



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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1st 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 fill the **vacant** post of **Corporate Planner (Level 7)** in the **Jamaica Bauxite Institute**, salary range \$3,094,839 - \$4,162,214 per annum.

Job Purpose

Under the general supervision of the Director of Administration and Finance, The Corporate Planner will co-ordinate the planning processes to facilitate the development of the Institute's strategies and implementation of policies in response to the Mission, Vision and Strategic Objectives. The Corporate Planner also is responsible for establishing and maintaining a system for integrating the Corporate and Operational Planning through the Performance Monitoring and Evaluation System and ensuring that the Institute's Corporate and Operational Plans and Budget are delivered to the required quality and time standards.

Key Responsibilities

- Facilitates, in collaboration with the Management Team of the Institute, integrated Corporate Plans in accordance with Government directives, priorities and the Institute's priority policies, programmes and initiatives;
- Implements, monitors, evaluates, maintains and improves Corporate Planning processes and procedures in the Institute;
- Participates in the design and development of the Work Plan/Programme for the Division;
- Provides information, consultation and assistance to the various Divisions and stakeholders in the development of Strategic, Corporate and Operational Plans that complement and support the overall Institute Corporate Plan and are in alignment with Institute's priorities as well as national and sectoral policies;
- Leads the development of performance standards, indicators, targets and benchmarks and monitors and reports on Sector performance against targets/benchmarks;
- Liaises with the Director, Finance and Accounts and MOFP to ensure that the Institute's Budget is linked to the Annual Operating Plan, Corporate Plan and Medium-Term Financing Plan;
- Develops and implements a consistent and effective Training Plan to increase knowledge, understanding and involvement in the Corporate Planning Process among Institute's stakeholders, in order to further its Mission and goals;
- Prepares and/or contributes to the preparation of reports, briefings, presentations, and other responses to strategic planning issues, on behalf of the Director – Administration and Finance as appropriate;
- Informs Senior Management on significant divergence from performance targets set in plans and facilitate the development of strategies to close performance gaps identified in collaboration with the Director of Corporate Planning and Performance Management;
- Coordinates planning and analysis efforts and purpose changes and improvement initiatives to the Director- Administration and Finance;
- Provides technical support in the Quarterly Performance Review Meetings of the Institute's Department/Divisions and its Portfolio Entities;
- Assists with the production of Quarterly, Semi-annual and Annual Performance Reports for the Institute and co-ordinates the timely production of these reports by the Institute's Portfolio Entities;
- Designs Corporate Planning processes and procedures in conjunction with the Director – Administration and Finance and the Ministry of Finance and Planning;
- Implements, monitors, evaluates, maintains and improves Corporate Planning processes and procedures in conjunction with the Director – Administration and Finance Ministry of Finance and the Public Service;
- Liaises with the Cabinet Office and the Director of Policy to ensure that the Corporate Plan is driven by desired national policy outcomes;
- Provides policy direction and support services to Institute's Senior Management on all aspects of Corporate Planning, including Strategic, Operational, and Capital Planning;
- Ensures that the Institute's Corporate Plan and Annual Operational Plan are communicated to the Division/Unit Heads throughout the entity;
- Provides information to the Ministry of Finance and the Public Service on matters relating to the Institute's Corporate Plan;

- Assists the Institute's Divisions with the preparation of their Corporate Plans to be in harmony with that of the Institute;
- Advises on the monitoring and evaluation processes of the Institute's performance against the Corporate targets, as well as monitoring the Corporate Planning process in the entity
- Advises on the establishment of timeframe, performance indicators and target for programmes and activities that are specific, measurable and realistic;
- Analyzes statistical and other information relating to the internal and external environment and ensures relevant application in the preparation of the Corporate Plan;
- Develops performance indicators to measure and report on the effectiveness of the Corporate Plan;
- Co-ordinates and prepares the Quarterly Performance Reports of the Divisions and the Institute;
- Facilitates the implementation of the Corporate Planning and Evaluation processes in the Institute;
- Identifies and implements solutions for problems and potential barriers to effective implementation of planned programmes and projects;
- Develop strategies to facilitate team building, participation and involvement of all staff in the collaboration of efforts towards achieving Corporate Objectives.

Required Knowledge, Skills and Competencies

Core:

- Excellent knowledge of Corporate Planning, Medium Term Financing, Operational Planning and Budgeting and procedures
- Ability to prepare reports and plans, analyze information and concisely convey necessary information in user friendly formats
- Good oral and written communication skills
- Ability to work on own initiative
- Sound integrity
- Good interpersonal relations, people and Time management skills
- Knowledge of performance assessment and project management systems
- Excellent working knowledge of Government policy formulation, monitoring and evaluation processes
- Understanding and practical experience of policy development skills
- Excellent knowledge of the Organization's policies and procedures
- Ability to work constructively in a team
- Report writing skills
- Customer and Quality Focus

Technical:

- Good knowledge of the Performance Monitoring and Evaluation Systems (PMES)
- Knowledge of relevant government policies
- Thorough knowledge and experience with Corporate/Strategic Planning
- Ability to establish mechanisms to ensure suitable performance improvement initiatives
- Excellent planning, organizing, analytical and negotiating skills
- Excellent judgment, decision-making and problem-solving skills
- Excellent working knowledge of performance management techniques and their application including the relationships between national and ministry policies and the missions, visions, strategic objectives, key outputs, performance indicators, targets and actual performance of the Ministry and its portfolio entities
- Excellent proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies or Public Administration or related field (Postgraduate Degree in relevant field would be an asset);
- Training in Strategic Management and/or Project Planning;
- Three (3) years working experience in Corporate and Operational Planning and Programme Evaluation.

Applications accompanied by résumés should be submitted **no later than Wednesday, 14th June, 2023 to:**

The Human Resource Manager
Jamaica Bauxite Institute
Hope Gardens Complex,
P.O. Box 355,
Kingston 6.

Email us at: hrd@jbi.org.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**