



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 99**  
**OSC Ref. C. 6528<sup>11</sup>**

15<sup>th</sup> March, 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 fill the **vacant** post of **Director, Corporate Planning and Performance Management (GMG/SEG 4)** in the **Policy Planning Development and Evaluation Division, Ministry of Science, Energy and Technology**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Principal Director, Policy, Planning, Development & Evaluation, the Director, Corporate Planning and Performance Management ensures that integrated operational and strategic planning, monitoring and evaluation processes are made operational across the Ministry, its Agencies and Departments. The Director will ensure that the Ministry produces its Corporate, Operational and other related plans to the required quality and time standards, the plans are implemented and/or altered as circumstances require, quarterly and special performance reviews of the Ministry's Divisions and Agencies are completed on schedule, and the required reports prepared and submitted.

### **Key Responsibilities**

#### **Technical/Professional**

- Directs and co-ordinates the comprehensive strategic planning process, and other planning processes;
- Designs Corporate Planning, Monitoring and related processes and procedures in consultation with senior officials, Office of the Cabinet, Ministry of Finance and the Public Service (MoFPS), and the Planning Institute of Jamaica (PIOJ);
- Issues Corporate Planning guidelines to Ministry Directors and Senior Officials of its Portfolio Agencies and Departments;
- Plans, administers and co-ordinates multiple, special project/assignments;
- Organizes and employs resources to achieve project objectives;
- Prepares and monitors Unit and Project Budgets;
- Organizes and administers research studies;
- Conducts, analyzes and prepares reports and recommendations regarding the Ministry's planning, monitoring and evaluation process;
- Prepares and makes presentations to decision-makers and the public;
- Researches and responds to requests for information;
- Ensures the implementation of Corporate Planning, Monitoring and Evaluation processes across the Ministry, its Agencies and Departments;
- Ensures that sufficient Information and Communication Systems are in place across the Ministry and its Departments and Agencies for liaison and monitoring;
- Ensures integration of outcomes and other management tools in planning and decision-making;
- Prepares reports on operations and activities, recommending improvements and modifications;
- Liaises with Ministry Directors and Senior Officials of Portfolio Agencies and Departments on planning issues and ensures that their Annual Operational Plans and Strategic Business Plans (Corporate Plans) are prepared and submitted according to time and quality requirements;
- Ensures that policy, technical and other inputs into the development and review of plans are obtained as required;
- Ensures that plans are based on key outputs and objectives, that performance targets are set, monitored and evaluated, and that plans are linked to budget forecasts;
- Ensures that plans are consistent with and contributes to wider Government policies;
- Identifies problems and potential barriers to effective implementation of planned programmes and projects;

- Convenes and chairs regular (e.g. quarterly) Corporate Planning Meetings attended by Senior Officials of the Ministry and its Portfolio Agencies and Departments and other key stakeholders to monitor their Operational and Corporate Plans and support their Corporate Planning process;
- Monitors and evaluates the performance of Departments and Agencies in their planning, implementation and delivery processes;
- Produces quarterly reports on the performance of the Ministry, Directorates, Departments and Agencies for the Principal Director and the Ministry's Senior Management Team;
- Provides written reports to the Principal Director and informs other Senior Managers and relevant personnel on significant divergence from targets in plans and the need for alternative strategies;
- Liaises with the Office of the Cabinet (OoC) and Ministry of Finance and the Public Service (MoFPS) to ensure compliance with the Government's Corporate Planning Policy;
- Provides the Principal Director with Monthly, Quarterly and Special Reports and updates on the Corporate Planning and Performance Monitoring processes within the Ministry, its Agencies and Departments;
- Maintains constant contact with the Principal Director and other Senior Managers in the Ministry, its Agencies and Departments;
- Undertakes any other required duties that reasonably fall within the remit of the post and as may be assigned from time to time.

#### **Management/Administrative**

- Directs and co-ordinates the activities of the Corporate Planner and Performance Monitoring Officer;
- Supports the creation of effective team work in order to achieve the Unit's objectives and targets;
- Provides day to day management support in the Corporate Planning and Performance Monitoring Unit's development and continual performance improvement;
- Supports the establishment of processes, systems and controls within the Unit to enable achievement of its objectives effectively and efficiently;
- Supports the achievement of the PPDE Division's agreed performance targets;
- Compiles and supports the Ministry's organisational requirements, for example PMAS.

#### **Human Resource Management**

- Ensures that direct reports comply with the policies and procedures of the Unit and the Ministry;
- Provides leadership to direct reports through example and sharing of knowledge and skill in areas of professional expertise;
- Provides guidance/advice to direct reports to ensure that clear goals and objectives are established and adhered to;
- Manages the Performance Management process in relation to direct reports by preparing Performance Appraisals and recommending training and other developmental programmes;
- Recommends leave and staffing arrangements in keeping with Human Resource policies and procedures.

#### **Required Knowledge, Skills and Competencies**

##### **Technical/Core**

- Excellent oral and written communication skills
  - Written communication – report writing
  - Initiative
  - Customer and quality focus
  - Teamwork and co-operation
  - Compliance
  - Interpersonal skills
  - Change management
  - Excellent research and analytical skills
  - Competence in strategic management, drafting reports and plans, process design and implementation
  - Good chairing and presentation skills
  - Broad knowledge of government policy and planning processes
  - Ability to analyze and interpret financial and other corporate information for decision making.
  - Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
  - Excellent knowledge and understanding of corporate functions and their potential strategic contribution.
- Ability to manage limited resources in order to achieve challenging output targets.

**Minimum Required Education and Experience**

- M.Sc. in Public Policy, Business Administration, Public Sector Management, Economics or related field;
- Specialized training in Planning and/or Project Management;
- Five (5) years' experience working at a senior management position, three (3) years of which should be in the area of Strategic Planning with involvement in performance monitoring or policy advisory.

Applications accompanied by résumés should be submitted **no later than Monday, 28<sup>th</sup> March, 2022 to:**

**Director, Human Resource Management and Development  
Ministry of Science, Energy and Technology  
PCJ Building  
36 Trafalgar Road,  
Kingston 10**

**Email: [careers@mset.gov.jm](mailto:careers@mset.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**