



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 379 **OSC Ref. C. 6272¹⁶**

6th September, 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 post of **Corporate Planner (GMG/SEG 3) – (Vacant)** in the **Corporate Affairs Division, Office of the Cabinet**, salary range \$2,551,205 – \$3,032,634 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Senior Director, Corporate Affairs, the Corporate Planner is responsible for establishing and maintaining a system for integrating the Corporate and Operational Planning and Performance Monitoring processes across the Office of the Cabinet and ensuring that the Office of the Cabinet's Corporate and Operational Plans and Budgets are delivered to the required quality and time standards.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Designs Corporate and Operational Planning and Performance Monitoring processes and procedures in consultation with the Cabinet Secretary, Performance Management and Evaluation Branch (PMEB), Ministry of Finance and the Public Service (MoFPS) and the Planning Institute of Jamaica (PIOJ);
- Co-ordinates the Corporate Planning process for the Office of the Cabinet; provides strategic direction to the planning process to ensure that Divisional and Unit Plans are written in conformance with set criteria and in alignment with organizational Mission, Vision, Goals and Objectives;
- Issues Corporate Planning and Budgeting Guidelines to Heads of Division/Unit within the Office of the Cabinet;
- Guides the implementation of Corporate and Operational Planning and performance monitoring processes across the Office of the Cabinet;
- Prepares the Corporate and Operational Plans for the Office of the Cabinet, ensuring integration of the planning and budget processes and also that the Plans are consistent with and contribute to wider Government priorities;
- Monitors the planning process to ensure direct linkages between Corporate Plan, Budget and Cash Flow; provides appropriate papers and background information for the Minister; attends Finance Committee Meetings and Budget Debates at the Ministry of Finance and the Public Service and also in Parliament;
- Prepares the Estimates of Expenditure for the Office of the Cabinet based on inputs from the various Divisions;
- Establishes information and communication systems in the Office of the Cabinet for monitoring and tracking performance;
- Liaises with Principal Directors in the Office of the Cabinet on planning and budgeting issues and ensures that their Corporate and Operational Plans are prepared to time and quality requirements;
- Obtains policy, technical and other relevant inputs towards the development and review of Corporate and Operational Plans;
- Identifies problems and potential barriers to effective implementation of planned programmes and projects;
- Convenes and chairs regular (e.g. quarterly) Corporate and Operational Planning Meetings attended by Principal Directors to support and monitor their Corporate and Operational Plans;
- Informs the Office of the Cabinet Management Team on significant divergence from targets in plans and the need for alternative strategies;
- Liaises with the PMEU and MoFP to ensure compliance with GOJ's Corporate and Operational Planning and Budgeting Policy;
- Develops strategies to facilitate team building, participation and involvement of all staff in the collaboration of efforts towards achieving Corporate Objectives;
- Prepares and submits reports requested;
- Undertakes any other required duties that reasonably fall within the remit of the post.

Required Knowledge, Skills and Competencies

- Excellent presentation skills
- Excellent oral and written communication skills
- Management experience and team building skills
- Skills in drafting reports and plans
- Process design and implementation skills
- Good interpersonal and leadership skills
- Good facilitation and presentation skills
- Excellent planning, organizing, analytical and negotiating skills
- Excellent judgment, decision-making and problem-solving skills
- Highly skilled in the design and delivery of training programmes
- Knowledge of Government Policy and Corporate Planning processes
- Thorough knowledge, experience and familiarity with Corporate/Strategic Planning
- Proficient in use of computers - Microsoft Word, Excel, PowerPoint skills

Minimum Required Education and Experience

- Master's Degree in Public Administration **or** Public Sector Management **or** Business Administration **or** related discipline from an accredited tertiary institution;
- Specialized training in Corporate Planning and Project Management;
- Three (3) years' experience in Corporate Planning;
- Three (3) years' experience at a middle management level.

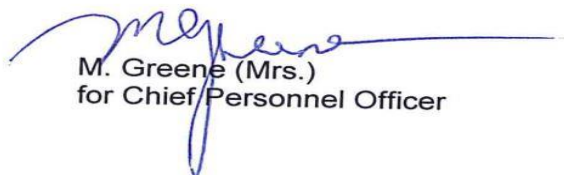
Applications accompanied by Résumés should be submitted **no later than Monday, 19th September, 2022 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.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.


M. Greene (Mrs.)
for Chief Personnel Officer