



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

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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 **Strategic Planning, Performance and Risk Management Branch, Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Director, Enterprise Risk Management, (GMG/SEG 4)**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Enterprise Risk Management Analyst (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Senior Performance Monitoring and Evaluation Officer (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

1. Director, Enterprise Risk Management, (GMG/SEG 4)

Job Purpose

Reporting directly to the Senior Director, the Director is required to lead the Enterprise Risk Management Portfolio and is responsible for establishing the Ministry's Risk Management Framework. The incumbent will provide advice and leadership in identifying, evaluating, analysing, and assessing the risks which are inherent to the operations of the Ministry and its' Agencies. Spearheads the Risk Management Process in designing, co-ordinating, and implementing strategies to alleviate possible threats to ensure the achievement of the Ministry's, Agencies and Departments' Strategic Business Plans. The Director will also educate and provide advice to internal and external stakeholders on risk management objectives and best practices in an effort to ensure that the Ministry, its Agencies and Departments are compliant with applicable statutes, policies, procedures and standards.

Key Responsibilities

Technical/Professional:

- Establishes, implements and leads the Ministry's Risk Management Plan, policy and strategy;
- Facilitates the establishment of an effective wide risk governance framework, including risk appetite, risk tolerance levels and limits;
- Advises on and challenges risk appetites statement(s); identifies changes in GOJ's risk appetite(s) and ensures alignment across the Ministry, Portfolio Agencies and Departments;
- Facilitates and co-ordinates the implementation of Risk Management processes in the Ministry in managing its risk environment in a consistent manner across the functional areas and in keeping with GOJ's policy;
- Co-ordinates and reports on the Risk Management strategy to the Permanent Secretary and Chief Technical Directors to aid in decision-making in order to ensure each is fulfilling their respective risk oversight responsibilities;
- Guides the development and implementation of a risk-based Performance Management Framework to achieve the ultimate Mission of the Ministry;
- Develops mechanisms to identify, assess and evaluate the risk to enable the execution of the Risk Management strategy;
- Assesses legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations and their potential impact on the Strategic Business objectives;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's Strategic Business objectives;
- Compares identified risk scenarios to relevant business processes to assist in identifying risk ownership;

- Validates risk appetite and tolerance with Senior Management and key stakeholders to ensure alignment;
- Approves and leads the implementation of programmes designed to anticipate and minimize threats to the Ministry;
- Evaluates, monitors and reports on divisional performance to improve the Ministry's Risk Profile;
- Provides strategic advice and guidance on Risk Management;
- Develops and implements mechanisms to support the Executive Management Team to embed a risk management planning and risk awareness culture;
- Identifies and detects potential threats to brand reputation, financial sustainability, operational efficiency, workforce investments and safety to fully develop a shared understanding of the Ministry's risk exposure;
- Establishes and implements a Strategic and Operational Risk Register to record, rate, monitor and report risk;
- Promotes and champions initiatives for managing risks to create a robust risk awareness culture;
- Oversees and guides risk owners in the discussion and treatment of individual and aggregate risks;
- Oversees the conduct of regular risk assessments and preparation of all documentation related to Risk Assessment, and reviews of standard operating procedures ensuring that recommended improvements are fully implemented;
- Prepares and submits timely Risk Analysis Reports to the Permanent Secretary and Chief Technical Directors and Senior Management Team, with recommended Action Plans for avoidance or prevention of possible threats at all levels;
- Drives initiatives that support enhanced efficiency and effectiveness in all risk processes;
- Reviews risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates KRIs and management activities to assist relevant stakeholders in their decision-making process;
- Monitors the internal and external risk environment; identifies and flag risk trends as well as material individual, aggregate and emerging risks that may substantially impact strategy and objectives;
- Facilitates independent Risk Assessments and Risk Management Process reviews to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Reviews and assesses the Enterprise Risk Management Policy, Strategic and Operational Risk Registers regularly to ensure regulatory compliance and effective Risk Management are maintained;
- Develops, implements and maintains insurance strategies and financing techniques to appropriately deal with any unanticipated losses;
- Updates and informs Senior Executives of regulatory, legislative and best practices changes and their obligations under these changes, as well as how they impact the Ministry;
- Builds awareness within each Division/Branch of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and Disaster Recovery Management Plans;
- Works closely with key stakeholders to understand the business requirement for projects;
- Designs and delivers training and presentations at workshops, seminars and other meetings, to further an understanding of the basics of Risk Management;
- Guides the development and implementation of risk responses to ensure that risk factors and events are addressed in a cost-effective manner and in line with business objectives;
- Co-ordinates the Risk Management process in the Portfolio Departments mainly to ensure alignment of risk-mitigating strategy and reporting purposes.

