



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 194 **OSC Ref. C. 4515/S3²**

19th May, 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 Monitoring (GMG/SEG 3)** in **Court Administration Division (CAD), Supreme Court**, salary range \$2,551,250 - \$3,032,634 per annum.

Job Purpose

The incumbent will direct the planning/activities designed to support the development of Strategic, Corporate and Operational Plans for the Judiciary, in accordance with the GOJ's policy, objective and guidelines. The incumbent is also responsible for the development of key performance indicators for the Judiciary, managing and reporting on the implementation of Corporate and Operational Plans, objectives and targets by the Court Administration Division and providing advice and guidance within the Court Administration Division and Judiciary.

Key Responsibilities

Managerial/Administrative:

- Develops a Performance Monitoring System 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 the roles and functions of the Unit.

Technical/Professional:

- Develops the Framework that guides the 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's priority programmes;
- Oversees research, analyzes 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's 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 the Section's 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
- Ability to work in a team
- Technical skills
- Goal and results oriented
- Compliance
- Excellent planning and organizing skills
- Adaptability
- Excellent interpersonal skills
- Good oral and written communication skills
- Initiative

Technical:

- Strategic Vision
- Analytical thinking skills
- Ability to manage external partners
- Excellent leadership, management and problem-solving skills
- Impact and Influence
- Methodical

Minimum Required Qualification and Experience


- Bachelor's Degree in Planning and Development, Project Planning or Management Studies with a strong research component, or a related Master's Degree is advantageous;
- Training in Strategic/Corporate Planning, Performance Evaluation and/or Performance Management;
- Eight (8) years working experience, four (4) years of which should be at the middle or senior management level.

Applications accompanied by résumés should be submitted **no later than Wednesday, 1st June, 2022 to:**

**Senior Director
Human Resource Management and 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.


**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**