



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.330

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29th August, 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 **Corporate Planning Analyst (GMG/SEG 2) – (Not Vacant)** in the **Planning and Evaluation Unit, Office of the Prime Minister**, salary range \$4,266,270- \$5,737,658 per annum.

Job Purpose

Under the direction of the Director, Planning and Evaluation, the Corporate Planning Analyst is responsible for implementing and maintaining systems and procedures that integrate the corporate/strategic planning, budgeting and performance monitoring processes within the Ministry and its portfolio Departments/Agencies, ensuring alignment with government's priorities. This post supports performance planning, monitoring and evaluation, with a view to improving organizational learning, goal achievement, fiscal prudence and risk management.

Key Responsibilities

Technical/Professional:

- Coordinates the strategic planning process for the Ministry and related Agencies, provides direction to the planning process to ensure that submitted plans are in alignment with the Ministry's goals and objectives, and consistent with Government priorities;
- Participates in the development and implementation of systems and procedures to guide the strategic planning, monitoring and evaluation processes across the Ministry and related Agencies;
- Establishes information and communication mechanisms, and provides relevant information guidelines in support of planning, monitoring and evaluation;
- Prepares draft strategic/corporate and operational plans for the Ministry through review, refinement and analysis of submitted plans, ensuring integration of the planning and budget processes;
- Liaises with and provides assistance and guidance to Heads of Divisions/Units and Programme Managers in the preparation of their corporate, strategic and operational plans;
- Identifies and monitors risk, challenges and potential barriers to effective implementation of planning programmes and projects;
- Informs Heads of Divisions/Units through monitoring, on significant variance from targets in Strategic/Corporate and Operational Plans and the need for alternative strategies;
- Supports Heads of Departments/Agencies and Divisions/Units and Programme Managers in the development of monitoring and evaluation frameworks and plans;
- Supports Agencies and Divisions/Units in their utilisation of planning tools and forms;
- Reviews the performance of policies, programmes and projects in the Ministry and portfolio Agencies' Strategic/Corporate Plans;
- Analyses the performance of the Ministry against strategic and operational targets and budgets expenditure;
- Reports on strategic and policy related issues making available current data and information on specific portfolio responsibilities and any other critical issues;
- Conducts research into planning, monitoring and evaluating best practices and new developments, and makes recommendations on improving the existing processes and techniques;
- Participates in data gathering exercises designed to inform the Ministry's Strategic/Corporate and Operational Plans;
- Participates in the monitoring and evaluation of Ministry's/Agencies' programmes and projects to ensure programmes and projects comply with established Government policies, legislations and regulations;
- Coordinates quarterly and annual reviews of the performance of the Ministry and related Agencies in relation to Strategic/Corporate and Operational Plans;
- Assists with organizing and facilitating consultations between the Planning and Evaluation Unit, Departments/Agencies and key stakeholders for clarification and streamlining of plans and processes for government best practice;

- Conducts research and reports on social, economic and international developments impacting on the feasibility of the operations and programmes of the Ministry and related Departments/Agencies;
- Identifies and monitors the management of risk factors for major programmes, projects and policies, making reports and recommendations in relation to risk management.

Other:

- Undertakes any other duties that may be assigned by the Permanent Secretary or the Director, Planning & Evaluation;
- Consults with Heads of Departments/Agencies and Divisions/Units of the Ministry on matters relating to Strategic and Corporate Planning;
- Deputizes for the Director in his/her absence
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Effective oral, written communication and presentation skills;
- Integrity/Confidentiality;
- Excellent interpersonal skills
- Strong customer orientation;
- Results oriented;
- Initiative.

Technical:

- Strong research, analytical and problem-solving skills;
- Excellent project monitoring and evaluation skills;
- Sound judgement and decision-making skills;
- Risk management skills;
- Demonstrable knowledge of Strategic/Corporate Planning and Budget;
- Demonstrated knowledge of performance monitoring and evaluation processes;
- Proficiency in the use of computer applications and internet research applications, especially Microsoft Office (Word, Excel, Power Point, Projects);
- Knowledge of the Principles of Public Sector Management;
- Knowledge of Planning and Evaluation Techniques and Budget Management;
- Knowledge of Performance Monitoring Techniques and their applications;
- Knowledge of Risk Management;
- Comprehensive knowledge of Strategic/Corporate and Operational Planning and Budgetary processes and procedures;
- Knowledge of Government policy formulation, monitoring and evaluation processes.

Minimum Required Qualification and Experience

- Undergraduate Degree in Management Studies, Public Administration, Public Sector or related field from a recognized tertiary institution;
- Specialized training in Strategic/Corporate Planning, Performance Monitoring and Project Management;
- Three (3) years' experience in Strategic/Corporate Planning.

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

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 read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)
for Chief Personnel Officer**