



Office of the Services Commissions

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CIRCULAR No. 452 **OSC Ref. C. 4858⁴⁴**

25th October, 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 (Band 8)** in the **Jamaica Bauxite Institute**, salary range \$3,770,761 - \$5,071,254 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 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 MOF&PS to ensure that the Institute's Budget is linked to the Annual Operating Plan, Corporate Plan and Medium-Term Financing Plan;
- Provides technical support in the Quarterly Performance Review Meetings of the Institute's Department/Divisions;
- Assists with the production of Quarterly, Semi-annual and Annual Performance Reports for the Institute and co-ordinates the timely production of these reports;
- Ensures that the Institute's Corporate Plan and Annual Operational Plan are communicated to the Divisional/Unit Heads throughout the entity;
- 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;
- 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.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work on own initiative
- Good interpersonal relations and people management skills
- Excellent knowledge of the Organization's policies and procedures

- Ability to work in a team

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

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 Friday, 3rd November, 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**