



Office of the Services Commissions

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CIRCULAR No. 380 **OSC Ref. C. 6555¹⁸**

25th September, 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 the following **vacant** posts in the **Ministry of Industry, Investment and Commerce**:

1. **Corporate Planner (GMG/SEG 3) – Policy, Planning, Projects and Research Division**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Secretary 2 (OPS/SS 2) - Food Storage and Prevention of Infestation Division (Western Region)**, salary range \$1,439,455- \$1,935,907 per annum.

1. 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.

The post is responsible for projecting the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects. The incumbent participates in the management and implementation of the Performance Monitoring and Evaluation System (PMES) within the Ministry and its Agencies, consistent with the Vision 2030 National Development Plan, Government Strategic Priorities and the Ministry's Strategic Priorities.

There is a requirement to develop partnerships and establish effective working relationships with the Heads of portfolio agencies and staff, to ensure that plans and operations relate to overall Ministry and national policies.

The post supports and facilitates performance planning, monitoring and evaluation with a view to improving organizational learning, goal achievement, fiscal prudence and risk management.

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;
- Analyzes Operational Plans from the Agencies and summarizes 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 Senior 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;
- Co-ordinates activities for Planning Retreats;
- Manages the implementation of the Performance Monitoring and Evaluation System (PMES).

Human Resource:

- Monitors and evaluates the performance of the Performance Monitoring and Evaluation Officer/s;
- Interprets policies 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 promotion, leave, itinerary, disciplinary issues and other human resources matters.

Other:

- Keeps abreast of developments in Corporate/Strategic/Business Planning;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and facilitation skills
- Excellent oral and written communication skills
- Ability to exercise initiative
- Ability to work as a part of a team

Functional:

- 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;
- Specialized training in Planning and/or Project Management, Economic Analysis and Statistics would be an asset.

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.

Special Condition Associated with the Job

- Will sometimes be required to conduct site visits for the Ministry's programmes, projects and other initiatives.

2. Secretary 2 (OPS/SS 2)

Job Purpose

Under the direct supervision of the Senior Food Storage Inspector, the incumbent is responsible for providing secretarial and administrative support to ensure the effective and efficient operations of the Division.

Key Responsibilities

Management/Administrative:

- Types letters and memoranda to customers;
- Reproduces regulatory and surveillance reports and other technical documents for scientific officers and inspector;
- Receives and takes telephone messages and screens calls intended for officers;
- Directs and screens visitors;
- Maintains an efficient filing system;
- Undertakes research and distributes information to the relevant officers;
- Accesses and forwards e-mails to the relevant officers;
- Receives, forwards and directs fax to the relevant officers;
- Perform any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent secretarial skills
- Good interpersonal skills
- Good communication skills
- Strong customer relations skills
- Good interpersonal skills
- Good time management skills
- Good problem solving and conflict management skills
- Integrity
- Compliance

Technical:

- Proficiency in the relevant computer applications
- Knowledge of the operations of Government/Knowledge of the Ministry's/Division's policies and procedures.

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND)

OR

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset

Applications accompanied by résumés should be submitted **no later than Tuesday, 8th October, 2024 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.



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