



Office of the Services Commissions

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CIRCULAR No. 383 **OSC Ref. C.6655¹⁸**

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 **vacant post of Senior Director, Corporate Services (GMG/SEG 5) in the Independent Commission of Investigations (INDECOM) (Headquarters)**, salary range \$7,716,512 - \$10,377,851 per annum.

Job Purpose

Under the general direction of the Commissioner, the Senior Director of Corporate Services (SDCS) ensures that the strategic objectives and targets of INDECOM relating to Corporate Services are actualized. He/she is responsible for planning, directing, co-ordinating and monitoring the development and implementation of programmes and strategies of the Finance and Accounts, Human Resource Management and Development, Procurement and Inventory, Information, Communication and Technology, and Registry Departments. This includes ensuring that adequate support services are provided, competent and productive personnel are attracted, and the organization remains responsive to changing needs and requirements. Additionally, the role involves project management for the Commission in keeping with the Commission's objectives.

Key Responsibilities

Management/Administrative:

- Leads the development of the corporate strategy, ensuring its alignment to the strategic objectives of the Commission;
- Ensures that Corporate Services operational plan, policies and procedures are developed, documented, reviewed and implemented within the framework of the Public Service Regulations, Staff Orders and other regulations, and thereafter effectively communicated to staff;
- Ensures that policy revisions are communicated, understood and reflected in the Corporate Service's strategy;
- Determines objectives and priorities within programmes for each Unit, providing co-ordination and integration of related policies and programme initiatives and alignment with the Commission's objectives and values;
- Develops and manages the Department's and the Commission's Budget and ensures its alignment with the strategic objectives of the Commission;
- Ensures that measures are in place to undertake a comprehensive audit of the Corporate Services functions and its effectiveness, to provide critical information for strategic management and implementation of methods to correct weaknesses;
- Assumes responsibilities, as a member of the Commission's Senior Management Team, for providing leadership and assistance to guide the strategic direction in respect of all Units under the portfolio;
- Ensures the periodic review and analysis of the Commission's structure and manpower needs and makes recommendations for adjustments, where necessary, to meet the changing requirements of corporate objectives, as indicated in the Commission's strategic planning process.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government Administration Systems, Corporate Planning, Labour Laws and Industrial Relations Practices, Staff Orders, Public Service Regulations, Access to Information, Procurement Guidelines and other policies that governs HRM and Administration;
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution;
- Excellent working knowledge of the GOJ budgeting process;
- Comprehensive knowledge of Government of Jamaica Planning and Policy Formulation;
- Comprehensive knowledge of Strategic Planning processes;
- Knowledge of the Financial Administration and Audit Act;
- Practical knowledge of information technology and productivity solutions;

- Good knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/People functioning, for example, Public Service Regulations, Records and Information Management Policies, Access to Information, SHRMD Policies, etc.;
- Knowledge of general office administration practices, procedures and standards;
- Knowledge of risk management principles;
- Proficient in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Master's Degree in Management Studies, Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Seven (7) years' experience in being progressively responsible for the administration of human resource functions at a senior management level in an organization of similar size and complexity.


OR

- Bachelor's Degree in Management Studies, Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Ten (10) years' experience in Human Resource Management and Development, with at least seven (7) years in a senior management capacity.

Applications accompanied by résumés should be submitted **no later than Tuesday, 8th October, 2024 to: hrd@indecom.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**