



CIRCULAR No. 25
OSC Ref. C.5850¹¹

18th January, 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 fill/be assigned to the following posts in the **Ministry of Economic Growth and Job Creation**:

1. **Corporate Services Director (GMG/SEG 6) – (Vacant)**, salary range \$3,798,856 – \$4,515,646 per annum and any allowance(s) attached to the post.
2. **Director, Performance Management and Appraisal (GMG/SEG 1) – Human Resource Management and Development (HRMD) Branch – (Not Vacant)**, salary range 1,444,292 - \$1,716,809 per annum and any allowance(s) attached to the post.

1. Corporate Services Director (GMG/SEG 6)

Job Purpose

Reporting to the Permanent Secretary, the Corporate Services Director will have primary responsibility for building an efficient and effective service delivery Organization, with well trained and customer-focused staff to facilitate the optimal functioning of the Ministry in order to achieve its Strategic Objectives and Goals in a timely manner and within the allocated budget.

Key Responsibilities

Management/Administrative:

- Participates in the development of the strategic direction of the Ministry;
- Represents the Ministry at local and International meetings, Conferences and other fora as required; co-ordinates national participation; membership in Regional and International Organization/Association with similar mandate;
- Provides technical support to the Honourable Ministers and Permanent Secretary at sub-committees of Cabinet and Parliament;
- Provides technical support and consultation to the various Agencies (46 in total) to ensure that their plans and programmes support the Strategic Objectives of the Ministry.

Technical/Professional:

Provides advice on policies and technical guidance to the Honourable Ministers, Permanent Secretary, Corporate Management and other Stakeholders in order to achieve the goals and objectives of the Ministry and maintain good working relationships with key Stakeholders:

- Prepares briefs and informative Annual Reports on activities in the Division;
- Keeps abreast of modern trends and techniques connected with all facets of the various areas of responsibility;
- Provides advice to the Permanent Secretary and other Directors on matters relating to the acquisition, allocation, utilization and disposition of financial, human, physical, material or information resources;
- Provides advice on the implementation of key decisions on financial, human, physical, material or information resources;
- Provides policy interpretation and technical advice to the Permanent Secretary and Heads of Divisions to ensure effective co-ordination of functions and compliance with Government rules and regulations;
- Briefs the Attorney General's Chambers on Lawsuits involving the Ministry and its related Agencies/Departments and obtains advice and guidance where necessary;
- Initiates innovation or changes in internal management practices, systems and policies with a view to improve efficiency and reduce costs;
- Disseminates information to staff regarding changes in policies and procedures and other matters to ensure that high levels of compliance are maintained;

- Forges strategic alliance with the Senior Managers in Ministries, Departments and Agencies that foster collaboration and partnership with a view of improving the efficiency and effectiveness of services provided;
- Attends Finance Committee, Public Accounts Committee Meetings and Budget Debates at the Ministry of Finance and the Public Service and the Houses of Parliament, as required;
- Develops and continuously improves and implements the Organization's approach to Risk Management;
- Liaises with Ministries and other Government Agencies regarding matters relating to Corporate Management and other functional areas of the Ministry.

Oversees and ensures the effective management of financial functions throughout the Ministry to facilitate the achievement of the Corporate Objectives:

- Develops and administers systems and procedures that provide effective control over Financial and Human Resources;
- Oversees the preparation of Cash Flow Statements across Divisions/Agencies and manages the containment of expenditure within Warrant limits through commitment planning and control across Divisions/Agencies;
- Directs the preparation of the Quarterly Ministry Contract Awards (MQCA) Report across Agencies and compiles draft submission for the Permanent Secretary;
- Determines administration gaps and co-ordinates the standardization of procedures throughout the Ministry;
- Co-ordinates the preparation of responses to Audit queries across the Ministry for the attention of the Permanent Secretary;
- Maintains good working relationships with the Ministry of Finance and the Public Service to ensure that payments are committed from correct activities;
- Ensures that adequate financial resources are available prior to funds being committed and that the required documentation is provided to support payments in compliance with the Government's Accounting principles and practices.

