



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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23rd June, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Chief Technical Director (GMG/CTD 1) – (Not Vacant)** in the **Ministry of Industry, Investment and Commerce**, salary range \$10,124,733 - \$13,616,640 per annum.

Job Purpose

Under the direct supervision of the Permanent Secretary, the Chief Technical Director (GMG/CTD 1) provides strategic and technical support to the Office of the Permanent Secretary by leading and managing the technical arms/operations (Industry, Commerce, MSME, ISO, and Trade) of the Ministry towards the development and attainment of the goals of the priority areas and imperatives approved in accordance with the mandate of the Ministry. The position forms a critical part of the technical capability of the senior management tier in the Ministry as it seeks to lend support towards research, project monitoring and evaluation and definition of the scope, reach and impact of the effectiveness of the Ministry's portfolio.

Key Responsibilities

Technical/Professional

- Provides technical guidance for strategic projects within the Ministry and its Portfolio Agencies;
- Works closely with the Ministry of Finance and the Public Service, the Ministry of Economic Growth and Job Creation, the Ministry of Foreign Affairs and Foreign Trade, the Planning Institute of Jamaica and other Central Agencies of Government to ensure harmonization of the policies, plans, programmes and projects of the Ministry;
- Works closely with the Ministry's corporate planning group to ensure the technical soundness of plans, programmes and projects being implemented by the Ministry and its Portfolio Agencies;
- Works closely with technical, regulatory and development Ministries and Agencies, such as, JAMPRO, the Jamaica Special Economic Zone Authority, the Economic Growth Council, the Urban Development Corporation, National Environmental and Planning Agency, Factories Corporation of Jamaica, Ministry of Science, Energy, Telecommunication and Transport and the Port Authority of Jamaica to facilitate the necessary Inter-Ministry and Inter-Agency co-operation and collaboration in the development and implementation of projects and programmes;
- Acts as one of the Ministry's high level technical experts in the co-ordination of the work of the various consultants working on the other projects and programmes assigned;
- Manages, establishes and maintains strategic partnership with the Private Sector, associations representing Micro, Small and Medium Enterprises (MSMEs), the academic community, et al to promote the achievement of strategic objectives;
- Manages the execution of policies, strategies and action plans, in accordance with the current institutional framework and the existing legislation, and Government Plans and Strategies;
- Co-ordinates preparation of various reports, such as, Corporate/Operational Plans, Quarterly Reports, Annual Reports, and any other special or other reports requested from the Divisions, Departments and Agencies;
- Provides strong technical leadership and support for the Ministry's technical staff while guiding the implementation of technical capacity building initiatives designed to strengthen the monitoring, co-ordinating and supervisory roles with respect to the various divisions, departments and agencies;
- Co-ordinates and oversees the implementation of projects and programmes which seek to enhance and strengthen the institution and technical capacities of the Ministry to effectively undertake its mandate;
- Leads the process to develop and implement a monitoring and evaluation framework for the Ministry and its Agencies;

- Provides technical and other advice on projects and programmes to be executed in discussion/negotiations with Donor Agencies and International Development partners as required;
- Monitors the compliance of portfolio entities with established standards;
- Manages the implementation of all Cabinet Decisions/Submissions to ensure that policy objectives and targets are being met and kept within budget and the agreed timelines;
- Provides strategic technical leadership for the management of the technical (industry, commerce, and trade,) areas of the Ministry and or any other area assigned.

Strategic Planning and Policy

- Works with the planning framework to support the Ministry's Planning functions ensuring consistency with other management processes, such as, performance management, Project Management and Management Reporting;
- Oversees the implementation of guidelines to facilitate the development, monitoring and evaluation of the various planning functions (strategic, operational, Budget);
- Assesses and ensures the strategic congruence of the various Ministry plans (strategic operational, Budget) with the Government strategic objectives;
- Forecasts and analyses external variables of strategic importance to the Ministry and uses the information gleaned to improve the planning process and ultimately, the Ministry plans (strategic, operational, Budget);
- Oversees the assessment of plans from Departments and Agencies for conformity/congruence with established policies, directives and overall Strategic Objectives of the Ministry;
- Contributes to, and ensures effective co-ordination of the formulation and implementation of policies ensuring adequate analysis of the financial, economic and social benefits of policy recommendations;
- Oversees the reviewing of policies to determine effectiveness and relevance, and makes recommendation where necessary to ensure alignment with the Ministry's strategic objectives;
- Participates in and co-ordinates the development of the strategic direction of the Ministry;
- Co-ordinates the development of the Unit and Operational Plans of the Technical Divisions of the Ministry ensuring their alignment with the Strategic Objectives and priority programmes of the Ministry;
- Ensures that the Strategic Business and Operational Plans of the Ministry and its departments and agencies are in alignment with the Vision 2030 Framework and any other short, medium and long term policy documents.

