



Office of the Services Commissions

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CIRCULAR No. 402 **OSC Ref. C. 4840³¹**

19th 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 following posts in the **Corporate Planning and Administration Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Strategic Planning Analyst (GMG/SEG 2)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Performance Monitoring and Evaluation Analyst (GMG/SEG 2)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Transport Manager (GMG/SEG 1)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.

1. Strategic Planning Analyst (GMG/SEG 2)

Job Purpose

Under the general direction of the Director, Strategic Planning Performance Monitoring and Evaluation, the Strategic Planning Analyst is responsible for assisting with the development and co-ordination of the Strategic Corporate Planning processes and policy review functions to ensure alignment with GOJ priorities.

Key Responsibilities

Technical/Professional:

- Assists with the co-ordination of the Strategic Corporate Planning process for the Ministry and related Agencies and Departments;
- Provides strategic direction to the planning process to ensure that Divisional/Branch/Section Plans are in alignment with the Ministry's goals and objectives and consistent with and contributes to Government priorities;
- Assists with the design of Corporate, Operational Plans and procedures, and ensures implementation across the Ministry and related Agencies and Departments;
- Liaises with the Budget Section of the Finance and Accounts Division to obtain budgetary information;
- Participates in the development and implementation of systems and procedures to guide the Corporate Planning and Evaluation processes;
- Updates and maintains the Sections Information and Communication Systems to aid the planning process;
- Organizes and convenes Strategic Planning Coaching Sessions for assigned programmatic areas;
- Assists with the preparation of the Corporate Plans for the Ministry, ensuring integration of the Planning and Budget processes;
- Liaises with and provides assistance and guidance to Heads of Divisions/Branches/Sections in the preparation of their Strategic Corporate and Operational Plans;
- Identifies challenges and potential barriers to effective implementation of planning programmes and projects;
- Reports on strategic and policy related issues making available current data and information on specific portfolio responsibilities and any other critical issues;
- Conducts research on corporate planning and other technical activities of the Unit and makes recommendations on policy and programme issues to support the work of the Branch;
- Conducts strategic audit;
- Conducts data gathering exercise designed to inform the Ministry's Strategic Corporate and Operational Plans;

- Conducts Annual and ongoing environmental scans; and reports on social, economic and international developments impacting on the feasibility of the operations and programmes of the Ministry and related Agencies;
- Participates in the monitoring and evaluation of Ministry's/Agencies'/Departments' programmes and projects to ensure programmes and projects comply with established Government policies, legislations and regulations;
- Conducts quarterly and annual reviews and analysis of the performance of the Ministry and related Agencies and Departments in relation to Strategic Corporate and Operational Plans;
- Organizes and facilitates consultations among the various divisions/programmatic areas, Departments, Agencies and key stakeholders for clarification and streamlining of plans and processes for Government's best practices;
- Contributes in the development of policy performance indicators and programme evaluation criteria and methods;
- Reviews and analysis Strategic, Corporate/Operation plans and highlights associated risks and makes recommendations to manage related risks;
- Assists in the development, implementation and maintenance Standard Operating Procedural Manuals on the Strategic Corporate Planning process.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding Programme.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares Quarterly and/or Annually Customer Service reports in accordance with established standards;
- Performs any other related duties that may be required from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of the principles of Public Sector Management
- Knowledge of planning and evaluation techniques and Budget Management
- Sound knowledge of Corporate and Operational Planning and Budgetary processes and procedures
- Sound knowledge of Government policy formulation, monitoring and evaluation processes
- Sound knowledge of Performance Monitoring Techniques and their applications
- Excellent presentation, oral and written communication skills
- Excellent interpersonal skills
- Excellent project monitoring and evaluation skills
- Strong research and analytical skills
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Proficiency in the use of statistical (SPSS) and other relevant computer applications
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or other project tool;
- Ability to work on own initiative
- Integrity
- Excellent interpersonal skills
- Time Management
- Excellent team management skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others

- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management;
- Three (3) years related experience.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

2. Performance Monitoring and Evaluation Analyst (GMG/SEG 2)

Job Purpose

Under the general direction of the Director, Strategic Planning, Performance, Monitoring and Evaluation, the Performance Monitoring and Evaluation Analyst is responsible for assisting with the development and management of the Performance Management of the Ministry's policies, programmes and projects to ascertain the attainment of established objectives and performance standards.

Key Responsibilities

Technical/Professional:

