



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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12th August, 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 fill the vacant post of **Senior Director (GMG/SEG 4)** in the **Strategic Planning, Reform and Performance Management Section** of the **Court Administration Division, Supreme Court's Office**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director of Court Administration, the incumbent is responsible for managing the Strategy, Planning and Performance Management Portfolio of the Court Administration Division (CAD); providing policy advice; managing modernization initiatives; directing, monitoring and evaluating the implementation of the Government's policies relevant to the Courts, and facilitates cross-sectoral consultations and co-ordination on strategic matters pertinent to CAD.

Key Responsibilities

Managerial/Administrative:

- Develops and monitors the implementation of the Division's Corporate and Operational Plans;
- Prepares and manages the Division's Annual Budget in an efficient, effective and economical manner, in accordance with the relevant legislation;
- Develops/reviews and implements operational systems and procedures to guide the activities of the Division;
- Develops and implements, in collaboration with the Human Resource Management Division, a Succession Planning Programme, to ensure continuity of skills and competencies in the Division and personal development and career advancement of employees;
- Establishes and maintains systems/programmes to foster a culture of "service and team work" within the Division;
- Prepares and submits activity/performance and other reports as requested;
- Provides guidance/advice to the Director of Court Administration, on matters relating to policy issues;
- Ensures that quality information is available to the Director of Court Administration, for timely decision-making;
- Identifies policy gaps and recommends policy options to the Director of Court Administration;
- Represents Judiciary at meetings, seminars and special Committees as directed.

Technical/Professional:

- Provides leadership for the modernization initiatives within the Court System;
- Collaborates with the Ministry of Justice (MOJ) and the Cabinet Office to ensure that the Modernization Agenda of the Judiciary is in accordance with GoJ's plans and programmes;
- Directs the preparation of the CAD's Corporate and Operational Plans;
- Leads the development of quality statistical data to inform the policies and plans of the CAD;
- Determines the Policy Agenda for the CAD in consultation with the Director of Court Administration and articulates same to staff of the Division;
- Assures quality policies are drafted, ensuring the application of policy tools such as the Consultation Code;
- Determines, in collaboration with the Legal Officer, where legislative changes are necessary to allow for policy changes;

- Designs a programme to infuse the culture of 'managing for results' in the CAD in order to enhance the capacity of the Organization to meet stated objectives;
- Analyzes and projects trends in the Court System which will necessitate the need for the development of new policies and programmes to address issues in the Judiciary;
- Collaborates with the Director of Court Administration on Policy, Planning, Evaluation and Performance Management, in determining policy priorities in relation to the modernization of the Courts;
- Develops Cabinet Submissions and Technical Papers for submission to the Cabinet Office;
- Provides co-ordinating mechanisms for collaboration, consultation and information sharing among Ministries and Agencies, to facilitate integrated programme development in the Courts;
- Collaborates with experts in the Justice Sector, Cabinet Office, members of the Private Sector and other resource persons to analyze and review specific policies and initiatives and advises the Director of Court Administration of possible implications, views and reactions before implementation;
- Leads the development of policies at the Court Sector level for inclusion in higher level policy consistent with priorities of Government as may be required;
- Facilitates the exchange of good practice and enhances policy analysis skills and capabilities by developing, identifying and delivering policy related training courses/seminars for staff and other officials in the CAD;
- Directs the development of key indicators to measure the performance of policies and programmes being implemented;
- Guides the development of evaluation tools in determining the effectiveness of policies and plans;
- Leads the development of mechanisms for monitoring customer feedback and measuring customer satisfaction with the quality of justice being delivered.

Human Resource Management:

- Oversees the supervision of personnel, which includes work allocation, training and problem/conflict resolution;
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Evaluates performance and makes recommendations,
- Motivates employees to achieve peak productivity and performance;
- Coaches and develops the competencies of personnel.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Customer and Quality Focus
- Ability to work in a team
- Goal and results oriented
- Compliance
- Excellent planning and organizing skills
- Adaptability
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to work on own initiative

Technical:

- Strategic Vision
- Analytical thinking
- Ability to manage external relationships
- Excellent leadership and people management skills
- Impact and influence
- Financial and Business Acumen
- Excellent social skills
- Methodical
- Excellent problem-solving and decision-making skills
- Good use of technology
- Change Management

Minimum Required Qualification and Experience

- Masters Degree in Public Policy, Public Administration/Public Sector Management, Economics or any of the Social Sciences;
- Specialized training in Policy/Corporate Planning, Performance and Evaluation Methodology;
- Training in modern approaches to Policy Research and Evaluation techniques;
- Seven (7) years' experience in Policy Development and Strategic Planning at a senior managerial level, preferably in the Public Sector.

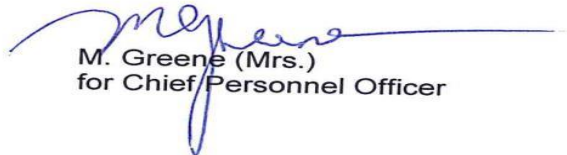
Applications accompanied by résumés should be submitted **no later than Thursday, 25th August, 2022 to:**

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

Email: kadine.lobban@cad.gov.jm

Please note that only shortlisted applicants will be contacted. Previous applicants need not apply.

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