



POST AND TELECOMMUNICATIONS DEPARTMENT

Applications are invited from suitably qualified persons to fill the following position in the Department:

Corporate Planner

Job Summary

The incumbent will be responsible for establishing and maintaining a system for integrating the Corporate, Operational and Business Plan, as well as the Performance Monitoring processes across the Department, ensuring that the Corporate and Operational Plans and Budgets are delivered to the required quality and standards and is effective in achieving the desired Department and National Policy outcomes within the available resources.

Key Responsibilities

- Supports the implementation of the Performance Monitoring and Evaluation System (PMES) Framework in the Department
- Develops and monitors the Department's Strategic, Business, Corporate and Operational plans
- Monitors and assists with the preparation of Divisional/Unit operational plans with Heads of Divisions/Units, ensuring integration of targets, indicators and other performance measures in the planning and budget processes
- Prepares and submits reports and analysis on the performance outcomes (standards and targets) of the Department
- Issues monitoring and evaluation guidelines to Division/Unit Heads within the Department and conducts reviews to ensure compliance to established standards
- Participates in preparation of project design and forecasting

Required Skills/Competencies

- Capacity to think analytically and critically
- Possesses strong problem solving and decision making skills
- Excellent planning and organizational skills
- Possesses strong presentation skills
- Good interpersonal skills
- Proficient in the use of Microsoft Office

Minimum Required Qualification & Experience

- First Degree in Business Administration, Public Policy, Statistics or Economics
- Specialized training in Strategic Planning and/or Project Management and Statistics
- Experience in Monitoring and Evaluation activities will be a distinct advantage
- Knowledge of Research Methodology
- Minimum of three (3) years experience in a related field.

Please forward application with resume,
no later than **Friday, February 5, 2016** to:

**Senior Director, Human Resource Management
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO**

Email: hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.