



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 100
OSC Ref. C. 4515/S3²

15th March, 2022

RE: ADVERTISEMENT

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 & Performance Monitoring (GMG/SEG 3) (Not Vacant)**, in **Court Administration Division (CAD)**, salary range \$2,551,250 - \$3,032,634 per annum.

Job Purpose

To direct the planning/activities designed to support the development of strategic, corporate and Operational plan for the Judiciary in accordance with the GOJ policy, objective and guidelines. The incumbent is responsible for the development of key performance indicators for the Judiciary, manages and reports on the implementation of Corporate and Operational Plan objectives and targets by the Court Administration Division, and provides advice and guidance within the Court Administration Division and Judiciary.

Key Responsibilities

Managerial/Administrative

- Develops a Performance, Monitoring systems guided by the Judiciary's Strategic Plans;
- Develops Performance Criteria for use in the assessment of the Judiciary's programmes and projects;
- Develops a set of Operational Objectives to guide the operations of the Corporate Planning and Performance Monitoring Section;
- Develops Work Plans and Schedules for staff;
- Directs and oversees the preparation of reports;
- Prepares operational reports;
- Convenes and participates in meetings relevant to role and function of the Unit.

Technical/Professional

- Develops the Framework that guides development of the Judiciary's Strategic, Corporate and Operational Plans;
- Develops in conjunction with Directors, the annual and quarterly list of the Judiciary's priority programmes;
- Participates in data gathering exercises designed to inform the Judiciary's Strategic Plan;
- Co-ordinates the preparation of Corporate and Operational Plans by the Judiciary;
- Monitors the quarterly and yearly reviews of plans to ensure consistency with the Judiciary's objectives;
- Participates in training workshops to guide CAD personnel in the preparation of Corporate and Operational Plans;
- Participates in the reviews and analysis of the performance of the Judiciary in relation to the Ministry of Justice's Strategic, Corporate and Operational Plans;
- Participates in the preparation of MoJ's performance reports.
- Prepares and presents reports on the progress of the Judiciary priority programmes;
- Overseas research, analyses findings and prepares reports on the efficiency and effectiveness of the Judiciary, programmes and projects;
- Researches and reports on Sector, economic and international developments impacting the viability of the Judiciary operations and programmes;
- Researches and reports the level of stakeholders and client satisfaction with CMS products and services;
- Establishes and maintains an effective Performance Monitoring System.

Human Resource Management

- Participates in the recruitment and induction of for the Section staff;
- Establishes employee performance targets and motivates staff towards optimum level of performance.
- Promotes the welfare and development of staff through preparation of Employee Performance Appraisals, recommendations for appointment, promotion, leave and training;
- Initiates disciplinary proceedings where appropriate.

Required Knowledge, Skills and Competencies

Core

- Integrity
- Customer and quality focus
- Teamwork and Co-operation
- Technical skills
- Goal & Results oriented
- Compliance
- Planning and Organizing
- Adaptability
- Interpersonal skills
- Good oral and written communication skills
- Initiative

Technical

- Strategic Vision
- Analytical Thinking
- Managing Partners
- Leadership and Management
- Impact and Influence
- Methodical
- Problem Solving

Minimum Required Qualification and Experience

- Bachelor's Degree in Planning and Development, Project Planning or Management Studies with a strong research component. or A relate Master's Degree is advantageous.
- Training and in Strategic/Corporate Planning, Performance Evaluation and/or Performance Management;
- Eight (8) years working experience. Four (4) years at middle or Senior Management level.

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

**Senior Director
Human Resource Management & Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5.**

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**