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(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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9th June, 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 following **vacant** posts in the **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Director, Cultural Policy Development and Monitoring (GMG/SEG 4) (Culture and Creative Industries Policy Development and Monitoring Branch)**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Corporate Planner (GMG/SEG 3) (Strategic Planning and Performance Monitoring Division)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Performance Analyst (GMG/SEG 2) (Strategic Planning and Performance Monitoring Division)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
4. **Technical Co-ordinator (GMG/SEG 2) (Executive Office)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
5. **Senior Secretary (OPS/SS 3) (Strategic Planning and Performance Monitoring Division)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.

1. **Director, Cultural Policy Development and Monitoring (GMG/SEG 4)**

Job Purpose

Under the direction of the Principal Director, Culture and Creative Industries Policy Development and Monitoring, the Director, Cultural Policy Development and Monitoring provides direction and leadership towards achieving the Ministry's objectives with respect to the design, elaboration, promulgation and implementation of a National Policy for cultural development in Jamaica.

Key Responsibilities

- Develops, reviews and promotes the National Policy for Cultural Development for Jamaica;
- Conducts regular assessments on policy needs and performance of systems and procedures designed to communicate and promulgate cultural information as well as determine Human Resource and other infrastructure needs as they relate to Agencies;
- Initiates and actively lobbies for support on behalf of ethnic groups and private organizations in the Culture and Creative Sector. Collaborates with these groups and the Sector in promoting opportunities for realizing their artistic development and economic benefits;
- Participates in regional and international cultural exchanges and support programmes which are geared towards cultural economic advantages while enhancing Jamaica's image at home and abroad;
- Monitors and co-ordinates the output of those Agencies within the Cultural and Creative Sector in order to ensure that the Ministry's policy goals and objectives are met. Identifies and resolve any related issues;
- Promotes dialogue and collaborations with related Ministries and Agencies such as Education, Tourism and Entertainment, Industry and Commerce and JAMPRO in order to create an integrated Education, Cultural and Creative Development Strategy;
- Supports the relevant partners to define the broad elements of culture in the Jamaican education process. These elements include positive values and societal norms such as courteous behaviour, cleanliness and dressing for success;

- Participates in developing and implementing inter-country cultural agreements in conjunction with The Ministry of Foreign Affairs and Foreign Trade as well as the Jamaican Diaspora;
- Prepares and submits data on Culture and the Creative Sector, its impact and contribution to the Economic and Social Survey of Jamaica compiled by the Planning Institute of Jamaica;
- Prepares Ministry Papers, Cabinet Notes and Cabinet Submissions;
- Represents the Branch at meetings, conferences and workshops locally and overseas and provides reports to the Principal Director.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strategic thinking
- Analytical thinking skills
- Problem solving and decision-making skills
- Teamwork and co-operation
- Flexibility and adaptability
- Initiative
- Integrity
- Good interpersonal skills
- Managing external relationships

Functional/Technical:

- Sound knowledge and experience in cultural and or heritage background
- Sound knowledge of policy formulation and implementation
- Sound knowledge of the machinery of government (policies and programmes) and steps in the legislative process
- Ability to work well with creative people and diverse groups
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- Postgraduate Degree in Humanities, Cultural Studies or Heritage Studies or its equivalent from a recognized tertiary institution;
- Training in Human Resource Management/Supervisory Management;
- Minimum four (4) years' experience in the culture and creative industry, two (2) of which should be at a supervisory level;
- Fluency in another language spoken within the Caribbean Region would be considered an asset.

OR

- Undergraduate Degree in Humanities (Cultural Studies) or its equivalent from a recognized tertiary institution;
- Training in Human Resource Management/Supervisory Management;
- Minimum six (6) years' experience in a related field, three (3) of which should be at a supervisory level;
- Fluency in another language spoken within the Caribbean Region would be considered an asset.

Special Conditions Associated with the Job

- There can be high pressure when deadlines are to be met;
- Required to travel locally and international;
- Extended working hours are expected as well as working on weekends and public holidays.

2. Corporate Planner (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Strategic Planning and Performance Monitoring, the Corporate Planner has core responsibilities in managing the Performance Monitoring and Evaluation System (PMES) of the Ministry and its Agencies. This involves spearheading activities

designed to support the PMES process, providing the necessary technical support to the Ministry and its Agencies to ensure that the relevant plans are produced in accordance with the policies, objectives and guidelines of the Ministry and the Government of Jamaica.

