



## Office of the Services Commissions

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### **CIRCULAR No. 277** **OSC Ref. C. 4858<sup>49</sup>**

16<sup>th</sup> July, 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 **Senior Director, Strategic Planning, Performance and Risk Management (GMG/SEG 5) – (Not Vacant)** in the **Policy, Planning and Project Management, Ministry of Agriculture, Fisheries and Mining**, salary range \$7,716,512 - \$10,377,851 per annum.

#### **Job Purpose**

Under the general direction of the Chief Technical Director, the Senior Director, Strategic Planning, Performance and Risk Management is responsible for establishing and maintaining systems for integrating the Corporate/Strategic, Operational and Business Plans as well as the Performance Monitoring and Enterprise Risk Processes across the Ministry, its Departments and Agencies.

There is a requirement to direct and manage the development of the Ministry's comprehensive Corporate/Strategic Business Plan, Enterprise Risk Management Framework, the various attendant plans and budget to the required quality and standard, thereby, enabling the Ministry to achieve its stated organizational and national policy objectives and outcomes within the available resources. The incumbent will also be required to conduct analyses of the Ministry's performance, identify and make recommendations for improvement.

There is also the responsibility to validate projections on the impact of economic factors on the implementation of the Ministry's policies, programmes and projects. Additionally, there is a requirement to formulate technical papers and submissions for local, regional and international agencies. Evaluate technical and professional programmes and monitor the performance and budgetary allocations of the various Departments, Divisions and Agencies.

Responsibility is also exercised for chairing the Corporate/Strategic and Performance Reviews, Retreats, Quarterly reviews and various Management Committees, workshops and seminars, and for liaising and collaborating continuously with various stakeholders and senior representatives from the Cabinet Office, Ministry of Finance and the Public Service, Planning Institute of Jamaica and Auditor General's Department.

#### **Key Responsibilities**

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

- Develops related policies and policy guidelines, Cabinet Briefs and Papers and participates in meetings and makes presentations and recommendations at the Cabinet Office, Planning Institute of Jamaica, Statistical Institute of Jamaica, Ministry of Finance, and the Public Service and for national, regional, and international organization;
- Establishes priorities, develops long range plans and provides the overall leadership and vision in guiding staff;
- Oversees the development and updating of Corporate/Strategic/Business/Operational Procedural Manuals;
- Leads the coordination of the Strategic Business/Operational and Corporate Planning process to ensure that Divisions and Agency plans are written in conformance with set criteria and in alignment with organizational goals and objectives;
- Exercises responsibility for the day-to-day management and leadership of the Division and for setting of priorities, objectives, and delegation of work;
- Represents the Ministry at meetings, seminars, workshops and conferences;
- Develops, institutes and implements systems and procedures to guide the strategic corporate planning and evaluation process;
- Proactively supports the management control process through the implementation of a performance monitoring and evaluation framework;

- Provides a framework for the monitoring of progress against plans and chairs quarterly Strategic/Corporate Planning meetings, retreats and seminars to determine significant divergence (actual or impending) from targets set in plans and facilitates the development of strategies to close performance gaps as they are identified;
- Establishes and sustains strong partnerships with officials of local, regional and international organizations;
- Formulates speeches, papers, documents and information, as required;
- Promotes the use of best practices and the incorporation of cutting-edge developments to strengthen the strategic planning and performance monitoring and evaluation in the MOAF.

***Technical/Professional:***

- Develops operational objectives to guide the Division's operations and formulates Performance Indicators for use in the assessment of programmes and projects;
- Liaises with the Permanent Secretary, Chief Technical Director and the Honourable Minister on the development and monitoring of policies, plans, programmes, and budgets and on adherence to various guidelines, for example, IMF guidelines and leads to the conceptualization, planning, development, and implementation of Corporate/Strategic/Business/Operational Framework for effectiveness and efficiency of the Division;
- Provides technical advice on related policies, systems and procedures, and ensures the development and maintenance of the Communication and Information System that facilitates transparent and accessible communication with all stakeholders;
- Analyzes, reviews and validates economic projections on select sectors and their impact on the Ministry's policies, programmes and projects;
- Oversees the development of systems and structures designed to enhance networking and provides support, as required;
- Participates in negotiations with international Agencies for funding, training and other partnership arrangements;
- Monitors and reports on reporting requirements for partners and ensures that they are met;
- Leads the implementation of the Corporate/Strategic/Business Planning Processes across the Ministry and its Agencies to ensure that plans are written in conformance with set criteria and objectives;
- Directs the implementation of the Performance Monitoring and Evaluation System (PMES) Framework in the organization;
- Directs the implementation of the Enterprise Risk Management (ERM) Framework in the Ministry, its Departments and Agencies;
- Ensures that Corporate Plan targets are linked to desired policy outcomes through mission, vision statements, strategic objectives, key outputs, performance indicators and targets outlined in Corporate Plans are specific, measurable, attainable, realistic and time bounded;
- Liaises with the Office of the Cabinet and divisional heads to ensure that the Corporate/Business Plan is driven by desired national policy outcomes, and that targets are specific, measurable, attainable, realistic and time bounded;
- Develops, within Corporate Plans, a Medium-Term Financing Plan and Annual Operational Plan;
- Guides the development of the Enterprise Risk Management Programme and related KPIs;
- Ensures that the Annual Operational and Business Plans are linked to the Budget, develops, articulates, implements, and evaluates an overall financial and operational planning framework for the Ministry and facilitates the development of agency Corporate Plans, Medium Term Financing Plans, and the Annual Operating Plans according to Government guidelines;
- Monitors the plans and programmes to ensure that objectives are met and that the corrective activities are taken in case of deviations;
- Liaises with the Ministry of Finance and the Public Service's financial and accounting personnel within the ministry to ensure that the budget is linked to the Annual Operational Plan, Corporate Plan and Medium-Term Financing Plan;
- Oversees the production of Agencies' Corporate Plans, Medium Term Financing Plans and the Annual Operating Plans according to Government guidelines;
- Ensures full stakeholder participation in the development of the Ministry's Corporate Plan and facilitates full stakeholder participation in the production of agency Corporate Plans;
- Proposes corporate planning policy changes to the Chief Technical Director, Principal Director, the Ministry, and to the Ministry of Finance and the Public Service and provides functional direction and technical support across the Ministry on all aspects of planning;

