



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

September 10, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Policy, Planning, Projects and Research Division.

DIRECTOR, STRATEGIC PLANNING (GMG/ SEG 4)

Salary: \$6,333,301.00 per annum

JOB PURPOSE

Under the general direction of the Senior Director – Strategic Planning Monitoring & Evaluation (GMG/SEG 5), the Director, Strategic Planning, (GMG/SEG 4) leads the execution and continuous improvement of the Ministry's strategic, corporate, operational and medium-term planning processes. The post is responsible for planning systems administration, planning-budget integration, planning methodology, planning capacity development, plan development and review, and coordination of planning activities across the Ministry and its portfolio entities. The incumbent leads the integration of enterprise risk information into strategic, corporate and operational planning processes and serves as the primary planning liaison with the Enterprise Risk Management Unit.

KEY OUTPUTS

- MIIC Strategic Business, Operational, Corporate and Operational Plans Produced
- Corporate/Operational/Strategic Business Plans and Budgets formulated
- Operational, strategic and corporate plans analyzed to ensure alignment with the Ministry's Strategic vision
- Corporate and operational plan linked to target levels of performance and budgeting
- Ministry's, Agencies', External Departments' and Divisions Strategic Business Plans linked to the Medium-Term Expenditure Framework (MTEF), Medium Term Socio-Economic Framework (MTF) and all other planning frameworks developed;
- Technical guidance provided in the preparation of Ministry's, Agencies', Departments, and Outstations' Business Plans developed;
- Technical advice and support provided to the staff on corporate and operational planning and related budgeting
- Coaching Materials Developed and Presented
- Corporate, Strategic and Operational Plans, Budget for the section Prepared

- Advice and interpretation Provided
- Individual Work Plan Developed
- Staff Appraisals Conducted

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Ensures the alignment of the Division's corporate/operational plans and budget with the Ministry's strategic objectives and priority programmes.
- Maintains mechanisms to effectively coordinate 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.
- Coordinates 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
- Develops, institutes and implements systems and procedures to guide the strategic and corporate planning process
- Participates in and coordinates the development of the strategic direction of the Ministry.
- Oversees the development and updating of Corporate/Strategic/Business/Operational Procedural Manuals.
- Develops Individual Work Plan based on strategic alignment with MoAF's Operational Plan.
- Establishes and maintains various Corporate Planning Committees that make recommendations for the implementation of improved procedures and systems.
- Represents the MIIC at meetings, conferences and other fora as needed.

Technical/Professional Responsibilities

- Coordinates the development, implementation and continuous improvement of strategic, corporate, operational and medium-term planning processes.
- Manages 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
- 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.
- Ensures consistency and alignment among strategic, corporate, operational and medium-term plans.

- 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 Ministry.
- Develops, implements and maintains the Ministry's Strategic Business and Operational Plans.
- In collaboration with the Senior Director, Strategic Planning, Performance Monitoring & Evaluation, determine an effective format and arrange the Ministry's Strategic Planning Meeting/Retreat.
- Provides planning-related strategic analysis and technical advice to support management decision-making and policy development processes.
- Facilitates implementation of corporate planning processes, identifies weaknesses in planning systems and recommends improvements to strengthen organizational planning effectiveness.
- Designs and implements training modules aimed at strengthening the strategic, corporate, operational and medium-term planning capabilities across the Ministry and its agencies.
- Develops, implements and maintains protocols to liaise with the Principal Finance Officer (MIIC) to ensure that the Ministry's Corporate Plans directs its budget.
- 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 and manages corporate strategies to get desired input from the Ministry's clients for strategic, corporate and operational planning exercises..
- Represents the organization 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 determines what new solutions and implementations will meet MIIC business requirements.
- Supports the integration of strategic planning, business continuity, organizational resilience and risk management processes.

Human Resources Responsibilities

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching.
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies.
- Coordinates 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 initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures.
- Identifies skills/competencies 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.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

PERFORMANCE STANDARDS

- MIIC's Strategic Business, Operational, Corporate and Operational Plans produced in keeping with established standards and specified timeframes.
- Ministry and agency Corporate and Operational plans are developed and implemented within established guidelines and timeframes.
- Coaching Materials developed and presented meets the training needs and timeframes.
- Corporate, Strategic and Operational Plans, Budget for the section prepared within established guidelines, resources and timeframes.
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data.
- Corporate, strategic and operational plans developed and implemented within established guidelines, resources and timeframes.
- Work plans conform to established procedures and implemented accorded to establish rules.
- Reports are evidence-based and submitted in a timely manner.
- Staff managed according to GOJ HR and other established practices and performance appraisals and reviews done and submitted in accordance to agreed timeframe and standards.
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.
- Corporate/Operational Plans and Budgets developed and managed in keeping with directives, guidelines and timeframes from the cabinet office.
- Individual Work Plans developed in conformity to established standards and within agreed timeframes.
- Staff Appraisals completed and submitted in accordance to agreed timeframe and standards.
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

INTERNAL AND EXTERNAL CONTACTS

Internal Contacts

Contact (Title)	Purpose of Communication
Permanent Secretary Principal Director, Policy, Planning, Projects & Research. Senior Director, Strategic Planning , Performance Monitoring & Evaluation	Receive guidance and professional support, provide timely, expert advice and exchange information
Senior Executives/Head of Divisions	Provide expert advice, build strong relationships to facilitate Corporate Planning & Monitoring; and the exchange of information
Direct Reports	Monitor and review performance, provide leadership and guidance, foster ongoing professional development
General Staff	Receive and exchange information

External Contacts

Contact (Title)	Purpose of Communication
Ministries/Departments/Agencies	Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues
Performance Monitoring and Evaluation Unit, Cabinet Office	To collaborate on strategic/operational planning, performance monitoring and reform issues
MIIC Policy Implementors: JAMPRO, JSEZA, JBDC etc.	Foster effective proactive relationships with other stakeholders, in particular community and/or industry groups for whom Corporate Planning & Monitoring impacts are most critical
Other Stakeholders, example: Professional Bodies, Academia, etc.	To establish professional networks and provide/obtain advice/information/training
General Public	Receive and share information.

REQUIRED COMPETENCIES

Core

- Excellent interpersonal and people management skills
- Excellent oral and written communication skills

- Strong analytical skills
- Strong problem-solving and decision-making skills
- Strong leadership skills
- Strong customer and quality focus
- Ability to manage partners and external relationships
- Excellent planning and organizing skills
- Ability to impact and influence others
- Ability to manage change
- Integrity
- Compliance
- Initiative
- Goal/Results Oriented

Technical

- Thorough knowledge of strategic planning and evaluation techniques and budget management.
- Sound knowledge of Corporate and Operational Planning and Budgetary processes and procedures.
- Working knowledge of GOJ policy directed at the manufacturing and services 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.
- Advanced IT skills in relation to Word, PowerPoint and MS Project or other project tool.

MINIMUM REQUIRED EDUCATION 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.

- Three (3) 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.
- Five (5) years related experience, with at least three (3) years in a management role.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. 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.

AUTHORITY

- Advises the Ministry's Departments/Agencies on Corporate and Operational plan policy.
- Recommends Strategic Planning and Performance Management initiatives.
- Implements new measures and procedures to enhance the Ministry's strategic and technical capabilities.
- Approves Terms of Reference and other specifications.
- Recommends staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues.
- Recommends relevant training and development programmes for direct reports to enhance knowledge and performance.

**Applications accompanied by resume should be submitted no later than
Wednesday, September 16, 2022 to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however only short-listed applicants will be contacted.