



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 396** **OSC Ref. C. 6528<sup>12</sup>**

**19<sup>th</sup> 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 **vacant post of Strategic Planning and Monitoring Manager (GMG/SEG 3) in the Human Resource Branch, Office of the Information Commissioner**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

The Strategic Planning and Monitoring Manager will co-ordinate the preparation, monitoring and evaluation of strategic and operational management tools. The Director will promote the standardized use of the instruments and establishing, in co-ordination with the Information Commissioner and the Deputy Commissioner, objectives and performance indicators to be achieved.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Directs and co-ordinates the comprehensive Strategic Planning process, and other planning processes;
- Designs Corporate Planning, monitoring and related processes and procedures in consultation with the Commissioner and other senior staff;
- Issues Corporate Planning guidelines to OIC Directors and Senior officials of its Portfolio Agencies and Departments;
- Plans, administers and co-ordinates multiple, special project/assignments;
- Organizes and employs resources to achieve project objectives;
- Prepares and monitors Unit and Project Budgets;
- Organizes and administers research studies;
- Conducts, analyzes and prepares reports and recommendations regarding the OIC's Planning, Monitoring and Evaluation process;
- Prepares and makes presentations to decision-makers and the public;
- Researches and responds to requests for information;
- Co-ordinates the Entity's Strategic Reviews;
- Prepare the Annual Performance Report of the OIC.

##### ***Management/Administrative:***

- Directs and co-ordinates the activities of the Strategic Planner Analyst;
- Supports the creation of effective teamwork in order to achieve the unit's objectives and targets;
- Provides day to day management support in the Strategic Planning and Monitoring Unit's development and continual performance improvement;
- Supports the establishment of processes, systems and controls within the Unit to enable achievement of its objectives effectively and efficiently;
- Compiles and supports the OIC's organisational requirements.

##### ***Human Resource Management:***

- Ensures that direct reports comply with the policies and procedures of the Unit and the OIC;
- Provides leadership to direct reports through example and sharing of knowledge and skill in areas of professional expertise;
- Provides guidance/advice to direct reports to ensure that clear goals and objectives are established and adhered to;
- Manages the Performance Management process in relation to direct reports by preparing Performance Appraisals and recommending training and other developmental programmes;
- Recommends leave and staffing arrangements in keeping with Human Resource policies and procedures.

## **Required Knowledge, Skills and Competencies**

### ***Core:***

- Good oral and written communication – public speaking skills
- Good report writing skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

### ***Functional:***

- Strategic vision
- Good analytical thinking
- Good problem-solving and decision-making
- Good leadership skills
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Managing external relationships
- Risk Management
- Knowledge of Government Policies
- Use of technology – relevant computer applications
- Excellent research and analytical skills
- Competence in strategic management, drafting reports and plans, process design and implementation
- Good chairing and presentation skills
- Ability to analyze and interpret financial and other corporate information for decision making
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution
- Ability to manage limited resources in order to achieve challenging output targets

## **Minimum Required Qualification and Experience**

- M.Sc. in Public Policy, Business Administration, Public Sector Management, Economics or related field;
- Specialized training in Planning and/or Project Management;
- Five (5) years' experience in Corporate Planning;
- Five (5) years' experience in middle management.

## **Special Conditions Associated with the Job**

- Extended hours may be required to meet deadlines;
- Ability to travel overseas and locally on work related business;
- Ability to work under pressure.

Applications accompanied by résumés should be submitted **no later than Friday, 30<sup>th</sup> September, 2022 to:**

**Information Commissioner  
Office of the Information Commissioner  
PCJ Building  
36 Trafalgar Road,  
Kingston 10**

**Email: [careers@mset.gov.jm](mailto:careers@mset.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal line extending to the right.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**