



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 152
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9th May, 2019

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned on a **contractual basis** to the post of **Chief Executive Officer and Registrar General (Grade 1)** in the **Registrar General's Department (an Executive Agency)**, salary range \$5,084,418.54 – \$6,162,729.66 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will:

- Direct the registration of vital events and support national planning by ensuring evidence of every birth, death, adoption and marriage;
- Direct the storage of the nations' records.

Key Responsibilities

- Strategically plans the production and agreement of the Corporate and Business Plans and the Annual Budget;
- Guides the implementation of the Corporate and Business Plans and the Annual Budget;
- Agrees, with Minister, and sets and monitors performance standards for the organization and assists and facilitates the achievement of performance standards by effective leadership of Directors, Managers, supervisors and staff;
- Improves the cost effectiveness of operations and directs the delivery of core services to agreed performance standards and generates additional revenues through value added services;
- Decides on appropriate policies and procedures for hiring, developing and training, dismissing, transferring, promoting, appraising and rewarding staff;
- Agrees and decides on the nature of financial and management information systems;
- Advises the Minister on issues arising out of policy implementation and makes recommendations for change that correctly deal with those issues including amendments to legislation;
- Undertakes statutory responsibilities as Registrar General, in accordance with the law.

Required Knowledge, Skills and Competencies

- Excellent analytical skills and the ability to think strategically in terms of the business as a whole and its contribution to the successful achievement of Government policies.
- The ability to lead and motivate staff at every level through inspiration and example.
- The ability to prioritize amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time.
- Excellent communications skills - at all levels, from the public and junior staff to Directors of the organization and Ministers, senior Civil Servants and Industry representatives and customer groups - in writing and in person and under pressure.
- Excellent interpersonal and staff management skills.
- Excellent negotiation skills and the ability to effectively present and argue a case and reach an agreement in order to achieve those things that the organization needs to be successful.
- The ability to think in commercial business-like terms and still act in the public's interest.
- Experience of business management and the management of limited resources in order to achieve challenging output targets.
- A results-oriented approach to management.
- An understanding of basic marketing principles.
- An understanding of basic commercial accounting and financial management skills.
- An understanding of basic macro and micro economics.
- An understanding of the application of information technology solutions to business problems and the fundamentals of business process re-engineering.

Minimum Required Qualification and Experience

- First and Post Graduate Degree in Management Studies, Public Administration, Law, Statistics or Management qualification/training;
- Five (5) years' experience in a general management position.

Applications accompanied by résumés should be submitted **no later than Friday, 24th May, 2019 to:**

**Chief Personnel Officer
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4**

E-mail: jmendez@osc.gov.jm

Please note that only short listed 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.



Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer