



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 222 **OSC Ref. C. 6272¹⁷**

28th May, 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 fill/be assigned to the following, posts in the **Office of the Prime Minister**:

1. **Director, Planning and Evaluation (GMG/SEG 4) (Not Vacant) (Planning and Evaluation Unit)**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Policy Officer (GMG/SEG 2) (Vacant) (Information Division)**, salary range \$4,266,270 - \$5,737,658 per annum.

1. Director, Planning and Evaluation (GMG/SEG 4)

Job Purpose

Reporting to the Permanent Secretary, the Director, Planning and Evaluation is responsible for developing and managing the Ministry's Strategic/Corporate and Operational Plans while ensuring alignment with related strategic priorities and national development policies. This post also leads on the maintenance of performance accountability for the Ministry and other portfolio entities.

Key Responsibilities

Management/Administrative

- Develops/reviews and implements operational systems and procedures to guide the operations of the Planning & Evaluation Unit;
- Develops and implements the Unit's Strategic/Corporate and Operational Plans and Budget;
- Manages the Division's Annual budget in an efficient, effective and economical manner in accordance with the relevant legislations;
- Oversees the development of Work Plans and programmes for the Unit, ensuring staff are effectively utilized and productivity of the Unit is optimized;
- Prepares and submits quarterly evaluation reports, annual performance report, and other reports as required;
- Supports the maintenance and update of the Ministry's risk register, and escalating issues as identified;
- 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 technical advice/guidance to the Permanent Secretary, Senior Managers and other key stakeholders on matters relating to strategic/corporate planning;
- Provides strategic planning, analysis and advice to the Permanent Secretary on policy issues, making available current data and information on specific portfolio responsibilities and any other critical issues that may arise from time to time.

Supervisory

- Manages the welfare and development of staff in the Unit by developing Work Plans, conducting performance appraisals and identifying/recommending training and development programmes;
- Provides guidance to staff in the Unit through coaching, mentoring and learning and development;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Participates in the recruitment of staff for the Unit; approves vacation leave for staff in the Unit in keeping with established human resource policies.

Technical/Professional:

Corporate Planning

- Develops and implements systems and procedures to guide the corporate planning and evaluation processes of the Ministry;
- Provides guidance and advice to the Permanent Secretary, Programme Managers and Directors in the preparation of their Corporate/Strategic and Operational Plans and prepares the overall Corporate Plan for the Ministry;
- Leads the co-ordination of the Strategic/Corporate and Operational Planning process for the OPM; provides strategic direction to the planning process to ensure that Divisions/Units Plans are written in conformance with set criteria and in alignment with organizational mission, vision, goals and objectives;
- Provides oversight to Programme Managers, Directors in the development of Divisions/Units Strategic/Corporate and Operational Plans which reflect the Ministry's policy objectives and identify its priority programmes;
- Reviews case studies and research of emerging techniques and practices to keep abreast of new information; determines planning perspectives for adoption and makes modifications to planning priorities where necessary.

Monitoring and Evaluation

- Develops and implements a system for monitoring the implementation of work programmes in accordance with the operational plans, to ensure direct linkage with corporate plan, budget and cash flow;
- Establishes and implements mechanisms for monitoring the implementation of decision and follow-up;
- Monitors projects and the implementation of decisions taken in respect of policy issues, and offers solutions for the removal of constraints and bottlenecks;
- Establishes mechanisms to facilitate the timely and effective preparation and submission of reports and the accurate and timely transmission of information to the Office of the Permanent Secretary and the rest of the Ministry and all other relevant persons.

Policy Analysis

- Designs systems for monitoring Plan Implementation and for analyzing the effects of the Ministry's policies, programmes and regulations on of its clients in the public and private sector;
- Researches and makes recommendations on policy issues.

Other

- Undertakes special assignments at the request of the Permanent Secretary;
- Participates in team efforts to achieve Divisional and Ministry goals;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

Core

- Initiative;
- Results oriented;
- Strong customer orientation;
- Effective oral, written communication and presentation skills;

Technical

- 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;
- Excellent interpersonal, emotional intelligence and the ability to withstand work pressure on an on-going basis.
- People management skills;
- Interviewing and counselling skills;
- Analytical and problem-solving skills;
- Proficiency in the use of current/relevant ccomputer 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 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 institution;
- Specialized training in Strategic/Corporate Planning and Project Management;
- At least five (5) years' working experience in Strategic/Corporate and Operational Planning;
- Five (5) years' working experience at senior management level.

Special Conditions Associated with Job

- May be required to work outside of normal work hours.

