



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. 86
OSC Ref. C. 6222¹⁰

23rd February, 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 **Post and Telecommunications Department:**

Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 3)

Job Purpose

The Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 3) is responsible for the Department's strategic business planning to include the alignment of all key corporate and support functions to the objectives of the Department, managing organizational performance, and internal and external reporting of corporate performance. Using the Cabinet Office's Performance Management Evaluation System framework (PMES), this position incorporates into the Strategic Business Plan the expectations and direction from the National Vision Plan, parent Ministry, internal stakeholders and partner Agencies, ensuring that performance expectations and results are aligned with the Mission, Vision and Values of the Post and Telecommunications Department.

Key Responsibilities

Management/Administrative:

- Plans, directs and monitors the work of the Strategic Planning, Performance Monitoring and Evaluation Unit by developing its Operational/Unit Plan and Budget and ensuring that Individual Work Plans are prepared by direct reports;
- Ensures the establishment of mechanisms within the Unit to enable the achievement of its objectives effectively and efficiently;
- Prepares Individual Work Plan;
- Participates in the co-ordination of Strategic Planning Retreats, Executive Management and Senior Management Meetings;
- Prepares reports for and participates in Review Sessions/Quarterly Review Meetings at the Ministry of Science, Energy and Technology (MSET);
- Prepares and submits activity/performance, special and other reports for review and action;
- Represents the Department at meetings/conferences and other fora as required.

Technical/Professional:

- Directs and co-ordinates a comprehensive Strategic Planning process for the Department by ensuring full stakeholder participation in the planning and implementation of performance measures to support its goals, objectives, Budget, plans and priorities;
- Co-ordinates the activities required for the development of the Department's Budget;
- Ensures support is provided to Divisional/Branch Heads in the development of their Strategic and Operational Plans and Budget, ensuring that they are directly linked to the Department's strategic objectives and performance indicators;
- Co-ordinates in collaboration with the Human Resource Management and Development Branch and other key stakeholders Strategic Planning and Budget Preparation Sensitization Sessions to equip relevant officers to participate in the Strategic Planning process for their respective areas and the Department;
- Ensures that policy, technical and other inputs are integrated into the development and review of the Department's Strategic Business and Operational Plan;
- Co-ordinates and chairs periodic Strategic Business and Operational Planning and Reviews Meetings with internal stakeholders to facilitate the provision of updates, evaluates performance targets and recommends strategies to enhance the achievement of objectives;

- Assists Heads of Division/Branch in identifying problems and potential barriers to effective implementation of planned projects and recommends corrective actions as required;
- Ensures compliance with the Government of Jamaica's Performance Monitoring and Evaluation System (PMES) by issuing monitoring and evaluation guidelines to Divisional/Branch Heads and conducting of reviews to ensure compliance with established standards;
- Develops performance measures and quantifies intermediate outcomes, outputs, responsibilities, results, products and services, where possible, using unit cost measures to assess programme efficiency;
- Ensures the use of performance measures to work toward the achievement of identified missions, goals, objectives and any applicable benchmarks;
- Evaluates critical programmes that are aligned to Government's priorities;
- Includes PMES requirements and strategies in the performance evaluation instrument as outlined in the GoJ Accountability Framework for Senior Executive Officers;
- Conducts surveys, analyses and prepares reports and recommendations regarding the Department's planning, implementation and performance in accordance with the guidelines outlined by the Cabinet Office;
- Collects sound financial and non-financial information and maintains such information in an effective performance database for effective decision making.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established human resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent planning and organizing skills
- Excellent problem-solving and decision making skills
- Excellent research and analytical skills
- Ability to analyze and interpret financial and other corporate information for decision making
- Knowledge of corporate functions and their potential strategic contribution
- Excellent knowledge of the GoJ's strategic planning and budget management processes
- Excellent knowledge of performance management techniques
- Knowledge of the Government/Department's policies and procedures
- Strategic Vision
- Change Management

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Sector Management, Planning and Development, Management Studies, Business Administration or related area from an accredited tertiary institution;
- Four (4) years related experience, including two (2) years' at a middle or Senior Management level;
- Training in Strategic/Corporate Planning would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th March, 2023 to:**

Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston
Email: hrrunit@jamaicapost.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