- Operates a priority setting process to support the portfolio Ministry's top management in decision-making and resource allocation;
- Develops policy guidelines, objectives and procedures for the efficient operations of the Ministry;
- Provides a framework for the monitoring of progress against plans and chairs quarterly corporate planning meetings attended by chief executives of agencies, relevant Ministry policy advisors and other key stakeholders and determines significant divergence (actual or impending) from targets set in plans and facilitate the development of strategies to close performance gaps as they are identified;
- Develops Code of Ethics and conducts Ethical Audits, as required;
- Co-ordinates the implementation of the GOJ Consultation Code across the Ministry and its Agencies;
- Co-ordinates the development and Implementation of an Energy Conservation Programme across the Ministry and its Agencies;
- Monitors the development and implementation of a Disaster Preparedness and Management Plan for the Ministry and its Departments and Agencies;
- Facilitates the implementation of the Corporate Planning process within the Ministry and its Departments and Agencies, identifies weaknesses in the process and evaluates effective goal achievement; leads in the implementation of changes to effect improvement in the process;
- Collaborates with agencies/departments in the identification of training gaps and determines training programmes to address needs; collaborates with Cabinet Office/MIND in the design/development of training programmes;
- Spearheads the coordination of the Corporate Planning process for the Ministry; provides strategic direction to the planning process to ensure that divisional plans are written in conformance with set criteria and in alignment to organizational mission, vision, goals and objectives;
- Leads the preparation and execution of Corporate and Operational Plans for the Ministry, its Agencies and Departments;
- Prepares the Estimates of Expenditure for the Ministry based on inputs from the various Departments and Agencies;
- Performs other related duties and responsibilities that may from time to time be assigned.

***Supervisory:***

- Oversees the development of a Monitoring and Evaluation Plan guided by the MoAF's Strategic Business Plan as the framework for the monitoring and evaluation of the Ministry's programmes and projects;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support, as needed;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division and the Ministry;
- Ensures that training and other needs of employees are adequately identified and addressed.

***Human Resources:***

- Supervises the staffing Unit and ensures that policies, procedures and processes are implemented; and ensures that work standards and targets are met;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.

**Other:**

- Establishes and maintains strong linkages with representatives of local, regional and international agencies to achieve organizational goals;
- Ensures the mainstreaming of policies, plans and procedures in key thematic areas such as gender equality, climate action and responsible consumption and production;
- Established and maintains effective working relationship with the Ministry's associated Agencies and other affiliates;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Excellent oral and written communication skills;
- Excellent interpersonal and client interface skills;
- Excellent planning, and organizing skills;
- Excellent analytical and negotiating skills;
- Excellent judgment, decision-making and problem-solving skills;
- Strong leadership and management skills;
- Excellent business acumen and strategic vision skills;
- Excellent strategic analysis and priority setting skills;
- Excellent customer relations, people management skills;
- Ability to plan and organize effectively in a complex environment;
- Ability to build and maintain strong linkages with stakeholders in other Government, private, regional and international Agencies;
- Sound personal and professional integrity.

**Technical:**

- Excellent knowledge of government Corporate/Business Planning, Medium Term, Financial Planning, Operational Planning and budgeting processes and procedures;
- Excellent knowledge of Government policy formulation, monitoring and evaluation processes;
- An excellent working knowledge of performance management techniques and their application including the relationship between national and Ministry policies and the missions, visions, strategic objectives, key outputs, performance indicators, targets and actual performance of the Ministry and its agencies;
- Thorough knowledge, experience and familiarity with Corporate/Strategic planning;
- Highly skilled in the design and delivery of presentations/training programmes;
- Excellent presentation skills;
- Ability to lead and manage change initiatives;
- Excellent financial and analytical skills;
- Proficiency in the use of relevant computer applications;
- The ability to identify and build effective planning teams which work well across functional boundaries within the Ministry and its agencies and with external stakeholders;
- The ability to effectively facilitate and influence planning teams through the application of technical planning and project management skills and skills in the leadership and teambuilding;
- The ability to think innovatively, analytically and constructively and to be able to identify the correct causes of problems and their solution;
- A good understanding of priority policy issues in Agriculture, Manufacturing, Services and their relationship among each other;
- Excellent knowledge of macroeconomics to link implementation of programmes to a National Growth Strategy.

**Minimum Required Qualification and Experience**

- Postgraduate Degree in Social Sciences; for example, Management, Business Administration, Public Sector Management or any comparable education and training that provides the requisite knowledge;
- Ten (10) to twelve (12) years related experience in Corporate Planning, Economics. Business/Public Sector Management and a minimum of seven (7) years' experience at the senior management level;
- Specialized training in Corporate/Strategic Planning.

**Special Condition Associated with the Job**

- Must be willing to travel both locally and internationally.

Applications accompanied by résumés should be submitted **no later than Monday, 29<sup>th</sup> July, 2024 to:**

Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6.

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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