



**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](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 327**  
**OSC Ref. C. 4857<sup>16</sup>**

**28<sup>th</sup> September, 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 **Director, Corporate Planning and Performance Monitoring (GMG/SEG 4) – (Not Vacant)** in the **Ministry of Transport and Mining**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.

**Job Purpose**

Reporting to the Permanent Secretary, the Director, Corporate Planning and Performance Monitoring has overall responsibility for the management and operation of the integrated Strategic/Corporate Planning and Performance Management and compliance processes and systems across the Ministry and its Portfolio Agencies, so that plans are developed with targets reflecting Ministry and national policy outcomes, compliance with applicable statutes and guidelines is maintained by the Ministry and its entities and performance is monitored and evaluated to the expected standards and requirements.

**Key Responsibilities**

***Management/Administrative:***

- Spearheads the Ministry's Strategic Planning process;
- Prepares and monitors the Unit's Corporate/Operational Plan and Budget ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Represents the Ministry at meetings, conferences and other functions as planned or directed;
- Oversees the establishment and maintenance of the Ministry's monitoring and evaluation process;
- Provides technical advice to Chief Technical Director, Permanent Secretary, Unit, Agencies and other relevant personnel on Planning and Performance Management.

***Strategic Planning:***

- Leads the Corporate Planning and Performance Monitoring process in the Ministry and its Agencies;
- Develops and ensures implementation of guidelines to facilitate the development, monitoring and evaluation of the various planning functions (Strategic, Operational, Budget);
- Ensures the implementation of these plans and their consistency with the Government's Strategic Objectives;
- Forecasts and analyses external variables of strategic importance to the Ministry and integrates these into the planning process;
- Oversees the assessment of the Corporate and Operational Plans for Units within the Ministry and Agencies to ensure conformity with established policies, directives and overall Strategic Objectives;
- Ensures full alignment of Operational Plans around Corporate Strategic Objectives and Priorities;
- Establishes the proper governance structure that facilitates and supports the roll out of Corporate Plans and the desired deliverables;
- Evaluates the impact of projects and activities implemented and monitors same to ensure that the desired objectives have been achieved;
- Analyses the impact of policies and relevant programmes of the Ministry;

***Corporate Performance Management, Monitoring and Evaluation:***

- Reviews, analyzes and evaluates management reports and progress reports from the Ministry and its Agencies to ensure implementation and impact in accordance with specific objectives;
- Establishes programmes, metrics, standards and/or dashboards to collect, organize, monitor, and Evaluate Performance Data;
- Facilitates the development of an operational performance dashboard/mechanism that illustrates both Ministry programmes and performance against set targets;

- Leads the development of a Ministry-wide Score Card;
- Develops and communicates Key Performance Indicators (KPIs) guidelines to Unit Heads;
- Monitors and evaluates the performance of programmes to ensure that targets are met or re-scheduled in a timely manner;
- Conducts root cause analysis and provide feedback to management on a periodic basis in order to carry out corrective actions if any;
- Directs the preparation and implementation of various monitoring and control methods for reporting on actual performance throughout the year against approved plans;
- Leads in the preparation of Monthly, Quarterly and Annual Reports on the Ministry's overall performance and its Portfolio Agencies.

***Strategic Management Information and Programme Evaluation System:***

- Facilitates the provision of a Strategic Management Information Technology System to enhance the decision making process;
- Promotes the use of Information Technology as an agent to transform and modernize the Ministry's operations and strategies;
- 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.

***Human Resource Management:***

- Plans, organizes and directs the work of the Unit by overseeing the development of the Strategic/Corporate, Operational and Individual Work Plans and Budget;
- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment of senior staff for the Unit;
- Provides for staff awareness of and adherence to the policies, procedures and regulations of the Unit;
- Organizes and executes training and workshops to develop competence and technical expertise within the Unit;
- Develops/executes Succession Planning arrangements for good management transition within the Organization;
- Performs any other related duties and responsibilities as may be determined from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Leadership skills
- Good strategic vision
- Excellent interpersonal and people management skills
- Teamwork and Co-operation
- Effective planning and organizing skills
- Excellent oral and written communications skills
- Negotiating and persuading skills
- Customer and quality focused

***Technical:***

- Excellent knowledge of Strategic/Corporate and Operational Management Processes and Procedures
- Effective monitoring, evaluation and reporting skills
- Sound knowledge of Budget and cost control
- Excellent knowledge of performance management tools
- Proficiency in the use of relevant computer applications
- Ability to critically appraise various methods of measuring performance
- Strong analytical and problem solving skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies, Public Administration or equivalent

- qualifications;
- Seven (7) years' experience working at a Senior Management position of which at least four (4) should be in the area of Strategic Planning.

Applications accompanied by résumés should be submitted **no later than Monday, 11<sup>th</sup> October, 2021 to:**

Director, Human Resource Management and Development  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10

Email: [hr@mtw.gov.jm](mailto:hr@mtw.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