



**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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 86**  
**OSC Ref. C. 6222<sup>10</sup>**

**23<sup>rd</sup> 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**:

**Strategic Planning Analyst (GMG/SEG 1) (Vacant)**, salary range \$2,735,387 - \$3,678,791 per annum.

**Job Purpose**

The Strategic Planning Analyst (GMG/SEG 1) is responsible for providing technical support in the Department's Strategic Business Planning and Budget preparation processes in accordance with the Cabinet Office's Performance Management Evaluation System framework (PMES).

**Key Responsibilities**

***Technical/Professional:***

- Assists with co-ordinating a comprehensive strategic planning process for the Department;
- Assists with co-ordinating the activities required for the development of the Department's Budget;
- Provides support 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;
- Participates in 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;
- Assists with co-ordinating and participates in Strategic Business and Operational Planning and review meetings with internal stakeholders to facilitate the provision of updates, evaluate performance targets and recommend strategies to enhance the achievement of objectives;
- Assists in monitoring the implementation of the Department's Plans;
- Issues monitoring and evaluation guidelines to Divisional/Branch Heads and conducts reviews to ensure compliance with established standards;
- Assesses the use of performance measures to work toward the achievement of identified missions, goals, objectives and any applicable benchmarks;
- Conducts surveys, analyzes and prepares reports and recommendations regarding the Department's planning, implementation and performance in accordance with the guidelines outlined by the Cabinet Office;
- Develops and maintains performance database for effective decision making.

**Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Good interpersonal skills
- Good 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;
- Two (2) years related experience;
- Training in Strategic/Corporate Planning would be an asset.

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

**Director, Human Resource Management and Development  
Post and Telecommunications Department  
6-10 South Camp Road  
Kingston  
Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@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**

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