



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. 42 **OSC Ref. C. 6555¹⁵**

24th January, 2023

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/be assigned to the following posts in the **Ministry of Industry, Investment and Commerce**:

1. **Director, Planning and Performance (GMG/SEG 4) (Vacant) - Policy Planning, Projects and Research Division**, salary range \$4,947,565 - \$6,653,925 per annum.
2. **Senior Human Resource Management Officer (GMG/SEG 2) (Not Vacant)** during the period **July 3, 2023 to September 8, 2023 – Human Resource Management and Development Division**, salary range \$3,332,803 - \$4,482,249 per annum

1. Director, Planning and Performance (GMG/SEG 4)

Job Purpose

Under the general direction of the Senior Director, the Director, Planning and Performance Monitoring and Evaluation is responsible for establishing and maintaining systems for integrating the Corporate Strategic, Operational and Business Plans as well as the Performance Monitoring Process across the Ministry, its Departments and Agencies.

There is a requirement to direct and manage the development of the Ministry's comprehensive Corporate/ Strategic Business Plan, the various attendant plans and budget to the required quality and standard. Thereby, enabling the Ministry to achieve its stated organizational and national policy objectives and outcomes within the available resources. The incumbent will also be required to conduct analyses of the Ministry's performance, identify and make recommendations for improvement.

Key Responsibilities

Management/Administrative:

- Oversees the development and updating of Corporate/Strategic/Business/Operational Procedural Manuals;
- Leads the co-ordination of the Strategic Business/Operational and Corporate Planning process to ensure that Divisions and Agency Plans are written in conformance with set criteria and in alignment with organizational goals and objectives;
- Exercises responsibility for the day-to-day management and leadership of the Division and for setting of priorities, objectives, and delegation of work;
- Represents the Ministry at meetings, seminars, workshops and conferences;
- Develops, institutes and implements systems and procedures to guide the Strategic Corporate Planning and Evaluation process;
- Supports the management control process through the implementation of a Performance Monitoring and Evaluation Framework;
- Provides a framework for the monitoring of progress against plans and chairs Quarterly Strategic/Corporate Planning Meetings, Retreats and Seminars to determine significant divergence (actual or impending) from targets set in plans and facilitates the development of strategies to close performance gaps as they are identified;
- Establishes and sustains strong partnerships with officials of local, regional and international organizations;
- Formulates speeches, papers, documents and information as required;
- Promotes the use of best practices and the incorporation of cutting-edge developments to strengthen the Strategic Planning and Performance Monitoring and Evaluation in the MICAF.

Technical/Professional:

- Develops operational objectives to guide the Division's operations and formulates performance indicators for use in the assessment of programmes and projects;

- Provides technical advice on related policies, systems and procedures and ensures the development and maintenance of the Communication and Information System that facilitates transparent and accessible communication with all stakeholders;
- Analyzes, reviews and validates economic projections on select Sectors and their impact on the Ministry's policies, programmes and projects;
- Oversees the development of systems and structures design to enhance networking and provides support as required;
- Monitors and reports on reporting requirements for partners and ensures that they are met;
- Leads the implementation of the Corporate/Strategic/Business Planning Processes across the Ministry and its Agencies to ensure that plans are written in conformance with set criteria and objectives;
- Directs the implementation of the Performance Monitoring and Evaluation System (PMES) Framework in the Organization;
- Ensures that Corporate Plan targets are linked to desired policy outcomes through Mission, Vision Statements, strategic objectives, key outputs, performance indicators and targets outlined in Corporate Plans are specific, measurable, attainable, realistic and time bounded;
- Develops within Corporate Plans a Medium Term Financing Plan and Annual Operational Plan;
- Ensures that the Annual Operational and Business Plans are linked to the Budget, develops, articulates, implements and evaluates an overall financial and operational planning framework for the Ministry and facilitates the development of Agency Corporate Plans, Medium Term Financing Plans and the Annual Operating Plans according to Government guidelines;
- Monitors plans and programmes to ensure that objectives are met and that the corrective activities are taken in case of deviations;
- Ensures full stakeholder participation in the development of the Ministry's Corporate Plan and facilitates full stakeholder participation in the production of Agency Corporate Plans;
- Develops policy guidelines, objectives and procedures for the efficient operations of the Ministry;
- Facilitates the implementation of the Corporate Planning process within the Ministry and its Departments and Agencies, identifies weaknesses in the process and evaluates effective goal achievement; leads in the implementation of changes to effect improvement in the process;
- Spearheads the co-ordination of the Corporate Planning process for the Ministry; provides strategic direction to the planning process to ensure that Divisional Plans are written in conformance with set criteria and in alignment to organizational Mission, Vision, Goals and Objectives;
- Leads the preparation and execution of Corporate and Operational Plans for the Ministry, its Agencies and Departments.

