



## Office of the Services Commissions

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### **CIRCULAR No. 123** **OSC Ref. C. 6555<sup>13</sup>**

25<sup>th</sup> March, 2022

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, Planning and Performance (GMG/SEG 4)** in the **Policy Planning, Projects and Research Division, Ministry of Industry, Investment and Commerce**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.

#### **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.

Applications accompanied by résumés should be submitted **no later than Thursday, 7<sup>th</sup> April, 2022 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](mailto: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**