



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 100**

**OSC Ref. C.4858<sup>52</sup>**

**7<sup>th</sup> March, 2025**

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 **Director, Strategic Planning Performance and Monitoring & Evaluation Officer (GMG/SEG 4)** in the **Policy, Planning and Monitoring Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$6,333,301 to \$8,517,586 per annum.

### **Job Purpose**

Under the general direction of the Senior Director – Strategic Planning, Performance & Risk Management, the Director, Strategic Planning, Performance Monitoring & Evaluation is responsible for proactively directing the ongoing development/modification and implementation of Strategic, Corporate and Operational Plans to ensure synchronization with the defined strategic goals of the Ministry and its Departments and Agencies. This role also supports the performance management of the various plans and developing mechanisms to support corrective/improvement initiatives.

### **Key Responsibilities**

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

- Directs the alignment of the Branch's Corporate/Operational Plans and Budget with the Ministry's strategic objectives and priority programmes;
- Maintains mechanisms to effectively co-ordinate the alignment of plans, programmes and projects of the Ministry and its Departments and Agencies, in order to ensure a cohesive and complimentary execution of policy and programme initiatives;
- Participates in and co-ordinates the development of the strategic direction of the Ministry;
- Prepares and submits performance and other reports relating to the achievement of targets for the Ministry and its Agencies, as required, and ensures timely submission of all documents/information requested from the Branch;
- Establishes and maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with MoAF&M's Operational Plan;
- Establishes and maintains various Corporate Planning Committees that make recommendations for the implementation of improved procedures and systems;
- Represents the MoAF&M at meetings, conferences and other fora, as needed.

#### ***Technical/Professional:***

- Directs the development, co-ordination and implementation of the strategic/corporate planning and performance management processes for the Ministry and its related Departments and Agencies;
- Develops and conducts coaching sessions with the Ministry and its Departments on Corporate Planning to ensure that Senior Executives and Line Staff understand its scope, while simultaneously strengthening the planning process within the MoAF&M;
- Develops, implements and maintains the Ministry's Strategic Business and Operational Plans;
- Determine an effective format and arrange the Ministry's Strategic Planning Meeting/Retreat In collaboration with the Senior Director, Strategic Planning, Performance Monitoring & Evaluation;
- Provides strategic analysis and advice on policy issues;
- Designs and implements training modules aimed at strengthening the planning and performance management processes within the Ministry and its Agencies and Departments;
- Develops, implements and maintains protocols to liaise with the Principal Finance Officer (MoAFM) to ensure that the Ministry's Corporate Plans directs its budget;

- Guides the progress of work in relation to the Ministry's Operational Plans and quarterly and annual reports, identifies barriers to success and recommends strategies/activities to overcome them, where necessary;
- Manages the preparation of quarterly and annual reports on the Ministry's overall performance;
- Monitors and evaluates the performance of Divisions/programmes, to ensure that targets are met or re-scheduled in a timely manner;
- Identifies, assesses and evaluates the risks in relation to the outputs and deliverables in the Ministry's Plans;
- Confers with the staff to obtain data required for planning, analysis and evaluation activities;
- Assists with the development, implementation and maintenance of Performance Management and Evaluation systems to track the operations of the Ministry's policies, programmes and projects against the various plans;
- Manages in designing systems for acquiring and recording progress information on projects/programmes of the Ministry and its Agencies and the implementation of decisions taken in respect of policy issues;
- Develops and manages corporate strategies to get desired input from the Ministry's clients for corporate planning and programme evaluation exercises;
- Supervises the collection of and tabulating of data from all available sources, to be analyzed and utilized in the development of programmes and policies of the Ministry;
- Represents the organisation in negotiations, including those that are cross-ministerial, to achieve effective solutions in challenging relationships, ambiguous and conflicting positions;
- Keeps current with the latest tools/techniques in Corporate Planning mechanisms to determine what new solutions and implementations will meet MoAFM business requirements.

#### ***Human Resources:***

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Co-ordinates the development of individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession planning initiatives, transfer, promotion and leave, in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency 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;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Performs all other related duties and functions as may be required from time to time.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Ability to manage change
- Integrity
- Compliance

##### ***Technical:***

- Thorough knowledge of strategic planning and evaluation techniques and budget management.
- Sound knowledge of Corporate and Operational Planning and Budgetary processes and procedures.

- Sound knowledge of Performance Monitoring Techniques and their applications.
- Working knowledge of GOJ policy directed at the agricultural and fisheries sectors.
- Good knowledge of the principles and techniques of research and analysis and the ability to apply that knowledge to development planning initiatives.
- Sound knowledge of the Government's governance, accountability and accounting framework, including relevant guidelines, regulations and legislation.
- Excellent capability to track project benefits realization and lessons learnt activities to feed into on-going improvements.
- Ability to monitor and report on project budgets across the portfolio at stakeholder and Sponsor levels.
- Excellent presentation, written and oral communication skills.
- Excellent leadership and negotiating skills.
- Ability to prioritize amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time.
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations.
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values.
- Proficiency in the use of statistical (SPSS) and other relevant computer applications.
- Advanced IT skills in relation to Word, PowerPoint and MS Project or other project tool.

#### **Minimum Required Qualification and Experience**

- Master's Degree in Management Studies, Public Administration, Business Administration or a related discipline.
  - Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management.
  - Four (4) years related experience, with at least two (2) years in a management role.
- OR**
- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline.
  - Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management.
  - Six (6) years related experience, with at least three (3) years in a management role.

#### **Special Conditions Associated with the Job**

- The environment is fast paced with on going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and internationally to attend conferences, seminars, and meetings.

Applications accompanied by résumés should be submitted **no later than Thursday, 20<sup>th</sup> March, 2025 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**