Supervisory:

- Oversees the development of a Monitoring and Evaluation Plan guided by the MIIC's Strategic Business Plan as the framework for the monitoring and evaluation of the Ministry's programmes and projects;
- Ensures that training and other needs of employees are adequately identified and addressed.

Human Resources:

- Provides guidance to staff through coaching, mentoring and technical support;
- Recommends opportunities training and disciplinary action for staff supervised in keeping with established Human Resource policies;
- Participates in panels for the recruitment and selection of staff;
- Ensures the implementation of training and development programmes for staff;
- Evaluates staff and completes Performance Appraisal Reports.

Other:

- Establishes and maintains strong linkages with representatives of local, regional and international Agencies to achieve organizational goals;
- Established and maintains effective working relationship with the Ministry's associated Agencies and other affiliates;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government Corporate/Business Planning, Medium Term, Financial Planning, Operational Planning and budgeting processes and procedures
- Excellent knowledge of Government policy formulation, monitoring and evaluation processes
- An excellent working knowledge of performance management techniques and their application including the relationship between national and Ministry policies and the missions, visions, strategic objectives, key outputs, performance indicators, targets and actual performance of the Ministry and its Agencies
- Thorough knowledge, experience and familiarity with Corporate/Strategic planning
- Highly skilled in the design and delivery of presentations/training programmes.
- Excellent presentation, oral and written communication skills
- Good interpersonal and leadership skills
- Excellent planning, organizing, analytical and negotiating skills
- Excellent judgment, decision-making and problem-solving skills
- General computer proficiency
- Proficiency in the use of relevant computer applications
- The ability to identify and build effective planning teams which work well across functional boundaries within the Ministry and its agencies and with external stakeholders;
- The ability to effectively facilitate and influence planning teams through the application of technical planning and project management skills and skills in the leadership and teambuilding

Minimum Required Qualification and Experience

- Postgraduate Degree in Social Sciences; for example, Management, Business Administration, Public Sector Management or any comparable education and training that provides the requisite knowledge;
- Five (5) years related experience in Corporate Planning, Economics. Business/Public Sector Management;
- Specialized training in Corporate/Strategic Planning.

Special Conditions Associated with the Job

- May be required to travel both locally and internationally.

2. Senior Human Resource Management Officer (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Director, HRM (GMG/SEG 3), the Senior HR Management Officer (GMG/SEG 2) is responsible for planning, organizing, directing and controlling of the Human Resource management functions to ensure that the relevant Government policies and guidelines are complied with, and the Ministry is provided with qualified competent human resource.

The incumbent is also responsible for administering Employee Benefits in keeping with the Staff Orders and the Public Service Regulations in force, so as to ensure proper interpretation and equitable application of same.

Key Responsibilities

Management/Administrative:

- Manages the day-to-day operations of the Human Resource Management Unit;
- Participates in the Ministry's/Unit's Strategic Planning Process;
- Directs and participates in the recruitment process;
- Manages the Manpower Planning process;
- Prepares and issues letters to financial institutions, Embassies and High Commissions to confirm employment status of members of staff;
- Provides counselling to members of staff on work related or personal matters/issues;
- Chairs/serves as member of Committees to facilitate collective decision making or provide technical advice;
- Represents the Unit at meetings, seminars, conference and workshops;

- Provides technical guidance and advice to Directors and members of staff on HR Management matters;
- Oversees the preparation and distribution of Vacation Leave Roster for each;
- Prepares and submits Annual, Quarterly and Monthly Status Reports on the activities of the Unit.

