



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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30th 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 (Level 14)** in the **Corporate Services Division, Statistical Institute of Jamaica**, salary range \$3,919,157 - \$4,647,970 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director General, the Director of Corporate Services has overall responsibility for the management of the Corporate Services Division which delivers a full range of support services including Human Resource Management, Administrative/General Services, Finance and Accounting, Communication & Marketing and Procurement, to enable the effective and efficient operation of the Institute.

Key Responsibilities

Professional/Technical

Leadership and General Management:

- Plans and directs the development and implementation of the Work Programme of the Division to support the achievement of the Institute's Strategic and Operational goals;
- Provides technical guidance and supervision to the professional and support staff in the execution of the Division's Work Programme;
- Develops and implements a programme of quality control by establishing standards for work produced by the Division and taking timely corrective action as necessary to ensure that established standards are met;
- Directs the application of appropriate methods, techniques and processes required to achieve the objectives of each programme of work undertaken by the Division;
- Provides advice to the Director General on matters regarding areas of technical responsibilities including Financial, Human Resource Management and Administration and Procurement;
- Provides oversight of the Human Resource Management Unit in regard to the formulation/development and implementation of policies and procedures in keeping with relevant policies, legislation and regulations governing the public sector;
- Provides oversight for the redesign/restructuring of the Organization, including submissions to the Ministry of Finance and Public Service for the classification of newly created positions and reclassification of existing positions;
- Collaborates with the Head of the Human Resource Management Unit on the development and implementation of Training and Development Programmes, including a programme for Succession Planning to ensure availability of skills and competencies for the continuity of the Institute's operations;
- Provides oversight of the Finance and Accounting Unit, ensuring that operating accounting systems and procedures are in accordance with applicable International and Government of Jamaica Financial Reporting and Auditing Standards, as well as other applicable legislation and regulations governing the Public Sector.
- Provides oversight of the General Services Unit, ensuring adherence to established procedures, standards and guidelines for the provision of services relating to Property/Facilities Management and Maintenance, General Office Management, Security, Records Management, and Transport and Vehicle Management;
- Provides oversight of the Communications & Marketing Unit including the planning, development and implementation of the Institute's Integrated Communication and Marketing strategies/activities.
- Provides oversight of a centralised procurement service, ensuring that all tendering and procurement activities are managed in accordance with the Public Procurement Act as well as the Procurement Regulations and Guidelines governing the Public Sector;
- Keeps staff abreast of internal administration and organizational policy, procedures, etc.

- Develops and maintains strong relationships with internal and external clients/stakeholders, as required, to facilitate the achievement of the Organisation's mandate;
- Keeps abreast of new developments in the subject matter areas through research and participation in seminars, conferences and workshops, locally, regionally and internationally;
- Identifies new and emerging policies and issues relevant to the specific subject areas that may impact the operations of the Institute, advises the Director General;
- Directs the documentation of methodology, processes and procedures for the efficient and effective execution of the Division's Programme of work.

Management/Administrative:

- Participates, as a member of the Institute's Senior Management Team, in the Organization's Strategic Planning process as well as in the achievement of its targets;
- Develops and implements the Corporate and Operational Plans and associated operating Budgets for the Division, ensuring alignment with the Organization's Mission, Vision and targets;
- Manages the Division's Annual Budget;
- Advises the Director General on the Work Programme for the Division based on current needs and anticipated future needs;
- Guides the Director General and other Divisional Directors in the preparation of the Institute's Annual Recurrent and Capital Budgets;
- Co-ordinates Audit of the Institute's Financial Management and Accounting processes by external auditors;
- Ensures the maintenance of a safe and healthy working environment for employees;
- Leads the preparation of required progress reports, including Monthly and Annual Reports, on the core activities of the Division in keeping with established guidelines;
- Keeps abreast of guidelines, policies, procedures and legislations impacting deliverables;
- Participates as a member of a number of Internal Committees;
- Attends meetings as instructed by the Director General;
- Establishes Filing Systems for the Division to facilitate the effective storage and retrieval of documents;
- Participates in community and public relations efforts designed to create a positive image of the Institute, and build trust and confidence in the Institute's programmes, products and services;
- Attends sittings at the Houses of Parliament for the tabling of Annual Estimates of Expenditure;
- Represents the Institute at local, regional and international meetings and conferences.

Human Resource Management:

- Collaborates with the Head of the Human Resource Management Unit to ensure that the Institute's Human Resource Management functions are carried out in accordance with the Institute's Human Resource Policy, the Staff Orders, the Public Service Regulations and applicable Labour Laws;
- Undertakes Human Resource Management functions in collaboration with the Human Resource Management Unit by:
 - ✓ Contributing to the personal and professional development of direct reports through effective communication, training, coaching, mentoring and delegating.
 - ✓ Creating an environment which encourages staff to engage in continuous learning and cultivate a work ethic of high performance.
 - ✓ Managing the performance of direct reports in accordance with STATIN's Performance Management and Appraisal System (PMAS).
 - ✓ Meeting regularly with the staff of the Division to discuss accomplishments, challenges and to develop strategies for improved performance and teamwork.
 - ✓ Ensuring that the staff of the Division is aware of and adheres to the Mission, Vision, values, policies and procedures of the Institute.
 - ✓ Participating in the recruitment and selection of staff of the Division.
 - ✓ Recommending/approving leave and time off for staff
 - ✓ Recommending disciplinary action to be administered to staff of the Division in keeping with the Institute's established Human Resource Policies.
- Performs any other duties or responsibilities that may be deemed necessary for the efficient operation of the Division.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Excellent organizational and environmental Awareness

- Excellent interpersonal skills
- Excellent teamwork and co-operation skills
- Demonstrated high level of integrity
- Demonstrated customer and quality focus

Managerial

- Excellent leadership skills
- Excellent strategic planning skills
- Excellent people management skills
- Demonstrated effectiveness in managing external relationships

Functional

Extensive Knowledge of:

- Functions and Operations of the Corporate Services Division and organizational relationships
- Financial Management
- Human Capital Management
- The provisions of applicable legislation, regulations, policies and procedures relating to the public sector and the Institute

General knowledge of:

- The IMF Data Dissemination Standards e.g. the General Data Dissemination System (GDDS) and the Special Data Dissemination System (SDDS)
- The UN Fundamental Principles of Official Statistics
- The Institute's programmes, products and services
- Proficient in the use of relevant computer software applications, including Microsoft Word, Excel and database systems.

Minimum Required Education and Experience

- Graduate Degree in Business Administration/Public Administration (with HR component), Psychology, Organisational Development or in any other field relevant to the work to be performed;
- Ten (10) years' experience in the field of Organizational Development/Management, three (3) of which should be at a managerial level, preferably in a public sector organization;
- Experience in the Government of Jamaica Performance Management and Appraisal System (PMAS) would be an asset;
- Training in Finance/Accounting would be an asset;
- Training in Project Management is desirable;
- Training in Policy Development and Implementation and Corporate Communication would be preferred.

Applications accompanied by résumés should be submitted **no later Tuesday, 12th April, 2022 to:**

**Human Resource Manager
Corporate Services Division
Statistical Institute of Jamaica
7 Cecelio Avenue
Kingston 10**

Email: h-r@statinja.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**