- Contributes to the development of a Monitoring and Evaluation Results Measurement (RM) Framework, guided by the Ministry's Strategic Plan as the machinery for the monitoring and evaluation of Ministry's and its Portfolio Agencies' Plans, Programmes and Projects;
- Assists with the formulation of Performance Indicators for use in the assessment of the Ministry's and its Portfolio Agencies' policies, programmes and projects;
- Monitors and evaluates newly implemented plans, policies and procedures to analyze effectiveness and progress;
- Liaises with all Departments/Branches/Units and Portfolio Agencies to gather status data, conducts analyses and makes recommendations;
- Provides support in the setting of Operational Objectives to guide the operations of the Monitoring and Evaluation function;
- Organizes and convenes Strategic Planning Coaching Sessions for assigned programmatic areas;
- Assists with the design and conducts secondary research into the impact, relevance and effectiveness of the Ministry's policies, Departments/Agencies, programmes and projects to inform and update the Ministry's policies, planning process;
- Establishes Evaluation Schedules and guides Heads of Divisions/Units and Programme Managers on the importance of the evaluation exercise in the decision making process;
- Evaluates Divisions/Branches/Sections/Units Strategic Corporate and Operational Plans against set performance targets ensuring that these plans are based on key outputs and objectives, and are linked to budget forecasts;
- Advises Heads of Divisions/Branches/Sections/Units on significant variance from targets the Strategic Corporate and Operational Plans and programmes, and recommends alternative strategies;
- Monitors projects/programmes and the implementation of decisions taken in respect of policy issues, and offers solutions for the handling of constraints and procedural bottlenecks;
- Supports the monitoring of the quality and completeness of data for the documenting of project performance, ensures data within the project for evidence-based decision making, and solve data problems when they arise;
- Collaborates with key stakeholders in the development, implementation and maintenance of Standard Operating Procedural Manuals on the Performance Management process;
- Monitors and assesses the Ministry policies, programmes and projects against established objectives and performance criteria;
- Conducts qualitative and quantitative analysis of the Ministry's programmes, policies and projects;
- Contributes to 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; and propose adjustments where appropriate;
- Liaises with the Risk Management Unit in the sharing of data/information to aid in the mitigating of prospective risks;
- Prepares reports/findings on all monitoring and evaluation exercises;
- Prepares official papers and submissions on monitoring and evaluation results in order to inform and update planning and policy development;
- Evaluates and updates measures designed to improve the methods and standards used in developing performance indicators for the Ministry's policies, programmes and projects;
- Liaises with monitoring and evaluation Divisions within Central Government and related entities, to support the strengthening of the Performance Management and Evaluation process;
- Provides technical advice to internal and external stakeholders;
- Develops, implements and maintains Standard Operating Procedural Manuals on the Performance Management and Evaluation process.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations the on role of Division/Unit for the Orientation and Onboarding Programme.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Performs any other duties and that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound understanding of performance management frameworks and tools in the delivery of business objectives
- Sound understanding of Research Methodology, Monitoring and Evaluation Processes
- Excellent capability to track project benefits realization and lessons learnt activities to feed into on-going improvements
- Ability to monitor and report on programme/project Budgets
- Proficiency in the use of statistical (SPSS) and other relevant computer applications
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or other project tool
- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management;
- Three (3) years related experience.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

3. Transport Manager (GMG/SEG 1)

Job Purpose

Under the general direction of Director, Office Services, Administration and Fleet Management, the Transport Manager is responsible to plan, co-ordinate, direct the transportation operations and service/maintain all vehicles owned by the Ministry in a cost-effective manner.

Key Responsibilities

Technical/Professional:

- Develop procedural manuals and safety rules;
- Monitors and analyzes quality, quantity, delivery times, and transport costs ;
- Monitors operations to ensure that staff members comply with administrative policies and procedures, safety rules, and government regulations;
- Conducts investigations in co-operation with the police to determine causes of transportation accidents and to improve safety procedure;
- Prepares and monitors a plan for the cyclical licensing of the Ministry's fleet along with other duties attached to operations of the fleet.
- Manages the update of motor vehicle documents for the Ministry and those assigned to the political directorate
- Prepares and monitors the Ministry's fleet of vehicles' Maintenance Schedule;
- Develops and maintains a Roster and Scheduling System to track availability of Drivers;
- Creates and implements best practice logistics principles, policies and processes to improve operational and financial performance;
- Monitor Drivers' Delivery and Pickup Schedules to ascertain compliance;
- Negotiate rates and contracts with service providers.

Management/Administrative:

- Plans, organises and directs the work of the Section, including the development of the Section's component of the Corporate and Operational Plans and Budgets, and monitoring the Section's achievement against them;
- Recommends unserviceable vehicles to be Board Surveyed;
- Recommends procedures to reduce operational costs of vehicles;
- Ensures that all vehicles are parked on the compound according to regulations;
- Ensures all accidents are reported promptly and the appropriate actions taken;
- Ensure receipts for fuel are reconciled with statements from MCIS;
- Ensure that payments to creditors and suppliers are made promptly;
- Seeks feedback from key internal and external stakeholders as above with regard to their satisfaction with the level of service provided by the Section, responding appropriately;
- Develops and manages the performance of the Section with particular emphasis on transferring skills, motivates staff, sets performance targets, monitors performance, provides feedback to staff, and arranges for training;
- Maintains effective working relationships with external and internal stakeholders to ensure that the Section provides a consistently high level of service to them.

Human Resources:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section 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 Section;
- Recommends training, and approves leave in accordance with established Human Resource policies and procedures;
- Identifies skills/competencies gaps and make recommendations;
- 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

- Risk management and security procedures
- Excellent team management skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong negotiation skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- First Degree in Management Studies, or equivalent professional qualification;
- Three (3) years' experience in similar capacity

Special Conditions Associated with the Job

- Required to work extended hours, weekends and on public holidays.

Applications accompanied by Résumés should be submitted **no later than Friday, 30th September, 2022 to:**

**Senior Director, Human Resource Management and Development
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapplications@mof.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**