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6th 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 following posts in the **Ministry of National Security**:

- 1. Policy Programme Development Specialist (GMG/SEG 3) – (Not Vacant) Crime Prevention, Rehabilitation & Inspectorate Policy Division, salary range \$4,594,306 - \$6,178,830 per annum.**
- 2. Corporate Planner (GMG/SEG 2) – (Not Vacant), Strategic Planning & Performance Management Branch, salary range: \$3,770,761 - \$5,071,254 per annum.**

1. Policy Programme Development Specialist (GMG/SEG 3)

Job Purpose

The incumbent is responsible for supporting the Chief Technical Director and the Crime Prevention, Rehabilitation, and Inspectorate Policy Division by co-ordinating, monitoring and evaluating the portfolio/programme of the Division.

Key Responsibilities

- Reviews proposed policies to ensure coherence and co-ordination of policy programmes and alignment with the Ministry's Strategic Objectives and develops recommendations for the CTD;
- Co-ordinates the activities of the programme's implementing partners, external consultants, and other key resource persons involved;
- Provides monitoring, reporting, budgeting and planning as needed to ensure effective project and financial management and communication of project results and objectives;
- Developing and maintaining Project Reports and records, including budget and tracking activities based on indicators to demonstrate impact;
- Liaising with donor and relevant international institutions to provide required reporting to meet requirements of Donor Agreement and international standards;
- Collates and analyzes data from Departments and Agencies and assists in the drafting of reports on findings;
- Provides programme consultation in such areas as Policy Intent and regulatory requirements;
- Interprets policies and procedures to facilitate service delivery and programme performance;
- Contributes to the preparation of papers, submissions, briefs and correspondences for Senior Management, Cabinet Minister and others;
- Provides guidance and support to programmes through research, supervision, and liaison activities;
- Assists in the drafting of policy proposals for consideration and review by the Minister;
- Liaises with personnel involved in other relevant projects, networks and initiatives (internal and external Divisions) to bring best practices and relevant knowledge and lessons learnt;
- Analyses policy proposals to ensure that budgetary implications are identified, including legislation and special projects, both long and short term, and implications across the portfolio to ensure that adequate and sustainable funding arrangements are identified;
- Facilitates the implementation of key areas of the Division's mandate by identifying opportunities for external funding;
- Assists in the development and preparation of proposals for funding as required;
- Develops an effective communication strategy that facilitates sharing of information with all levels of project staff and external audiences;
- Performs other work-related duties as directed.

Required Knowledge, Skills, and Competencies

- Excellent interpersonal and team working skills including ability to work collaboratively with colleagues to achieve organizational goals;
- Excellent problem solving skills;
- Sound Project Management and Project Appraisal skills;
- Sound knowledge of principles and practices of results based management;
- Excellent oral and written communication skills including preparing and delivering presentations;
- Sound knowledge of portfolio and programme management practices, techniques, methods and instruments;
- Knowledge of modalities, policies and processes practiced by international agencies, financial institutions, NGOs and international private sector organizations;
- Sound knowledge of Government Policy, Policy Development and Planning processes.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Policy, Business, International Relations, financial, project management or related equivalent;
- Five (5) years' experience in similar position in public, private or charity sector, e.g., Portfolio Management, fund raising, international relations

Special Conditions Associated with the Job:

- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;

2. Corporate Planner (GMG/SEG 2)

Job Purpose

The incumbent is responsible for assisting and supporting the development and implementation of the Strategic Business and Operational Plans for the Ministry, its Departments and Agencies. In addition, the incumbent provides assistance in developing and implementing, monitoring, and evaluating strategies which ensure the strategic priorities and objectives are achieved.

Key Responsibilities

- Ensures the Ministry's Strategic Business and Operational Planning priorities are communicated to the Heads of Departments, Agencies and Divisions/Units;
- Assists in designing Strategic Business and Operational Planning processes ensuring conformity to established standards and alignment to the Ministry's strategic objectives;
- Recommends improvement to planning processes to enhance efficiency and compliance with the agreed standards;
- Reviews plans to assess the extent to which they are comprehensive and reflects the strategic priorities and objectives of the Ministry;
- Assists in the implementation of the Strategic Business and Operational Planning Framework across the Ministry, its Departments and Agencies;
- Provides guidance and support in the use of reporting templates and guidelines to Heads of Departments, Agencies and Divisions/Unit on overall performance;
- Identifies and drives relevant Organizational Development Programmes and initiatives to achieve organizational excellence;
- Supports the ongoing review of Strategic Business and Operational Plans and recommends appropriate actions to ensure targets remain on track;
- Assists in monitoring and evaluating key performance initiatives and programmes within the Ministry, its Departments and Agencies to ensure targets are being achieved as planned;
- Identifies and reports deviations related to planned priorities and objectives;
- Assists in crafting performance indicators to measure and report on the effectiveness of the Ministry's strategic processes and plans;
- Tracks and reports on the progress of the Ministry's, its Departments and Agencies' performance against strategic targets;
- Assists in implementing relevant performance management and reporting systems to track performance and other strategy implementation;

- Assists in the developing the Ministry's Budget in accordance with the strategic Business and Operational Plans;
- Assists in compiling and submitting the Performance Review Reports on behalf of the Ministry, its Departments and Agencies to the relevant authorities;
- Monitors initiatives and programmes and adopts a proactive approach to highlighting and initiating corrective action(s) in cases of delay or any other situations which may affect the timely completion and /or achievement of project objectives;
- Follows-up with Heads of Departments, Divisions/Units to ensure requested performance review information is submitted within the agreed timeframe.

Required Knowledge, Skills, and Competencies

- Good knowledge of Government's policy formulations, monitoring and evaluation processes;
- Excellent knowledge of Government's Strategic Business/Corporate Planning and Operational Planning and Budgeting processes;
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution;
- Working knowledge of the operations of the Ministry;
- Excellent analytical, written, verbal communication and presentation skills;
- Ability to work with and relate to internal and external stakeholders;
- Knowledge and experience in Information Technology services;
- Excellent knowledge of performance monitoring techniques;
- Proficiency in the use of statistical software;
- Knowledge and understanding of research method and design, economic and social analysis, impact analysis and other techniques used in policy formulation and evaluation

Minimum Required Qualification and Experience

- A Bachelor's Degree in Public Policy, Business/Public Administration, Economics or any related social science discipline
- Exposure to training in strategic planning, performance monitoring and evaluation and/or project management
- At least three (3) years' experience of working within strategic planning or performance evaluation related field.

Special Conditions associated with the Job:

- Numerous critical deadlines;
- May be required to work beyond the normal working hours;
- May be required to work public holidays and weekends;

Applications accompanied by résumés should be submitted **no later than Monday, 19th June, 2023** to:

**Director, Human Resource Management and Administration
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5**

Email: jobopp@mns.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**