



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 401

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28th September, 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/fill the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Director, Industry (GMG/SEG 4) (Not Vacant) - Industry Division**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Corporate Planner (GMG/SEG 3) (Vacant) - Policy Planning and Research Division**, salary range \$4,594,306 - \$6,178,830 per annum.

1. Director, Industry (GMG/SEG 4)

Job Purpose

Under the direct supervision of the Chief Technical Director the Director- Industry, manages and directs all the operations of the Industry Portfolio through strategic planning, drafting and reviewing of policies, implementing policy initiatives, and supervision of the Division's human and financial resources to achieve the Division's and Ministry's goals and objectives.

Key Responsibilities

Management/Administrative:

- Participates in the Ministry's Strategic Planning process by assisting in the preparation of the Ministry's Corporate Plan;
- Prepares the Division's Operational Plan and Budget;
- Manages and implements the Division's policies and programmes to achieve set targets;
- Manages the Division's Budget and monitors expenditure;
- Monitors Agencies under the Division's purview to ensure that set objectives are met;
- Provides guidance and administrative support to the Minister, Permanent Secretary and other Directors on Industry related matters;
- Reviews and submits Annual, Quarterly and Monthly Reports;
- Establishes a professional network with stakeholders in the Industry;
- Keeps abreast of emerging trends and developments in the global Industry Sector;
- Represents the Ministry at meetings, conferences and other functions as directed;
- Identifies and addresses staff performance assessed and needs.

Technical/Professional:

- Provides contribution for the Minister's Budget Speech, the Governor General's Throne Speech and speaking engagement of the Minister and Permanent Secretary relative to the Industry Portfolio;
- Supervises the project manager and consultants for the donor funded micro and small business credit programmes under the purview of the Ministry;
- Assists in the design of the Ministry's Annual Legislation Programme and Annual Budget;
- Assists in making Terms of Reference for Project Manager and Consultants;
- Monitors and provides on-going policy advice on the Ministry's Credit Programmes for the Small and Micro Enterprises (SME) Sector;
- Ensures on-going interface with IDB, CDB, EU, CARICOM, WTO and the World Bank;
- Provides technically sound advice to the Ministry of Foreign Affairs in respect of trade policy issues under multilateral, regional and bilateral Agreements.

Human Resource:

- 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 attaining established personal and/or organizational goals;

- Participates in the recruitment of staff for the Division and recommends transfers, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division and Ministry.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good leadership skills
- Analytical thinking skills
- Goal/Results Oriented
- Good problem-solving and decision-making skills
- Change Management
- Managing Partners
- Good planning and organizing skills
- People Management
- Impact and Influence

Technical:

- Excellent Knowledge of the National Industrial Policy (NIP)
- Excellent knowledge of Government Acts and policies relating to the Industry Division
- Ability to manipulate relevant computer software (Microsoft Word, Excel, PowerPoint and Note Pad)
- Use of Technology
- Strategic Vision

Minimum Required Qualification and Experience

- First Degree in Economics, or Management or its equivalent from an accredited tertiary Institution;
- Three (3) years' work experience at the managerial level.

2. Corporate Planner (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Planning and Performance, the incumbent is responsible for developing, implementing, and maintaining systems and procedures that integrate the corporate/strategic planning, budgeting and performance monitoring processes within the Ministry and its Portfolio Agencies ensuring alignment with Government's priorities.

Key Responsibilities

Management/Administrative

- Plans, organizes, and manages the Work Schedule for the Performance Monitoring and Evaluation Analyst and the Monitoring Officers;
- Establishes performance standards for Officers supervised and delegates accordingly with required guidance;
- Prepares status and situational reports;
- Conducts performance reviews of subordinates;
- Participates and makes representations as required, in meetings, workshops, conferences and other fora on Strategic Planning and Performance Management issues as required;
- Participates in Ministry's Strategic Planning Meetings;
- Represents the Ministry at meetings, conferences, workshops etc.;
- Recommends improvements and modifications to the planning format;
- Formulates and updates Procedure Manuals and documents as required.