Ensures that Corporate and Liaison Services are provided in a cost effective manner that supports the Ministry's objectives and the efficient operation of the organization:

- Oversees the management of assets and inventory control services throughout the Ministry;
- Co-ordinates all asset and facilities related matters for the Ministry and selected Divisions/Units ensuring the centralization of fixed asset information for effective monitoring and control;
- Conducts review of the inventory system to ensure effective usage, control and monitoring of inventory items, including Office supplies, furniture and equipment;
- Oversees the maintenance of the physical environment of the Ministry in a cost effective and satisfactory condition;
- Ensures the provision of adequate amenities and welfare facilities such as light, power, air conditioning, plumbing, telephones and ancillary services;
- Ensures that adequate supplies/amenities are available and Office equipment is in good working order;
- Examines and approves payments generated by the Divisions, ensuring that the payments fall within the limits of the budgetary allocations and also that value for money is received;
- Oversees contractual arrangements for all buildings and facilities at all the Ministry's locations, ensuring that facilities are fit for purpose, provide value for money and are in compliance with local Law;
- Ensures effective management of supplier contracts (ie copiers, stationery, landlords, etc.);
- Oversees the tendering process and Procurement of goods and services for selected Divisions in accordance with the established procedures;
- Analyzes document tendered by companies for supply of goods and/or services, in consultation with technical experts and prepares recommendations and makes presentations to the Procurement Committee, the Permanent Secretary, Government Contracts Committee, or the Cabinet;
- Examines and co-ordinates Submissions to the Procurement Committee and advises the Division making submissions of the decisions of the Committee;
- Co-ordinates all travel and related matters for the Ministry's staff, ensuring the timely delivery of foreign exchange and monitoring the use(s) thereof;
- Ensures that Corporate Services are delivered efficiently across all Departments and Agencies and that the highest levels of Customer Service are maintained.

Ensures that cost effective and reliable Security, Disaster Management and Transport Services are provided for the Ministry:

- Oversees and monitors the development and implementation of emergency procedures for the protection of staff members and property throughout the Ministry;
- Develops and implements cost effective strategies to manage the security of the Ministry's operations;
- Ensures the provision of efficient and cost effective transportation of documents and staff on Ministry's business;
- Conducts reviews of security procedures and ensures security personnel are in place for the protection of staff and property during and after working hours;
- Ensures that the fleet of vehicles are operational to provide pickup and delivery services;
- Monitors operational cost of the vehicles to reduce waste.

To facilitate the provision of Information Technology Systems to support the efficient and effective operations of the Department:

- Oversees the provision of information requirements to all internal and external customers of the Department in a timely, responsive and cost-effective manner;
- Oversees the development, upgrade and implementation of Information Systems in accordance with the needs of the Department;
- Participates/initiates plans and implements strategies that will ensure the achievement of the Division's Information Technology objectives and goals;
- Ensures the optimum use of the Department's Information Technology resources;
- Ensures that the organization's approach to data protection and data security complies with good practice and that policies and procedures are effectively implemented.

Performance Development and Management:

- Leads the Ministry's implementation of the Government Business Plan approach and develops the key Performance Indicators for monitoring and evaluation;
- Oversees the development of the Corporate/Operational Plans and Budgets and monitors the plans and programmes to ensure that objectives are met and that corrective activities are taken in cases of deviations;
- Monitors the resources of the Ministry to ensure optimal utilization, cost efficiency and value-added, by overseeing the design of Work Plans and programmes to ensure that staff is effectively utilized and the productivity of the Ministry optimized;
- Consults regularly with Divisional Heads and staff regarding plans developed in their particular areas and takes remedial action, where necessary;
- Develops operational policy guidelines, objectives and procedures for the efficient operations of the Ministry.