Management/Administrative:

- Manages the development of the Unit's Corporate/Operational Plans, Budget and Individual Work Plans;
- Attends Committee Meetings as necessary.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Unit and implements appropriate strategies;

- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Customer and quality-focused
- Excellent negotiating, interpersonal and people management skills
- Ability to work under pressure
- Excellent planning and organizing skills
- Excellent problem-solving and decision-making skills
- Excellent leadership skills

Technical:

- Strong monitoring, evaluation, analytical and report writing skills
- Knowledge of the relevant computer applications such as Microsoft Office Suite and MS Project or other project tool
- Excellent knowledge of ERM framework and tools
- Sound technical knowledge and expertise to monitor business matters, corporate governance matters, regulatory risks and regulatory change matters
- Sound knowledge of research methodology
- Excellent knowledge of Public Sector management principles
- Sound knowledge of government policy formulation, monitoring and evaluation processes

Minimum Required Qualification and Experience

- MBA or MSc in Risk Management, Management Studies, Public Administration and Business preferably or related discipline;
- Specialized training in Risk Management;
- Four (4) years' related experience with at least two (2) years should be in a Risk Management Role.

OR

- BSc in Management Studies, Public Administration, Business Administration or equivalent qualifications;
- Specialized training in Risk Management;
- Six (6) years' related experience working with at least three (3) years in a Risk Management role.

Special Condition Associated with the Job

- Long working hours during peak planning and budgeting periods as well as being on call to provide support to the Permanent Secretary and other Executive Management staff in preparation for Cabinet Meetings.

2. Enterprise Risk Management Analyst (GMG/SEG 3)

Job Purpose

Reporting directly to the Director, Enterprise Risk Management, the Risk Management Analyst is responsible for enabling the identification, evaluation and analysis of risks inherent to the operations of the Ministry and formulating, implementing and evaluating Risk Management strategies to efficiently and cost-effectively manage these risks. The incumbent assists the Director in providing support to the Team in ensuring the Ministry is compliant with regulations, legislations, policies, procedures and standards. The incumbent also participates in educating and advising management and staff on Risk Management objectives.

Key Responsibilities

Technical/Professional:

- Collects information and reviews documentation to ensure that risk scenarios are identified and evaluated;
- Identifies, with the respective directors legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations to determine their potential impact on the business objectives;
- Identifies, with Senior Management potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of enterprise risk;
- Implements the ERM Framework and ongoing ERM practices suitable for the requirements of the Ministry;
- Updates and maintains a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted and recorded;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Facilitates the establishment of risk tolerance with senior leadership and key stakeholders to ensure alignment;
- Assists in the development of a Risk Awareness Programme and conducts training to ensure that stakeholders understand risk and contributes to the Risk Management process and promotes a risk-aware culture;
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions;
- Participates in the review of risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Applies risk criteria to assist in the development of the Risk Profile for Executive Management approval;
- Assists in the development of a risk response Action Plan to address risk factors identified in the Organizational Risk Profile;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent Risk Assessments and Risk Management process reviews to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Influences and where necessary challenges decisions that give rise to material risks;
- Builds awareness of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and Disaster Recovery Management Plans;
- Develops Individual Work Plans based on alignment to the overall plan for the Unit;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality-focused
- Good negotiating, interpersonal and people management skills
- Ability to work under pressure
- Good planning and organizing skills
- Good problem-solving and decision-making skills

