



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 243 **OSC Ref. C. 6593⁴**

15th July, 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 **Senior Director, Strategic Planning, Performance and Project Management (GMG/SEG 5) – (Not Vacant)** in the **Ministry of Tourism**, salary range \$3,564,000 – \$4,236,476 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Permanent Secretary, the Senior Director, Strategic Planning, Performance and Project Management is responsible for the overall leadership, co-ordination, monitoring and evaluation of the Corporate Planning process; organization and implementation of strategic management information and programme evaluation and monitoring systems; the management of all services and functions necessary for the strategic position of the Ministry. The Senior Director also leads the Tourism Development Planning processes and Enterprise Risk Management functions of the Ministry.

Key Responsibilities

Technical/Professional:

- Leads the co-ordination and preparation of the Strategic Corporate, Business and Operational Plans of the Ministry of Tourism and its Departments/Agencies ensuring alignment with GOJ's policy priorities and directives;
- Leads the organization and direction of the quarterly Strategic Planning Meetings of the Ministry and its Agencies noting concurrence with or deviation from the Ministry's strategic focus and identifying opportunities for consolidation or review of strategic direction;
- Implements mechanisms to drive the commencement of interagency meetings as needed to allow Agencies/Departments and Divisions to exchange information and ideas as well as report on performances against established performance indicators in the Annual Operation Plans;
- Leads the development and implementation of business plans, tourism development plans, project plans and risk management plans that aligns to the Ministry of Tourism business strategies and are focused on delivery of the GOJ objectives and priorities;
- Works with the Ministry's Divisions and Departments/Agencies, through the Permanent Secretary's Executive Committee, to implement strategic management decisions;
- Drives consultations with top management on corporate/strategic objectives for each planning period to direct the Corporate Planning process throughout the Ministry, Departments and Agencies;
- Devises mechanisms to guide the Ministry's Departments and Agencies with the development of their Corporate and Operational Plans and ensures consistency with strategic objectives of the Ministry of Tourism and alignment with key MDAs, such as the MOFPS and Cabinet Office;
- Guides and directs the progress of work in relation to the Operational Plans and management reports, identifying barriers and recommends strategic activities to overcome them, where necessary;
- Guides the development and implementation of mechanisms to facilitate the integration of the planning and budgeting processes in the Ministry of Tourism, resulting in alignment of Operational and Medium-term plans with Budgets;
- Reviews, analyses and evaluates management reports and progress/annual reports from the Ministry and its Agencies/Departments to ensure implementation and impact in accordance with specific objectives;
- Identifies concurrence with or deviation from the Ministry's Strategic focus and facilitates opportunities for consolidation or review of strategic direction;
- Reviews and provides comments on plans and proposals submitted by other MDAs or parastatal or private organizations;
- Guides the development of protocols and initiatives that ensure risk analysis is undertaken and discussed with the respective Heads of Divisions/Departmental/Agency and their team, in order to leverage the Ministry's strengths to exploit opportunities, eliminate weaknesses, and mitigate threats;

- Devises mechanisms to manage project performance with a view to identify opportunities for optimal use of resources and analyses the impact of project activities and achievement of the Ministry's (including Departments and Agencies) performance targets;
- Oversees the development of Performance Management systems that supports the maintenance and improvement of the monitoring and evaluation capacity of the Ministry;
- Ensures congruence with the Performance Monitoring and Evaluation System (PMES) of the Cabinet Office;
- Ensures that information is collected, and data tabulated from all available sources to be analysed and utilized in the development of programmes and policies of the Ministry and its Agencies;
- Improves the way in which the Ministry achieves results, by examining outcomes and impacts of policies, programmes and projects, for which performance results can be used for informed decision-making;
- Reviews and approves internal training modules aimed at strengthening the Planning and Performance Management processes within the Ministry and its Agencies and Departments;
- Establishes and maintains linkages with other State Agencies relevant to the work of the Ministry and the Unit (TPDCo, JTB, JBDC, PIOJ, STATIN, JAMPRO, UDC, NEPA, JBDC, MIDA, et al);
- Establishes and maintains linkages with Private Sector stakeholders relevant to the work of the Ministry and the Unit (JHTA, CHA, JAVA, AJAL, JMA, JEA JIPO, JCAP, PSOJ, JSBA, C of C, et al);
- Establishes and maintains linkages with international organization relevant to the work of the Ministry and the Unit (World Tourism Organization (WTO), World Trade Organisation (WTO), Caribbean Tourism Organisation (CTO), ACS, CEDA, IDB, US AID, UNESCO, UNCTAD, DFID, UNIDO et al);
- Provides expert advice, briefings and support to the Permanent Secretary on all matters relating to Strategic Planning and Management;
- Establishes and maintains linkages with similar international Organizations to keep abreast of external trends and policy environment that impact directly on the Portfolio responsibilities of the Ministry.

Management/Administrative:

- Directs the alignment of the Division's Corporate/Operational Plans and Budget with the Ministry's Strategic objectives and priority programmes;
- Maintains mechanisms to effectively co-ordinate the alignment of plans, programmes and projects of the Ministry and its Departments and Agencies in order to ensure a cohesive and complimentary execution of Strategic Planning and Evaluation initiatives;
- Participates in and co-ordinates the development of the strategic direction of the Ministry;
- Prepares and submits performance and other reports relating to the achievement of targets for the Ministry and its Agencies as required and ensures timely submission of all documents/information requested from the Division;
- Establishes and maintains quality customer service principles, standards and measurements for the Division
- Develops Individual Work Plan based on strategic alignment with the Ministry of Tourism Operational Plan;
- Establishes and maintains various Strategic Planning and Evaluation Committees that makes recommendations for the implementation of improved procedures and systems;
- Represents the Ministry of Tourism at meetings, conferences and other fora as needed.

Human Resources:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the Development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Interpersonal skills
- Change Management

Technical:

- Excellent leadership, coaching and team building skills;
- Thorough knowledge of Strategic Planning and evaluation techniques and Budget management
- Excellent knowledge of Corporate/Operational Planning and Budgetary processes and procedures
- Excellent knowledge of Performance Monitoring Techniques and their applications
- Sound knowledge of GOJ policy directed at the Tourism Sector (to include: Sustainable Development/Natural Resource Management) and associated areas
- Sound knowledge of the principles and techniques of research and analysis and the ability to apply that knowledge to development planning initiatives
- Excellent knowledge of the Government's governance, accountability and accounting framework, including relevant guidelines, regulations and legislation
- Excellent Skills in developing project proposals, appraisals and evaluations
- Excellent capability to track project benefits realization and lessons learnt activities to feed into on-going improvements
- Ability to monitor and report on Project Budgets across the Portfolio at stakeholder and sponsor levels
- Ability to prioritize amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values Proficiency in the use of statistical (SPSS) and other relevant computer applications
- Advanced IT skills in relation to Word, PowerPoint and MS Project or other project tool

Minimum Required Qualification and Experience

- Master's Degree in Public Policy/Public Sector Management/Public Administration, or similar discipline;
- Eight (8) years' experience in a senior management position, of which five (5) years should be in Strategic Planning or Policy/Development Planning in the public or private sector;
- Specialized training in Planning, Development and Evaluation systems, Policy Analysis and Statistical Techniques.

Applications accompanied by résumés should be submitted **no later than Friday, 30th July, 2021 to:**

**Director
Human Resource Management & Development Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.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**