Technical/Professional:

- Monitors the preparation of Corporate Plans and ensures the integration of targets, indicators and other performance measures in the Planning and Budgeting process;
- Facilitates, in collaboration with the senior officials of the Ministry, its Departments, and Agencies, the preparation of the Integrated Corporate Plans and Programmes in accordance with Government's directives, priorities and the Ministry's Mission;
- Facilitates stakeholder participation in the preparation of the Ministry's Strategic Plan and the Corporate/Strategic Plans for the Ministry's Portfolio Agencies;
- Oversees the conduct of research, studies and surveys relating to Socio-economic outcomes of services and activities and ensures the co-ordination and development of reports and papers;
- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes, and projects;
- Analyzes Corporate/Strategic/Business Plans from the agencies and summarizes this information for inclusion into MIIC's Strategic Business Plan;
- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects.
- Analyzes Operational Plans from the Agencies and summarizing this information into MIIC's Operational Plan;
- Liaises continuously with the Cabinet Office to ensure that the Strategic Plan is driven by stated national policy objectives;
- Co-ordinates and prepares the Ministry's Strategic/Medium Term Plan in conjunction with Principal Director;
- Co-ordinates and prepares the Ministry's Annual Operational Plan;
- Collaborates with the Policy Team and all other Divisions to develop the Ministry's Plans and policies;
- Provides technical support and guidance to the Divisions, Departments, and Agencies in the preparation of their Corporate/Business and Operational Plans;
- Co-ordinates Performance Review Meetings of Ministry and Agencies in collaboration with the Hon. Minister and the Permanent Secretary;
- Provides information to relevant stakeholders for speeches, reports, briefs;
- Collaborates and assists in the preparation of the Ministry's Technical, Annual and Bi-annual Reports;
- Liaises with the Performance Management and Evaluation Unit (PMEU), Cabinet Office and the Ministry of Finance and the Public Service in respect of the Ministry's Strategic Plan;
- Establishes effective working relationships with the heads of Portfolio Agencies and staff to ensure that plans and operations relate to overall Ministry and National Policies and to obtain information and support;
- Participates in the preparation of a plethora of briefs and technical papers;
- Provides comments and contributes to requests from other Ministries and stakeholders;
- Assesses and reports on plans from Departments and Agencies to ensure conformity with established policies, directives and overall strategic objectives;
- Provides timely technical advice and accurate well written reports;
- Conducts verification and background checks to ensure credibility and reliability of reports, documents and related data;
- Participates in the monitoring and evaluation of projects undertaken by the Ministry and ensures reporting requirements are met;
- 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;
- Participates in the development and co-ordination of the PAAC Report for presentation to Houses of Parliament;
- Undertakes research and prepares updates, briefs and notes for the IMF Report through the Ministry of Finance and Public Service;
- Prepares Capital Budget Submission as needed;
- Performs any other related duties that may be assigned from time to time;
- Co-ordinates activities for Planning Retreats;
- Manages the implementation of the Performance Monitoring and Evaluation System (PMES).

Human Resources:

- Monitors and evaluates the Performance Monitoring and Evaluation Officer/s;
- Interprets policy and advises staff supervised on Government regulations and guidelines;
- Recommends and/or initiates corrective action where necessary to improve performance
- Participates in the recruitment of staff;

- Provides leadership and guidance through the effective planning, delegation, communication, training, and mentoring;
- Makes recommendations on promotions, leave, itinerary, disciplinary issues and other Human Resources matters.

Other:

- Keeps abreast of developments in corporate/strategic/business planning;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal skills
- Ability to exercise initiative
- Ability to work as a part of a team

Functional:

- Excellent oral and written communication
- Good interpersonal and facilitation skills
- Good presentation skills
- Excellent problem solving and analytical skills
- Excellent organizational skills
- Strong negotiating skills
- Confidentiality and Integrity
- Effective management of external relationships
- Computer literate - competency in Microsoft Word, Powerpoint, Excel

Minimum Required Qualification and Experience

- Master's Degree in Management, Public Administration or Economics or any related Social Science Degree;
- Two (2) years' experience in Economics, Strategic and Operational Planning and Programme Monitoring and Evaluation.

OR

- Bachelor's Degree in Management, Public Administration or Economics or any related Social Science Degree;
- Three (3) years related experience;
- Specialized training in Planning and/or Project Management, Economic Analysis and Statistics would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th October, 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.


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