Project Management

- Provides project management leadership by participating or leading the development, monitoring and evaluation of various strategic projects in the Ministry;
- Provides critical project management support and leadership to the work of various professionals and Agencies;
- Continually scans the internal and external environment to identify opportunities for projects which will assist the Ministry to effectively achieve its long and short-term objectives;
- Leads the development of project proposals and collaborates with other Ministries/Agencies in the development and implementation of project proposals;
- Co-ordinates the development and implementation of special projects in the Ministry and its agencies and prepares monitoring reports;
- Monitors critical paths of priority projects and initiatives and adopts a proactive approach in highlighting and initiating corrective action in cases of delays or any other situations which may affect the timely completion and/or achievement of projects objectives.

Management/Administrative:

- Monitors the implementation of policies and recommends changes where necessary to achieve desired results;
- Implements mechanisms to effectively co-ordinate the successful completion of the various plans, projects and programmes of the Ministry and its Departments and Agencies in order to ensure a cohesive and complementary execution of policy initiative;
- Participates in the formulation/review of policies and legislation to improve and/or harmonize the activities of the Ministry and its Agencies, oversees the implementation of policy and legislative changes;
- Prepares Ministry Papers and Submissions to high level committees involved in the formulation of National policies;
- Prepares Technical Briefs and Analytical Reports for the Ministry as required;
- Prepares and submits Performance Reviews and other reports relating to the achievement of targets for the Ministry and its Agencies as required, and ensures timely submission of all documents/information requested from the Department;

- Develops implements and maintains policies and procedures to guide the operations of the Divisions and Agencies within the span of control, develops and implements mechanism to achieve effective communication within/between the Departments, Agencies and Sectors which the services impact;
- Ensures that key stakeholders - private sector, academia, associations representing Micro, Small and Medium-sized enterprise (MSMES), etc., are consulted as required
- Represents the Ministry at local and international meetings, conferences and other fora
- Develops and manages the Budget for all the Divisions within the CTD in accordance with the established procedures;
- Manages the operation of the Office of the CTD in accordance with the PBMA and FAA and other regulations, policies and procedures in force from time to time;
- Assesses, allocates and manages the resources of the technical divisions within the CTD.

Human Resource Management

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals, and recommends and/or initiates corrective action where necessary to improve performance and or attain established organizational goals;
- Participates in the recruitment of staff for the Ministry/Agencies and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Human Resource Development Division to develop and implement a Succession Planning Programme to facilitate continuity and the availability of required skills and competences to meet the needs of the Organization;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching;
- Ensures that the welfare and development needs of direct reports are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment among the employees within the Ministry its departments and agencies and in particular those of the CTD;
- Provides effective Human Resource Management and Development in accordance with the GoJ Staff Orders, Labour Laws and any other requirements in place from time to time.

Required Knowledge, Skills, and Competencies

Core

- Extensive knowledge of Government and administrative systems and public policy
- Sound knowledge of legislative and regulatory framework governing MSMEs, manufacturing, services, intellectual property, standards and quality and other areas related to the Ministry's portfolio.
- Sound knowledge of governance and accountable/accounting framework
- Excellent reporting and organizing skills
- Strong analytical and problem solving skills
- Excellent research and report writing skills
- Strong technological skills to include use of social media, communication devices, project management and report writing software and Microsoft Office Suite
- Excellent leadership skills (impact and ability to influence others)
- Excellent interpersonal skills- teamwork/co-operation
- Excellent problem solving and analytical skills
- Excellent oral and written communication skills
- Excellent people management skills

Minimum Required Qualification and Experience

- Master's Degree in Business Administration, Economics, Public Administration or equivalent related discipline
- At least five (5) years' experience in a senior technical position in Government or a relatively large private company
- Sound knowledge of the Jamaican Industrial sector and general wider business sector including the micro, small and medium size-enterprises
- Strong technical base, well-developed analytical capabilities, and particularly, the ability to critically analyze industrial reports and other technical reports and outputs from consultants and other experts
- Competence in Public Policy Formulation, Implementation and Administration, including Strategic Planning, Performance Monitoring and Evaluation, and Projects Management.

Special Conditions Associated with the Job

- Occasional need to travel on Government Business/Workshops (local and overseas)
- Ability to work under stress and meet very short deadlines while maintaining high standards of work
- Must be resourceful in ability to get things done within a complex bureaucracy without getting easily frustrated.
- Have or able to build a strong high-level network in the Public and Private Sector
- Reliable and trustworthy
- Must be flexible and able to be called on at any/or odd times to deal with unexpected demands.

Applications accompanied by résumés should be submitted **no later than Thursday, 6th July, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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.



Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer