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5th November, 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 fill the following **vacant** posts in the **Justice Policy and Governance Division, Ministry of Justice**:

1. **Director, Justice Research, Modernization and Reform (GMG/SEG 4) – Justice Policy Analysis and Development Branch**, salary range \$3,032,763 - \$3,605,002 per annum and any allowance(s) attached to the post.
2. **Corporate Planner (GMG/SEG 3) – Strategic Planning and Performance Management Branch**, salary range \$2,453,125 – 2,915,995 per annum and any allowance(s) attached to the post.

1. Director, Justice Research, Modernization and Reform (GMG/SEG 4)

Job Purpose

The incumbent is responsible for leading and managing the design, co-ordination and delivery of a robust research and evaluation agenda by ensuring that up-to-date research methodologies are utilized in collecting and analyzing data and reporting results to support the Ministry's thrust in the development of evidence-based policies and legislation.

Key Responsibilities

- Assesses the activities of the Unit consistent with existing procedural and policy dictates and technical pre-requisites;
- Participates in the Research Planning process;
- Develops and leads implementation of strategies for institutional and individual capacity building on data collection, collation and reporting procedures;
- Leads interventions geared at strengthening research and data capabilities within the Ministry and its Portfolio Departments;
- Provides technical and managerial oversight of the implementation of the Ministry's Research and Data Analytics Agenda;
- Identifies research priorities, as part of the Strategic Vision of the Ministry;
- Ensures that studies and research activities support the Government of Jamaica strategic directions and objectives for justice and legal issues;
- Defines and manages the objectives of research and policy analysis projects; develop comprehensive research frameworks, methodologies and tools to advance research initiatives;
- Provides information on research available, including cross cutting areas involving justice, and social development matters, towards preparation of papers and technical presentations as required;
- Conducts socio-legal methodologically based empirical research and analysis in support of evidence-based policy and programme development, implementation and evaluation;
- Designs and implement research projects, statistical analysis and ensures organization and maintenance of Research Database;
- Facilitates the integration of the research and evaluation, policy-making and planning processes within the Ministry;
- Supports the development and application of a Results Based Management approach to managing the Ministry's programme;
- Supports the development of the Ministry's Strategic Business and Operational Plans in terms of strategies for gathering evidence to support policy development;
- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates training and development programmes, where necessary, to improve performance and/or attain established personal and/or organizational goals;

- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work on own initiative
- Sound integrity
- Good interpersonal relations and people management skills
- Ability to work in a team
- Customer and Quality Focus
- Good time management skills

Technical:

- Methodical
- Excellent planning and organizing skills
- Demonstrable strategic vision
- Excellent analytical thinking skills
- Good problem-solving skills
- Goal/Results oriented
- Good leadership skills
- Ability to manage external relationships

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies/Public Administration or equivalent qualification;
- Three (3) years' experience in a related field.

2. Corporate Planner (GMG/SEG 3)

Job Purpose

Under the direct supervision of the Director, Corporate Planning and Evaluation, the Corporate Planner co-ordinates the planning processes to facilitate the development of the Ministry's strategies and implementation of policies in response to the Mission, Vision and Strategic Objectives. The Corporate Planner also is responsible for establishing and maintaining a system for integrating the Corporate and Operational Planning through the Performance Monitoring and Evaluation System (PMES) across the Ministry of Justice and ensuring that the Ministry's Corporate and Operational Plans and Budget are delivered to the required quality and time standards.

Key Responsibilities

- Facilitates, in collaboration with the Management Team of the Ministry, its Departments and Agencies, integrated Corporate Plans in accordance with Government directives, priorities and the Ministry's priority policies, programmes and initiatives;
- Ensures that the Ministry's Corporate Plan and annual Operational Plan are communicated to the Division/Unit Heads throughout the Ministry and its Departments and Agencies;
- Advises the Permanent Secretary on matters relating to the Ministry's Corporate Plan;
- Assists the Ministry's Departments and Agencies with the preparation of their Corporate Plans to be in harmony with that of the Ministry;
- Advises on the monitoring and evaluation processes of the Ministry's performance against the Corporate targets, as well as monitoring the Corporate Planning process within the Ministry and its Departments and Agencies;
- Advises on the establishment of time frame, performance indicators and target for programmes and activities that are specific, measurable and realistic;
- Analyzes statistical and other information relating to the internal and external environment and ensures relevant application in the preparation of the Corporate Plan;
- Develops performance indicators to measure and report on the effectiveness of the Corporate Plan;

- Co-ordinates and prepares the quarterly performance reports of the Ministry's Departments and Agencies;
- Facilitates the implementation of the Corporate Planning and Evaluation processes in the Ministry;
- Identifies problems and potential barriers to effective implementation of planned programmes and projects;
- Develops strategies to facilitate team building, participation and involvement of all staff in the collaboration of efforts towards achieving Corporate objectives;
- Prepares and submits reports as required;
- Undertakes any other required duties that reasonably fall within the remit of the post.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work on own initiative
- Sound integrity
- Good interpersonal relations and people management skills
- Ability to work in a team
- Customer and Quality Focus
- Good time management skills

Technical:

- Good knowledge of the Performance Monitoring and Evaluation Systems (PMES)
- Knowledge of relevant government policies
- Thorough knowledge and experience with Corporate/Strategic Planning
- Ability to establish mechanisms to ensure suitable performance improvement initiatives
- Excellent planning, organizing, analytical and negotiating skills
- Excellent judgment, decision-making and problem-solving skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies or Public Administration or related field (Postgraduate Degree in relevant field would be an asset);
- Training in Strategic Management and/or Project Planning;
- Three (3) years' experience in Corporate and Operational Planning and Programme Evaluation.

Applications accompanied by Résumés should be submitted **no later than Thursday, 18th November, 2021 to:**

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road
Kingston 10**

Email: careers@moj.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**