Key Responsibilities

- Facilitates the development and co-ordination of the Performance Monitoring and Evaluation System (PMES);
- Analyzes plans in accordance with the Ministry's strategic outcomes to ensure that the Ministry's policy objectives are reflected;
- Manages the Performance Review System of the Ministry;
- Liaises with the Office of the Cabinet to ensure compliance with Government of Jamaica's Performance Monitoring and Evaluation System (PMES);
- Liaises with Heads of Divisions/Branches/Agencies to ensure that the Strategic Business Plans and Operational Plans are prepared on time and as stipulated;
- Assists in the co-ordination of Strategic Planning Retreats, Executive Management Meetings and Senior Managers' Meetings;
- Collaborates with the Permanent Secretary's Office to co-ordinate the Review Sessions/Quarterly Review Meetings;
- Assists Directors, Heads of Agencies and Divisions in identifying problems and potential barriers to effective implementation of planned programmes and projects;
- Identifies significant divergence from performance targets in plans and report to Director Strategic Planning and Performance Monitoring; offers recommendation for improvements and alternatives;
- Prepares Status Reports and submits for review and action;
- Collaborates with the Corporate and Liaison Services Division (Finance and Accounts Unit) to determine budgetary requirements to implement the Ministry's Strategic and Operational Plans;
- Guides, develops and operates a Management Information System;
- Co-ordinates and facilitates special training and coaching programmes and workshops for Heads of Agencies, Heads of Divisions and staff;
- Represents the Strategic Planning and Performance Monitoring Division at meetings, conferences and workshops and provides reports to the Director.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strategic thinking
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Flexibility and adaptability
- Teamwork and co-operation
- Initiative
- Integrity
- Good interpersonal skills

Functional/Technical:

- Sound knowledge of the machinery of government (policies and programmes) and steps in the legislative process
- Sound knowledge of planning and development or project planning
- Sound knowledge in quantitative and qualitative data gathering analysis
- Sound research and analysis skills
- Sound knowledge of Performance Management Techniques
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- Undergraduate Degree in Social Sciences – (Public Sector Management/Social Policy and Development/Management Studies or related) from an accredited tertiary institution;
- Minimum four (4) years working experience in a related field;
- A related Master's Degree would be an asset.

Special Conditions Associated with the Job

- There can be high pressure when deadlines are to be met;
- Travelling is required;
- Extended working hours are expected

3. Performance Analyst (GMG/SEG 2)

Job Purpose

Under the direction of the Director, Strategic Planning and Performance Monitoring, the Performance Analyst tracks the specific targets for the Portfolio Areas: Culture, Gender, Entertainment and Sport for monitoring, analysis and evidences for decision-making. The Performance Analyst as part of the Strategic Planning and Performance Monitoring Division contributes to the preparation and monitoring of the Ministry's Strategic Business Plan and provides support to the entities assigned to the Ministry.

Key Responsibilities

- Participates in the preparation and review of the Ministry's Strategic Business Plan and the Divisions' Operations Plans;
- Assists in the co-ordination of Strategic Planning Retreats, Executive Management Meetings and Senior Managers' Meetings;
- Represents the Strategic Planning and Performance Management Division at meetings, conferences and workshops and provides reports to the Director;
- Develops and promotes the standards and guidelines for Planning and Performance Monitoring across the Ministry;
- Develops Performance Monitoring and Evaluation strategy for the Ministry and its Portfolio Agencies/Departments;
- Assists in the co-ordination of the Annual process for reviewing the performance of the Ministry and its Agencies/Departments by managing logistical arrangements and collating relevant information to inform the process.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strategic thinking
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Teamwork and co-operation
- Initiative
- Integrity
- Good interpersonal skills

Functional/Technical:

- Excellent knowledge of planning and development or project planning
- Excellent knowledge background – experience in quantitative and qualitative data gathering analysis
- Excellent research and analysis skills
- Knowledge of Performance Management Techniques
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- Undergraduate Degree in Business Administration or Management Studies any related social science discipline from a recognized institution;
- Knowledge of the public sector and current issues in Public Sector modernization;
- Four (4) years working experience within a Strategic Planning or Performance Evaluation related field;
- A related Master's Degree would be an asset.

Special Conditions Associated with the Job

- There can be high pressure when deadlines are to be met;
- Travelling is required;
- Extended working hours are expected.

4. Technical Co-ordinator (GMG/SEG 2)

Job Purpose

Under the general direction of the Permanent Secretary, the Technical Coordinator is responsible for providing technical and operational support to the Executive Office with a view to enhancing the efficiency and effectiveness of the Ministry in pursuit of its mandate and strategic objectives. This includes stakeholder management, monitoring and co-ordinating the progress of policy proposals, contributing to the development of Strategic Plans and matters assigned by the Permanent Secretary.