2. Policy Officer (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Principal Director, the Policy Officer is responsible for providing policy input(s) regarding the broad spectrum of activities for the Information Division through timely, focused and thorough research. The Policy Officer also participates in policy formulation at the Divisional, Agency and Intra/Inter Ministry levels; provides input(s) relative to activities attendant on complying with government planning and reporting requirements (e.g. Cabinet Decision Updates, Policy Register, Operational and Strategic Plans, Priority Policy Programmes and Annual Reports etc.).

Key Responsibilities

Technical / Professional

Provides timely and thorough research to inform evidence-based policy analysis and recommendations, relative to:

- Policy formulation and revision within the remit of the Information Portfolio; Policy, Agency and Industry performance monitoring;
- Policy, Agency and Industry performance monitoring; with attention to, inter alia, the characteristics/changing character of the domestic information and communications sectors in the national economy;
- International Benchmarking; and
- Impact analysis of the global information and communication economy for purposes of local policy development.

Provides input in policy consultations, analysis and formulation at the Divisional, Agency and Intra/Inter Ministry levels as necessary by:

Participating and reviewing Information Policy Framework which will address:

- Regulation of the electronic media and film industries (Convergence; Emerging Media/technologies; Licensing and fee structures and sanctions inclusive);
- Governance of content across diverse platforms (inclusive of emerging media);
- Content management;
- Access to Information and "Official Secrets" regimes;
- Content and Technical Standards of Media;
- Digital Switch Over;
- Ownership issues;
- Industry specific competition matters;
- Government Communication Network;
- Public Service Broadcasting (Model and funding).

Reviewing and making recommendations with respect to the processes (and structure) of Government Agencies falling under the Information Portfolio to achieve, among other things:

- Timely and greater access to Government information;
- Effective systems for communication between Government and the public;
- Streamlined operations of Government's media network;
- Maximization of available resources to ensure efficiency, effectiveness and sustainability of the Government's media network;
- Currency of the Government's media services and infrastructure;
- Harmonized delivery of relevant services by regulatory agencies in an effective and efficient manner in the context of a modernized policy framework; rapid changes in information and communications technology and convergence;
- Alignment of Government projects and programmes with established policies of Government.

Monitors implementation of Information Agreements between the Government of Jamaica and other Governments, Regional and International organizations;

Interfaces (in keeping with instructions) with local, regional and international Information Industries and stakeholders, Policy makers, Government Officials, Regulators and Agencies in pursuit of carrying out core functions of the Division/Unit;

Represents the Information Division in any local forum as assigned and advances the interest of the Division and the Government.

Provides administrative, strategic and policy support by;

- Providing input into the development of the Budget for the Division's Operational and Strategic Plans;
- Preparing updates/reports (e.g. Cabinet Decisions updates, Policy Register, Operational and Strategic Plans, priority policy programmes and annual Reports) using templates and other indicated format in conformity with government's reporting requirements, and submitting for review;
- Providing support to the process of ensuring that proposals received from the Broadcasting Commission with respect to the grant, renewal, suspension and or revocation of licenses are processed and analyzed in keeping with established practices from time to time;
- Providing timely inputs to enable the appointment of boards and submission of Annual Reports to Parliament within specified timeframes;
- Maintaining channels of communication with all members of staff of the Division and Agencies as necessary, to ensure that scheduled activities are met and escalating identified problems for resolution;
- Performs other relatable duties.

Required Knowledge, Skills and Competencies

- Excellent planning and organizing skills;
- Excellent oral, written communication and presentation skills;
- Excellent networking and relationship-building skills and ability to function as a team player and works harmoniously with a diverse group of people at various levels externally and internally;
- Understanding of Government's policy processes;
- Understanding of the information subject and its interface with the Telecommunications Portfolio;
- Sound judgement, decision-making and problem-solving skills;
- Ability to make sound and logical conclusions;
- Expresses ideas effectively, and organizes and delivers information appropriately;
- Displays emotional resilience and the ability to withstand pressure on an on-going basis;
- Sets and maintains high performance standards; pays close attention to detail, accuracy and completeness.
- Proficient in relevant computer applications and systems, including Microsoft Office Suite (Word, Excel, PowerPoint).
- Knowledge of research methods, policy analysis and survey techniques;
- Knowledge of Global influences and trends in the Information and Telecommunications environment;
- Working knowledge of Cabinet Submissions and other policy documents;
- Knowledge of Government's priorities in relation to Information and Telecommunications.

Minimum Required Qualification and Experience

- Undergraduate Degree in Mass Communication, Social Policy, Public Administration, Economics, or other related Social Science field from an accredited institution;
- Specialized training in modern approaches to policy research would be an asset;
- At least three (3) years' experience in policy development /analysis would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 10th June, 2024 to:**

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

E-mail: 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.



Desreen Smith (Mrs.)
for Chief Personnel Officer