Technical/Professional:

- Manages the engagement of contract officers and directs payment of benefits;
- Makes submission to the Ministry of Finance and the Public Service;
- Directs and monitors employee's benefits;
- Process Pension benefits:
 - ✓ Prepares schedules of employees who are eligible for retirement and submits all relevant documents to the Office of the Services Commissions and Pension Branch
 - ✓ Identifies and advises officers of their retirement
 - ✓ Prepares and issues retirement letters
 - ✓ Provides advice/guidance to retirees on the various benefits available to them and how to complete the various pension forms
 - ✓ Prepares and updates Period of Service Records
 - ✓ Computes and submits Pre-retirement Leave entitlement to the Ministry of Finance and the Public Service for verification
 - ✓ Provides updates to retirees of their pension
 - ✓ Keeps record of all Pension Advance and retirement benefits
 - ✓ Obtains information on Financial Status of prospective retirees from the Accounts Department
 - ✓ Prepares documents for the processing of retirement benefits for submission to the Pensions Branch
 - ✓ Researches information and prepares documentations for submission to the Pensions Branch on matters relating to linkage of service
 - ✓ Submits to the Office of the Services Commission's recommendations for persons to be retired from the Public Service, officers to remain in office up to their mandatory age retirement
 - ✓ Provides counseling for officers proceeding on retirement
 - ✓ Seeks approval from The Office of the Services Commissions for persons to be retired from the Ministry and its Divisions
 - ✓ Computes leave eligibility for persons proceeding on pre-retirement leave and/or separation from the Ministry and its Divisions
 - ✓ Investigates queries made by pensioners and other agencies relating to the award of pension/gratuity to retirees
 - ✓ Prepares documentation to the Pensions Branch in respect of refund of Family Benefits
- Process recommendations to the Ministry of Finance and Planning & the Accountant General for the following loans:
 - Motor car loan
 - Miscellaneous loan
 - Computer loan
 - Financial Assistance
 - Motor Vehicle Insurance
 - Tertiary loan
- Verifies officers' eligibility for Motor Vehicle Loans and prepares submissions to the Condition of Service;
- Advises officers of the outcome of their applications for Motor Vehicle Loan;
- Prepares submissions to the Motor Vehicle Repair Loans Committee regarding applications from the Ministry and its Divisions and submits supported applications to the Accountant General's Department for processing;
- Ensures that officers applying for various loans are eligible to receive same;
- Examines and checks for sound substantial reason for requesting various loans;
- Examines Pro-forma Invoice for completeness and authenticity;
- Compiles supporting documents to be submitted with recommendations and ensure they are forwarded;
- Liaises with Ministry of Finance and the Public Service, Cabinet Office and Accountant General to provide additional information required and to deal with complex request;
- Ensure the Salaries Unit is advised of approvals granted in order to facilitate deduction.
- Examines process and makes recommendations to the Ministry of Finance and the Public Service for the grant of duty concession;
- Manages and maintains the updating of Service Records for all employees of the Ministry and its Divisions;

- Compiles list and advises the Office of the Prime Minister of persons to be awarded Long Service Awards;
- Submits approval for the payment of Seniority Allowances;
- Submits recommendations to the relevant authority for the processing of Funeral Grants;
- Submits applications to the National Insurance Scheme (NIS) for processing of benefits/compensation for officers injured on the job;
- Liaises with the Attorney General's Department on matters relating to cases of injury on the job;
- Process leave for specific levels of staff;
- Supervises and approves the computation of leave entitlement and accurate processing of leave;
- Advised individual members of staff of all benefits for which he/she is eligible to receive in keeping with condition of service policy;
- Advises all Heads of Division/Section/Unit on matters affecting staff welfare;
- Interprets and implements Government's policies related to staff benefits.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and for instant corrective action where necessary to improve performance;
- Participates in the recruitment of staff for the Ministry/Division;
- Provides leadership and guidance to direct reports through effective planning, communication, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division;
- Reviews and evaluated performance evaluation Reports and makes recommendation for training;
- Ensures the welfare and development needs of staff are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Ensures proper working conditions for employees;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good leadership skills
- Good time Management Skills
- Integrity
- Teamwork and co-operation
- Customer Service and Interpersonal Skills
- Good planning and organization skills
- Good presentation skills
- Managing the Client interface
- People management
- Good problem-solving and decision-making skills

Technical:

- Excellent knowledge of Government's Human Resource policies, regulation and procedures
- Sound knowledge of Staff Orders and Public Service regulations, policies and procedures
- Sound knowledge of Retirement Procedures
- Excellent knowledge of Human Resource Management practices
- Sound knowledge of Leave Administration
- Sound Knowledge of Governments Benefits procedures
- Analytical Skills
- Proficiency in the use of relevant computer applications
- Methodical
- knowledge of programme budgeting

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Public Administration or equivalent;
- Five (5) years' experience in HR related functions.

Special Conditions Associated with the Job

- Will required to travel to various locations to perform work-related functions and/or attend meetings.

Applications accompanied by résumés should be submitted **no later than Monday, 6th February, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

E-mail: 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**