Corporate Affairs Management:

- Ensures that staff is kept fully abreast of Government's goals and are provided with written statements of their jobs, have agreed performance targets and that they are delegated the necessary authority to perform their responsibilities;
- Reviews Internal Audit Reports and other reports including the reports of the Auditor General's Department and ensures that they are examined and responded to on a timely basis;
- Co-ordinates the preparation of reports, briefs and other documents as requested by the Permanent Secretary and directs the implementation of Cabinet Decisions to ensure policy objectives and targets are being met and kept within budget, where applicable;
- Provides advice to the Permanent Secretary and other Ministry personnel on Corporate Management issues and other transformation elements;
- Co-ordinates the development and implementation of Corporate Services programmes and a disaster recovery plan for the physical and electronic security of the Ministry's equipment software and data;
- Prepares regular Status Reports on the progress of work consistent with Work Plan outlining findings to include gaps and appropriate recommendations which will contribute to greater integration and efficiencies within the Ministry;
- Provides technical advice to the Permanent Secretary, key Stakeholders and other team members;
- Develops and embeds a culture of customer focus and performance management to ensure high quality and continuous improvement in service delivery;
- Ensures regular and effective communication between Corporate Services Secretariat and all Directors.

Transformation Management:

- Monitors the implementation and progress of the recommendations of the Transformation/Modernization initiatives within the Ministry, as approved by Cabinet;

- Co-ordinates and reports on the progress transformation within the entities falling under the Ministry's purview;
- Manages the development of strategies for implementation, from the recommendations of the IDTT;
- Co-ordinates and facilitates the updating and maintenance of the Public Sector Census and the Human Capital Employee Management System for the Ministry and its' entities.

Business Process and Re-Engineering:

- Conducts review of the structure and staffing arrangements of the Ministry to facilitate quality and value-added service delivery;
- Manages the development and implementation of the Performance Management and Evaluation System (PMES) for the Ministry and the alignment of the use of the Performance Management and Appraisal System (PMAS) for employees;
- Co-ordinates and facilitates the updating and where necessary, the development of clearly articulated processes and procedures into manuals;
- Participates in the formulation/review of policies and legislation relating to performance management to improve and/or harmonize the activities of the Ministry and its Agencies; oversees/ensures the implementation of policy and legislative changes relating to functions within the span of control.

Human Resource:

- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary to improve performance;
- Promotes the building of institutional knowledge for the Division by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave for staff in the Division and participates in the administration of staff benefits in keeping with established Human Resource Policies;
- Recommends/administers disciplinary action in keeping with established Human Resource policies;
- Conducts Monthly and other Ad-Hoc Staff Meetings as required;
- Ensures members of staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures members of staff are provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management and Development Division in developing and implementing a Succession Planning programme to ensure continuity of skills and competencies in the Division and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts Performance Appraisals of staff supervised for required purpose and at required intervals.

General Management:

- Manages the Division's Annual Budget;
- Leads the staff and carries out a variety of related Human Resource Management activities including the selection, training and appraising of staff;
- Ensures compliance of the related Laws, regulations and correspondence;
- Supports the Director of Finance to ensure that the Annual Operating Plans are consistent with the policies of the Ministry.

Other:

- Leads/Participates in cross-functional groups/teams as required;
- Establishes and maintains a network of Human Resource Management and Administration practitioners in the Public and Private Sectors as a means of information sharing and professional development;
- Periodically visits Offices or entities (that are located off the main Ministry compound) to ensure that Corporate Services policies and practices are adhered to;
- Provides guidance to the Ministry's forty-six (46) reporting Agencies on Human Resource Management and Administration related matters;
- Sits on Human Resource Management and related Committees and other Committees as required/directed;
- Recommends the budgetary requirement for the Corporate Services Division;

- Oversees the expenditure from the approved budgetary allocation;
- Approves payment vouchers for goods and services and signs cheques and financial letters on behalf of the Ministry.