Technical:

- Strong monitoring, evaluation, analytical and report writing skills
- Knowledge of the relevant computer applications such as Microsoft Office Suite and MS Project or other project tool
- Excellent knowledge of ERM framework and tools
- Sound technical knowledge and expertise to monitor business matters, corporate governance matters, regulatory risks and regulatory change matters
- Sound knowledge of research methodology

- Excellent knowledge of public sector management principles
- Sound knowledge of government policy formulation, monitoring and evaluation processes

Minimum Required Qualification and Experience

- BSc in Management Studies, Public Administration, Business Administration or equivalent qualifications.
- Specialized training in Risk Management.
- Three (3) years related experience.

Special Condition Associated with the Job

- Long working hours during peak planning and budgeting periods as well as being on call to provide support to the Permanent Secretary and other Executive Management staff in preparation for Cabinet Meetings.

3. Senior Performance Monitoring and Evaluation Officer (GMG/SEG 3)

Job Purpose

To assist in the monitoring and evaluation of Ministry policies, programmes and projects to ascertain the achievement of established objectives and performance standards.

Key Responsibilities

Management/Administrative:

- Develops a Monitoring and Evaluation Plan, guided by the Ministry's Strategic Plan as the framework for the monitoring and evaluation of Ministry programmes and projects;
- Develops Performance Indicators for use in the assessment of Ministry programmes and projects;
- Develops Individual Work Plan based on alignment with Divisional objectives;
- Prepares Operational Reports;
- Convenes and participates in meetings, conferences and seminars relevant to role and function of the Division.

Technical/Professional:

- Monitors and assesses Ministry policies, programmes and projects against established objectives and performance criteria;
- Conducts qualitative and quantitative analysis of the Ministry's programmes, policies and projects;
- Assists in the Strategic Planning Process of the Ministry with team members;
- Liaises with the Finance and Accounts Division in the ongoing monitoring of expenditure on programmes and projects and assesses Capital and Operational Budgets against Ministry policies and priorities. Proposes adjustments where appropriate;
- Designs and conducts research into the impact, relevance and effectiveness of the Ministry policies, Departments/Agencies, programmes and projects to inform and update the Ministry's policies, planning;
- Prepares reports/findings on all monitoring and evaluation exercises;
- Assists in the preparation of official papers and submissions on monitoring and evaluation results in order to advise the Ministry and the Government and inform and update planning and policy development;
- Evaluates and updates measures designed to improve the methods and standards used in developing performance indicators for Ministry programmes and projects;
- Liaises with Monitoring and Evaluation Divisions within Central Government, project analysis and monitoring Organizations as well as the Auditor General's Department towards the strengthening of the monitoring and evaluation process;
- Develops and maintains a Monitoring and Evaluation System;
- Provides technical advice to internal and external stakeholders.

Human Resource:

- Participates in the recruitment of staff for the Division/Unit in accordance with established Human Resource policies and procedures;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Division through the development

- of procedural manuals and other duties prescribed within the framework;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication and presentation skills
- Excellent interpersonal skills
- Leadership skills
- Teamwork and co-operation skills
- Result and goal-oriented
- Problem-solving skills

Technical:

- Excellent knowledge of monitoring and evaluation techniques and methods
- Excellent research and analysis skills
- Project management experience
- Experienced in budget preparation and analysis
- Experienced in the use of standard computer applications (Microsoft Word, Excel and Winproj.)

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Sciences with a strong project management/research component;
- Post-graduate training in Monitoring and Evaluation;
- Four (4) years related working experience.

Special Condition Associated with the Job

- May be required to work long hours to meet deadlines.

Applications accompanied by résumés should be submitted **no later than Wednesday, 13th July, 2022 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megic.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**