Key Responsibilities

- Co-ordinates the technical functions and provides technical support to the Permanent Secretary;
- Guides the development, implementation and maintenance of appropriate communication, information management and Records Management Systems that facilitate timely and accessible information from the Permanent Secretary's Office;
- Monitors the implementation of assigned special projects to support technical report;
- Advises the Permanent Secretary on policy development in response to requests, instructions, emerging trends and/or observations of deficiencies in existing policies and provides the relevant recommendations;
- Prepares/reviews research papers, reports and other technical documents as directed by the Permanent Secretary and maintains an archive of such documents and briefs as instructed by the Permanent Secretary;
- Proofreads/edits technical documents and correspondence for accuracy, completeness, and conformity to established formats;
- Engages in pre and post meeting activities, background information, and agenda setting and ensures the Permanent Secretary is appropriately briefed for external meetings;
- Serves as the Office's central point of liaison with internal and external Authorities/Stakeholders while improving quality and timely dissemination of information;
- Manages the development, implementation and maintenance of Cabinet Submissions/Notes in facilitating the optimal decision making of the Cabinet;
- Undertakes assignments on any other technical matter that the Permanent Secretary may assign including co-ordinating the activities of special projects;
- Supervises and manages the Executive Office and ensures consistency/alignment/synergies with the strategic directions of the Ministry;
- Represents the Permanent Secretary at local and regional meetings, conferences and other fora as directed.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good analytical thinking skills
- Good judgement, problem-solving and decision-making
- Good planning and organizing skills
- Teamwork and co-operation
- Flexibility and adaptability
- Initiative
- Good interpersonal skills
- People management
- Managing external relationships

Functional/Technical:

- Sound knowledge of operations in Government
- Sound Knowledge of government's policies and procedures (Official Secrets Act, Public Services Regulation, the Staff Orders for the Public Service, FAA, Public Procurement and the Access to Information Act)
- Sound knowledge of the functions of the Ministry and its entities

- Sound Knowledge of Government Protocol and the Budget Processes
- Excellent research and consultation skills
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems for research, data analysis and presentation

Minimum Required Qualification and Experience

- Undergraduate Degree in Public Administration/Management Studies/Public Sector Management or any other related field from a recognized tertiary institution;
- Training in Writing Effective Cabinet Submission/Report Writing;
- Training in Human Resource Management/Supervisory Management;
- Minimum five (5) years' experience in the executive administration environment;

Special Conditions Associated with the Job

- There can be high pressure when deadlines are to be met;
- Travelling is required;
- Extended working hours are expected as well as working on weekends and public holidays.

5. Senior Secretary (OPS/SS 3)

Job Purpose

Under the supervision of the Director, Strategic Planning and Performance Monitoring, the Senior Secretary provides administrative and secretarial services to facilitate the efficient operations of the Division.

Key Responsibilities

- Takes dictation of letters, memos and reproduce;
- Prepares documents on behalf of the Director, Strategic Planning and Performance Monitoring and Corporate Planner within the Division;
- Schedules appointments for meetings and maintains Director's Diary;
- Prepares documents for submission to meetings/conferences/workshops;
- Attends meetings to record Minutes and reproduces same for circulation;
- Receives, checks and records all correspondence requiring the Director's attention;
- Receives, screens and gives information to visitors and telephone callers referring them to the Directors or the appropriate persons as the circumstances warrant;
- Updates Director's contacts information (telephone, email addresses etc);
- Maintains an effective and efficient Filing System that allows for speedy retrieval of documents/information;
- Keeps proper records/files and constantly updating by liaising with the Director and Registry;
- Drafts documents and ensure they are error free, prepared in the appropriate format and conform to established standards.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Teamwork and co-operation
- Initiative
- Good planning and organizing skills
- Flexibility and adaptability
- Integrity
- Good interpersonal skills
- Manage external relationships

Functional/Technical:

- Excellent typing and note/minute taking skills office administration and procedures
- Sound knowledge of office administration and procedures
- Good knowledge of the operations of Government
- Excellent customer and quality focus

- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience.

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Conditions Associated with the Job

- There may be high pressure when deadlines are to be met;
- Maybe required to work beyond normal working hours as well as on weekends and holidays.

Applications accompanied by Résumés, should be submitted ***via email*** to: careeropportunities@mcges.gov.jm, **no later than Wednesday, 22nd June, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
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**