Required Knowledge, Skills and Competencies

- Proficiency in the use of performance based models, techniques, systems and tools
- Sound knowledge of GOJ Administration, Financial Accounting and Procurement policies and guidelines
- Knowledge of Performance Management Systems and techniques
- Excellent Planning, Organizing and Interpersonal skills
- Proficiency in the use of relevant computer applications for research, data analysis and presentation
- Knowledge of Government policy formulation monitoring and evaluation processes
- Excellent Research, Analytical and Strategic Thinking skills
- Highly knowledgeable of current Government related priorities
- Excellent Judgment, Decision Making and Problem Solving skills
- Ability to provide sound leadership, counsel, motivation and constructive performance reviews to staff at all levels
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Strong evaluation, quality control analysis and organizational design skills
- Excellent Presentation, Oral and Written Communication skills
- Excellent Time Management skills
- Ability to work under pressure and meet tight deadlines
- Ability to work effectively in and with a team
- Ability to work under pressure with minimum supervision

Minimum Required Qualification and Experience

- Masters Degree in Social Sciences, Management Studies, Human Resource Management, Public Sector Management or Public Administration or in a related field;
- Ten (10) years' experience at a senior management/executive level;
- Formal training in Project Management;
- Ten (10) years' experience in Human Resources or Operations.

Special Conditions Associated with the Job

- Extended hours may be required to meet project deadlines;
- Physically able to participate in training sessions, presentations and meetings;
- Ability to travel locally and overseas on work related business;
- Working in an environment that requires the management of projects or sub projects entailing substantial operational change.

2. Director, Performance Management and Appraisal (GMG/SEG 1)

Job Purpose

The incumbent will plan activities to support the development, maintenance and monitoring of the Performance Management and Appraisal System (PMAS) and assist in the development of procedural and operation manuals within the Ministry.

Key Responsibilities

Management/Administrative:

- Develops Individual Work Plan based on Strategic alignment with the Division's Operational Plan;
- Participates in and arranges meetings, seminars and workshops as required;
- Prepares Annual/Quarterly/Monthly or Special Reports as assigned;
- Prepares and delivers presentations for the sensitization and maintenance of the Performance Management System.

Technical/Professional:

- Participates in the Strategic and Operational Planning activities of the Ministry in order to provide guidance to line managers and staff in completing their Divisional and Individual Work Plans;
- Conducts PMAS sensitization sessions within the Ministry;
- Executes PMAS related change management initiatives in collaboration with other HR staff;
- Assists in the development of output focused Job Descriptions and monitors approval of Job Descriptions for the required posts;
- Conducts development of Work Plan sessions as required;
- Reviews samples of Divisional/Unit Plans and Individual Work Plans to ensure quality of content with Operational Plan and Unit Plan inclusion of performance standards in keeping with PMAS guidelines;
- Prepares PMAS Status Report for the Employee Performance Management and Appraisal Team (EPMAT) regarding the implementation and maintenance of PMAS;
- Keeps abreast of any changes regarding the procedures or principles of PMAS and monitors the implementation of these changes within the Ministry;
- Provides training in collaboration with Training Unit for newly appointed managerial and non-managerial staff with respect to their responsibilities under the PMAS;
- Provides guidance and advice on PMAS related issues to all staff;
- Prepares comprehensive PMAS Compliance Reports for the Director, Organizational Development;
- Extracts required employee records for the Audit of the system and provides other support as required for the post implementation evaluation of the system;
- Maintains a Confidential Register of performance ratings and applicable rewards/sanctions;
- Assists in the development of the PMAS Communication Plan in collaboration with various Divisions and teams;
- Develops customized PMAS material for employee orientation sessions in the Ministry;
- Assists in the development of process workflows and charts depicting and formalizing various processes throughout the Ministry.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the relevant computer applications- Microsoft Word, Excel, Power Point, Publisher and Access
- Excellent knowledge of PMAS activities, tools, functions and objectives
- Working knowledge of organization development
- Excellent Planning and Organizing skills
- Creativity and innovation
- Excellent Oral and Written Communication skills
- Excellent Presentation skills
- Excellent Interpersonal skills
- Ability to exercise confidentiality
- Customer service oriented
- Ability to work in team

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management/Management Studies or related Social Science;
- Training in Performance Management and Appraisal Systems;
- Three (3) years' experience in a related capacity.

Applications accompanied by résumés should be submitted **no later than Friday, 8th February, 2019 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.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.

A handwritten signature in blue ink, appearing to read 'J Mendez', with a stylized flourish at the end.

Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer