



MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the post of **Corporate Planner (GMG/SEG 2)-not vacant** in the **Policy, Planning, Projects and Research Division**.

Salary: \$2,023,418 – 2,405,208 per annum

JOB PURPOSE

Under the direction of the Senior Director, Policy, Planning, Projects and Research, the Corporate Planner (GMG/SEG 2) is responsible to coordinate the corporate planning process of the Ministry and Agencies consistent with the Ministry's strategic objectives and to monitor implementation of the Corporate and Operational Plans.

KEY OUTPUTS

- ❖ Corporate/Strategic Plan developed and monitored
- ❖ Annual Operational Plan produced
- ❖ Divisional Work Plan – assist in preparation
- ❖ Technical Annual Report – assist in preparation
- ❖ Technical Semi-Annual Report – assist in preparation
- ❖ Performance Reviews coordinated
- ❖ Quarterly Performance Evaluation/Monitoring Reports produced

KEY RESPONSIBILITIES - AREAS

Management/Administrative Responsibilities

- Participates 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.

Technical/Professional Responsibilities

- Facilitates, in collaboration with the senior officials of the Ministry, its Departments, and Agencies, the preparation of 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 Corporate Plan and also the Corporate Plans for the Ministry's Portfolio Agencies
- Liaises with the Cabinet Office to ensure that the Corporate Plan is driven by desired national policy objective.

- Coordinates and prepares the Ministry's Strategic/Medium Term Plan
- Coordinates and prepares the Ministry's Annual Operational Plan
- Collaborates with the policy team and all other divisions to develop the Ministry's Plans
- Provides technical support and guidance to the divisions, departments and agencies in the preparation of their Corporate and Operational Plans
- Coordinates 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 assist in the preparation of the Ministry's Technical, Annual and Bi-annual Reports
- Liaises with the Corporate Planning Unit, Cabinet Office and the Ministry of Finance and the Public Service in respect of the Ministry's Corporate 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
- Provides assistance and support in the preparation of ad hoc reports
- Provides comments and contributes to requests from other Ministries and Stakeholders
- Provides assessment of plans from Departments and Agencies for conformity with established policies, directives and overall strategic objectives
- Verification and background checks done to ensure credibility and reliability of reports, etc.
- Assists in the monitoring and evaluation of projects undertaken by the Ministry and ensures reporting requirements are met
- Keep 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
- Prepares Capital Budget Submission as needed
- Prepares Monthly Ministerial Reports
- Performs any other related duties that may be assigned from time to time

Human Resources Responsibilities

- None

PERFORMANCE STANDARDS / INDICATORS

- Corporate/Operational Plans, Quarterly Reports, and Annual Reports developed according to specifications and within the specified timeframe
- Documents completed to required standards and reflecting priorities of the Ministry
- Timely and relevant technical advice / recommendations.

REQUIRED COMPETENCIES

Core Competencies

- Good interpersonal skills
- Ability to exercise initiative
- Ability to work as a part of a team

Functional Competencies

- Excellent writing skills
- Good communication and facilitation skills
- Good presentation skills
- Excellent problem solving and analytical skills
- Good organizational skills
- Computer literate - competency in Microsoft Word, PowerPoint, Excel.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Undergraduate degree in Management, Public Administration or Economics. Postgraduate degree in relevant field would be an asset; and
- Three (3) years' experience in corporate and operational planning and programme monitoring and evaluation.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The job involves a typical office working environment with no adverse working conditions.

Applications accompanied by resume should be submitted no later than
April 6, 2021 to:

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6.
E-mail – hrm@micaf.gov.jm

Please note that we thank all for responding, but only short listed applicants will be contacted.