



## Office of the Services Commissions

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### **CIRCULAR No. 436** **OSC Ref. C. 6210/S5<sup>20</sup>**

**11<sup>th</sup> 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 **Corporate Planner (GMG/SEG 2)** in the **Policy and Planning Division, Ministry of Foreign Affairs and Foreign Trade**, salary range \$3,770,761 - \$5,071,254 per annum.

#### **Job Purpose**

To develop and co-ordinate the Foreign Ministry's Corporate Strategic Planning processes, ensuring the preparation of the Corporate Strategic and Operational Plans in accordance with established standards, as well as the monitoring, evaluation, and reporting of performance against programme objectives to facilitate the achievement of the Organization's Strategic goals and objectives and maintain accountability.

#### **Key Responsibilities**

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

- Co-ordinates arrangements for the staging of Strategic Planning Meetings;
- Serves as Secretary for meetings linked to the Corporate Planning process;
- Contributes to the development of the Division's Unit Plan and Budget Estimates.

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

- Updates and revises the Ministry's 4-Year Rolling Corporate Strategic Plan on an annual basis in consultation with senior managers, and ensures that targets are specific, measurable, attainable, realistic and time bound;
- Collates inputs from Heads of Missions, Departments and Units to prepare the Ministry's draft Operational Plan. Reviews Operational Plans and Budgets submitted by Divisions and overseas Missions, and ensures that targets are specific, measurable, attainable, realistic and time bound;
- Ensures that Corporate Plan targets are linked to desired policy outcomes through Mission and Vision Statements, strategic objectives, key outputs, and performance indicators;
- Ensures that the Annual Operational Plan is linked to the Budget and evaluates the overall financial and operational planning framework for the Ministry according to Government guidelines;
- Ensures that appropriate performance indicators and targets/benchmarks are developed and agreed on, in consultation with Missions/Departments/Units;
- Liaises with the Cabinet Office to ensure that the Corporate Strategic Plan is developed in accordance with established standards and aligns with the Government of Jamaica's (GOJ's) policy direction and priorities;
- Facilitates full stakeholder participation in the development and production of the Ministry's Corporate Strategic and Operational Plans;
- Co-ordinates the preparation and submission of required Quarterly Performance Reviews and other periodic reports using inputs from Heads of Missions/Departments/Units;
- Analyzes status reports comparing achievements in relation to planned targets, determines significant divergence (actual or projected) from established targets, and promotes/facilitates the development of strategies to close performance gaps, in collaboration with the responsible senior Ministry officials;
- Prepares Bi-annual and Annual summaries of Quarterly Performance Reports for review by the Cabinet Office;
- Follows up on issues arising from the reviews;
- Undertakes/assists with the development and delivery of training sessions to sensitize staff on the Ministry's Corporate Planning Process;
- Provides technical advice on matters relating to the Corporate Planning Process, to management and staff;
- Prepares special Status Reports for the Ministry from time to time for review by the Cabinet Office;
- Assists in drafting any other reports, as required by the corporate planning process, to enhance the quality of the Ministry's planning process;

- Requests and prepares for consideration and submission by the Permanent Secretary, inputs for the annual Permanent Secretary's Memorandum to the Budget;
- Provides inputs for speeches, reports and briefs for the Minister of Foreign Affairs and Foreign Trade, the Minister of State, the Permanent Secretary, and other relevant stakeholders, as required;
- Maintains Virtual Planning Network to facilitate engagement with overseas Missions and Headquarters' Departments/Units on planning and implementation matters pertaining to the Ministry's Strategic and Operational Plans;
- Participates in corporate planning meetings, workshops, seminars and other fora as required;
- Provides support services to Missions/Departments/Units, through communication of the GOJ's/Ministry's policy direction, priorities etc., to facilitate maintenance of the proper planning, policy development, performance monitoring and other management support systems;
- Contributes to the development of policy guidelines, objectives and procedures for the efficient operations of the Ministry;
- Provides a framework for the monitoring of progress against plans and liaises with senior management and other key internal stakeholders periodically to review performance;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption, where necessary to enhance the Ministry's planning and policy development functions;
- Assists in the coordination and preparation of reports/inputs in connection with:
  - ✓ The Ministry's appearance before the Public Accounts and Appropriations and Standing Finance Committees of Parliament
  - ✓ The development of the GOJ's Medium Term Socio-Economic Policy Framework (MTF)
- Performs any other related duties that may be assigned from time to time.

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

#### ***Core:***

- Organizational awareness – knowledge of the role and functions of the Foreign Ministry
- Good working knowledge of Jamaica's Foreign Policy would be an asset
- Good planning, organizing, problem solving, and time management skills
- Excellent research and analytical skills, and ability to interpret financial and other corporate information for decision-making purposes
- Excellent oral and written communication skills
- Good interpersonal, teamwork, and influencing skills
- Ability to work on own initiative
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and other relevant computer applications

#### ***Technical:***

- Sound knowledge of the Corporate Strategic Planning process and techniques
- Knowledge of the Public Sector and current issues in Public Sector modernization
- Knowledge of the GOJ's budgeting process

### **Minimum Required Qualification and Experience**

- First Degree in Social Sciences/Management/Public Policy/Public Administration or equivalent. (Postgraduate Degree in a relevant field would be an asset);
- Three (3) years' experience in corporate and operational planning, or five (5) years' experience in a senior policy related position in the public service;
- Training/experience in monitoring and evaluation would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 25<sup>th</sup> October, 2023 to:**

**Senior Director,  
Human Resource Management and Development  
Ministry of Foreign Affairs and Foreign Trade  
2 Port Royal Street  
Kingston**

**Email: [recruitment@mfaft.gov.jm](mailto:recruitment@mfaft.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 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

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