



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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7th February, 2022

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 **Chief Technical Director (GMG/CTD 1) – (Not Vacant)** in the **Planning and Development Division, Office of the Prime Minister (OPM)**, salary range \$5,944,130 - \$7,065,703 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Permanent Secretary, the Chief Technical Director is responsible for providing overall leadership and management of the day-to-day operation of the Division, while ensuring the establishment and adherence to technical specifications, standards, guidelines, systems and GOJ Regulations, Rules and Procedures.

The Chief Technical Director is also responsible for providing effective advice, briefings and support to the Permanent Secretary, on all aspects of planning and development policies, programmes and related projects, as well as:

- ✓ Monitoring, evaluating and reviewing the Acts, Statutes, Regulations, Orders and Rules governing the Agencies/Departments for which oversight is provided;
- ✓ Ensuring satisfactory oversight of Budget initiatives for all assigned Agencies/Departments and ensuring the implementation of Budget initiatives for programmes/projects;
- ✓ Ensuring effective performance oversight of assigned Public Bodies and providing support in the implementation of the Strategic and Corporate Plans for the Ministry's subjects, Portfolio, Departments and Agencies, in relation to planning and development.

Key Responsibilities

- Participates in the development of the strategic direction of the Ministry and its Strategic and Corporate Plans;
- Oversees the preparation of the Division's Strategic, Operational and Work Plans and Programmes, and ensures that staff members are effectively utilized for optimal productivity;
- Monitors the implementation of the Division's Corporate and Operational Plans and Budget;
- Reviews the Corporate and Annual Reports of Public Bodies for which oversight is provided to ensure that they are in keeping with National priorities and are aligned to the Vision 2030 Plan;
- Sets measurable goals with deadlines, measures progress against established indicators and corrects any variance, as necessary;
- Provides effective leadership and monitoring, in collaboration with key stakeholders, for the procurement of goods and services in respect of the Division, Jamaica Anti-Doping Commission (JADCO) and for any other of the Portfolio Agencies, as may be requested;
- Prepares and submits activity and other comprehensive reports as required;
- Represents the Ministry/Permanent Secretary/Division at local and regional meetings, conferences and other fora as directed;
- Provides guidance/sound technical advice on matters relating to the work of the Division;
- Maintains extensive and appropriate networks and partnerships at the international, national and local/community level in the Social Sector;
- Contributes to the stimulation of economic growth and development, while participating in the implementation and monitoring of Vision 2030; ensures priority areas/issues are recognized for improved development;
- Provides effective technical support to the Prime Minister, as Chairman of the Economic Development Committee of Cabinet;
- Provides technical support/advice to the Permanent Secretary and keeps the Permanent Secretary informed on Social Policy, Spatial Planning and Development Policy, Programme/Project matters, as necessary;
- Oversees the formulation/review of policies and legislation to improve and/or harmonize the activities of the Ministry and its assigned Public Bodies;

- Oversees the implementation of policy and legislative changes relating to functions within the position's span of control;
- Collaborates with Portfolio Public Bodies, as well as Programme/Project Managers, in advancing priority sustainable planning and development activities of the Government, while ensuring an integrated organized approach;
- Develops Strategic Framework to ensure the removal of obstacles to implementation of social policies, projects and programmes, investment and economic growth; identifies bottlenecks in administrative processes; ensures the harmonization of critical issues across assigned Public Bodies; ensures the identification and initiation of appropriate legislative changes to facilitate social development and the planning and development process;
- Ensures the revitalization of programmes to increase productivity in all Sectors of the economy; establishes linkages between Public and Private Sectors for enhanced production; promotes Government Investment Programmes; formulates Agenda for long term diversification of the Productive Sector;
- Ensures the promotion of Government Investment and Social Programmes; oversees the implementation and evaluation of the programmes;
- Participates in/leads negotiations with Donor Agencies and partners, as required, to execute Social/Development Programmes;
- Oversees development programmes/projects to ensure that maximum benefits are derived in areas of infrastructure, production of goods and services and employment;
- Makes presentations to the Cabinet as required;
- Monitors compliance to Regional and International Agreements and Treaties as appropriate;
- Manages the welfare and development of staff in the Division through the preparation of Performance Management 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.

Required Knowledge, Skills and Competencies

- Clearly demonstrated leadership and management skills
- Good knowledge of global social policies and planning and development influences on the Public Sector environment
- Excellent knowledge of policy formulation and public administration, as well as in-depth, up-to-date knowledge of Government's general priorities of the day
- Excellent knowledge of infrastructure development and contract procedures
- Excellent knowledge of Financial Analysis
- Well- developed inter-personal skills
- Demonstrated knowledge of Project Administration/Management
- Superior consultation and issues management skills with demonstrated experience in managing complex contentious issues and stakeholder/client relations. Tact, diplomacy and political acuity in managing issues with key stakeholders, including the public
- Working knowledge of Government's Systems and Operational Policies, including housing, development and sports
- Demonstrated analytical and negotiating skills
- Demonstrated ability to maintain a strategic focus, recognize related opportunities and deliver outcomes
- Excellent judgment, decision-making and problem-solving skills
- Demonstrated ability to mobilize others through vision and example
- Ability to multitask, work under pressure and meet tight deadlines
- Flexible, able to work in a dynamic environment and make significant management decisions
- Ability to build and use formal and informal networks to get results
- Excellent oral and written communication skills
- Ability to relate effectively with persons at all levels

Minimum Required Qualification and Experience

- Postgraduate Degree in Business Administration/Economics/Public Administration/Social Sciences/Public Sector Management or any other related field from a recognized tertiary institution;
- Advanced Training in Project Management/ Programme Monitoring and Evaluation would be an asset;
- Training in Infrastructure Development/Management would be an asset;

- Ten (10) years working experience at a Senior Management level with demonstrated success in dealing with International, Bilateral and or Multilateral Agencies, as well as Senior officials;
- Experience in the Housing Sector operations and Social Sector.

Applications accompanied by résumés should be submitted **no later than Friday, 18th February, 2022 to:**

Senior Director
Human Resource Development and Management
Office of the Prime Minister
1 Devon Road
Kingston 10

Email: jobs@opm.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.

A handwritten signature in blue ink, appearing to read 'J Mendez', with a stylized flourish at the end.

Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer