



## Office of the Services Commissions

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### **CIRCULAR No. 71** **OSC Ref. C.6272<sup>18</sup>**

**8<sup>th</sup> February, 2024**

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 post of **Director, Planning and Evaluation (GMG/SEG 4) - (Not Vacant)** in the **Planning and Evaluation Unit, Office of the Prime Minister**, salary range \$5,597,715 - \$7,528,305 per annum.

### **Job Purpose**

Reporting to the Permanent Secretary, the Director, Planning and Evaluation is responsible for developing, implementing, managing and maintaining processes and procedures that integrate Corporate/Strategic Planning, Budgeting and Performance Monitoring and Evaluation Systems within the Ministry and its Portfolio. The Director promotes and monitors strategic alignment and compliance with governing legislation, policies and directives.

### **Key Responsibilities**

- Co-ordinates the strategic planning process for the Ministry's portfolio and provides direction to the planning process to ensure plans are consistent with Government priorities and in alignment with the Ministry's goals and objectives;
- Develops and implements systems and procedures to guide the Corporate Planning, Monitoring and Evaluation processes of the Ministry;
- Implements policies, systems and procedures to guide the Strategic Planning, Monitoring and Evaluation processes across the Ministry's Portfolio;
- Provides technical advice and guidance to the Permanent Secretary, Senior Managers and Portfolio Entities on matters relating to strategic planning, organizational performance and compliance;
- Commissions the conduct of research and evaluations to inform the Strategic Planning process, policy review and other organizational improvements;
- Supports the maintenance and update of the Ministry's Risk Register, and escalating issues as identified;
- Monitors the performance of the Ministry and its Portfolio Entities against strategic priorities and key performance indicators;
- Oversees the preparation of Quarterly, Bi-annually, Annually and Ad hoc Performance Reports;
- Co-ordinates performance review meetings and strategic retreats to celebrate achievements, probe/resolve performance issues, and facilitate knowledge sharing and capacity building;
- Develops, reviews and implements systems and procedures to guide the operations of the Planning and Evaluation Unit;
- Develops and implements the Planning and Evaluation Unit's Strategic/Corporate and Operational Plans and Budget;
- Manages the Unit's Annual Budget to achieve planned deliverables in accordance with relevant legislations;
- Oversees the development of Work Plans and Programmes for the Unit, ensuring staff are effectively utilized and Unit goals are achieved;
- Prepares and submits Quarterly Evaluation Reports, Annual Performance Report and other reports;
- Assists with the preparation of Cabinet Submissions, as requested;
- Represents the Office of the Prime Minister at meetings, conferences and other functions as directed;
- Provides guidance to staff in the Unit through coaching, mentoring, learning and development;
- Undertakes special assignments at the request of the Permanent Secretary;
- Performs any other related duties that may be assigned from time to time.

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

- Strong customer service orientation
- Effective oral, written communication and presentation skills
- Excellent interpersonal, emotional intelligence and the ability to withstand work pressure on an on-going basis
- Strong analytical, judgement and problem-solving skills

- Excellent leadership, management and strategic thinking skills
- Excellent negotiation, consultation and issues management skills with demonstrated experience in managing complex contentious issues and stakeholder/client relations
- People management skills
- Proficiency in the use of current/relevant computer applications and internet research applications (Microsoft Office (Word, Excel, Power Point, Projects)
- Demonstrable knowledge of Strategic/Corporate Planning and Budget
- Demonstrable knowledge of performance monitoring and evaluation processes
- Demonstrable knowledge of business processes to improve efficiency and effectiveness
- Sound knowledge of the principles of Public Sector management and the operations of Government
- Ability to facilitate and implement change initiatives, demonstrate initiative and creativity
- Ability to effectively manage enterprise risks
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Ability to manage limited resources, balance both the Ministry's and employees' demands to achieve challenging output targets
- Demonstrates high levels of confidentiality and integrity, reflecting high ethical and moral values

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

- Post Graduate Degree in Management Studies or Business Administration or Public Sector Management or related discipline from a recognized tertiary institution;
- Specialized training in Strategic/Corporate Planning and Project Management;
- Five (5) years' working experience in Strategic/Corporate and Operational Planning at a senior level.

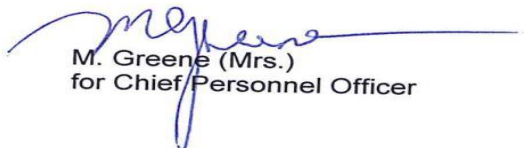
Applications accompanied by résumés should be submitted **no later than Thursday, 22<sup>nd</sup> February, 2024 to:**

**Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer