs as instructed by the Permanent Secretary;

- Examines and quality assures Annual Reports and other statutory reports for the Ministry, its Departments and Agencies;
- Examines and quality assures documents prepared by MDAs for the signature of the Honourable Minister;
- Researches, prepares and submits position papers, reports, briefs, meeting agendas as required;
- Responds to queries by analysing reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to MDAs for comments, reports and briefs for the attention of the Honourable Minister;
- Co-ordinates and collaborates with other Programme Managers in the Ministry on projects and assignments, to ensure timely responses;
- Manages short-term projects and programmes being managed by the Ministry;
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensures the timely and informed implementation of decisions;
- Participates in the preparation for visits by regional and international Heads of State and other official events as required at the level of the Ministry;
- Prepares speeches and speaking notes as requested by the Permanent Secretary.
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary;
- Responds generally to the demands of the Office of the Permanent Secretary.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Ministry and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry.

Required Knowledge, Skills and Competencies

- Ability to use information communication and technology
- Knowledgeable about legislation, regulations and government policies
- Knowledgeable about various research methodologies and be able to conduct research
- Knowledgeable about policy development
- Oral Communication
- Written Communication
- Teamwork and Cooperation
- Interpersonal Skills
- Client and Quality Focus/Commitment to service Quality
- Adaptability
- Integrity
- Methodical
- Problem Solving
- Goal and Result Oriented
- Confidentiality
- Analytical Thinking

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management/ Public Administration or Business Administration or related area from a recognized tertiary institution; plus
- At least five (5) years' experience in a managerial position in the public sector in an organization of similar size and complexity.

Applications accompanied by résumés should be submitted **no later than Thursday, 22nd July, 2021 to:**

Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5

Email: human.resources@megjc.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