



Office of the Services Commissions

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13th March, 2024

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 Industry, Investment and Commerce (MIIC)**:

1. **Corporate Planner (GMG/SEG 3) (Vacant) - Policy Planning Projects and Research Division**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Director, Manufacturing and Incentive Monitoring (GMG/SEG 3) (Not Vacant) - Industry Division**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Director, Office Management and General Services (GMG/SEG 2) (Not Vacant) - Office Management and General Services Branch**, salary range \$3,770,761 - 5,071,254 per annum.

1. **Corporate Planner (GMG/SEG 3)**

Job Purpose

Under the general direction of the Director, Planning and Performance, the incumbent is responsible for developing, implementing and maintaining systems and procedures that integrate the Corporate/Strategic Planning, Budgeting and Performance Monitoring processes within the Ministry and its Portfolio Agencies, ensuring alignment with Government's Priorities.

The post is responsible for projecting the impact of economic factors on the successful implementation of the Ministry's policies, programmes, and projects. The incumbent participates in the management and implementation of the Performance Monitoring and Evaluation System (PMES) within the Ministry and its Agencies, consistent with the Vision 2030 National Development Plan, Government Strategic Priorities and the Ministry's Strategic Priorities.

There is a requirement to develop partnerships and establish effective working relationships with the Heads of Portfolio Agencies and staff to ensure that plans and operations relate to overall Ministry and national policies.

The post supports and facilitates performance planning, monitoring and evaluation with a view to improving organizational learning, goal achievement, fiscal prudence and risk management.

Key Responsibilities

Management/Administrative:

- Plans, organizes and manages the Work Schedule for the Performance Monitoring and Evaluation Analyst and the Monitoring Officers;
- Establishes Performance Standards for officers supervised and delegates accordingly with required guidance;
- Prepares status and Situational Reports;
- Conducts performance reviews of subordinates;
- Participates and makes representations as required, in meetings, workshops, conferences and other fora on Strategic Planning and Performance Management issues, as required;
- Participates in Ministry's Strategic Planning Meetings;
- Represents the Ministry at meetings, conferences, workshops etc.;
- Recommends improvements and modifications to the Planning Format;
- Formulates and updates Procedure Manuals and documents, as required.

Technical/Professional:

- Monitors the preparation of Corporate Plans and ensures the integration of targets, indicators and other performance measures in the planning and budgeting process;

- Facilitates, in collaboration with the Senior Officials of the Ministry, its Departments and Agencies, the preparation of the Integrated Corporate Plans and Programmes in accordance with Government's directives, priorities and the Ministry's Mission;
- Facilitates stakeholder participation in the preparation of the Ministry's Strategic Plan and the Corporate/Strategic Plans for the Ministry's Portfolio Agencies;
- Oversees the conduct of research, studies and surveys relating to socio-economic outcomes of services and activities and ensures the co-ordination and development of reports and papers;
- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes, and projects;
- Analyzes Corporate/Strategic/Business Plans from the Agencies and summarizes this information for inclusion into MIIC's Strategic Business Plan;
- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects;
- Analyzes Operational Plans from the Agencies and summarizes this information into MIIC's Operational Plan;
- Liaises continuously with the Cabinet Office to ensure that the Strategic Plan is driven by stated National Policy Objectives;
- Co-ordinates and prepares the Ministry's Strategic/Medium Term Plan in conjunction with Senior Director;
- Co-ordinates and prepares the Ministry's Annual Operational Plan;
- Collaborates with the Policy Team and all other Divisions to develop the Ministry's Plans and Policies;
- Provides technical support and guidance to the Divisions, Departments and Agencies in the preparation of their Corporate/Business and Operational Plans;
- Co-ordinates Performance Review Meetings of Ministry and Agencies in collaboration with the Hon. Minister and the Permanent Secretary;
- Provides information to relevant stakeholders for speeches, reports, briefs;
- Collaborates and assists in the preparation of the Ministry's Technical, Annual and Bi-annual Reports;
- Liaises with the Performance Management and Evaluation Unit (PMEU), Cabinet Office and the Ministry of Finance and the Public Service in respect of the Ministry's Strategic Plan;
- Establishes effective working relationships with the Heads of Portfolio Agencies and staff to ensure that plans and operations relate to overall Ministry and National Policies and to obtain information and support;
- Participates in the preparation of a plethora of briefs and technical papers;
- Provides comments and contributes to requests from other Ministries and stakeholders;
- Assesses and reports on Plans from Departments and Agencies to ensure conformity with established policies, directives and overall Strategic Objectives;
- Provides timely technical advice and accurate well written reports;
- Conducts verification and background checks to ensure credibility and reliability of reports, documents and related data;
- Participates in the monitoring and evaluation of projects undertaken by the Ministry and ensures reporting requirements are met;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption, where necessary, to enhance the Ministry's Planning and Policy Development functions;
- Participates in the development and co-ordination of the PAAC Report for presentation to Houses of Parliament;
- Undertakes research and prepares updates, briefs and notes for the IMF Report through the Ministry of Finance and Public Service;
- Prepares Capital Budget Submission, as needed;
- Performs any other related duties that may be assigned from time to time;
- Co-ordinates activities for Planning Retreats;
- Manages the implementation of the Performance Monitoring and Evaluation System (PMES)

Human Resource:

- Monitors and evaluates the performance of the Performance Monitoring and Evaluation Officer/s;
- Interprets policies and advises staff supervised on Government regulations and guidelines;
- Recommends and/or initiates corrective action, where necessary to improve performance;
- Participates in the recruitment of staff;
- Provides leadership and guidance through the effective planning, delegation, communication, training and mentoring;

- Makes recommendations on promotion, leave, itinerary, disciplinary issues and other human resources matters.

Other:

- Keeps abreast of developments in Corporate/Strategic/Business Planning;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and facilitation skills
- Ability to exercise initiative
- Ability to work as a part of a team

Functional:

- Excellent oral and written communication
- Good presentation skills
- Excellent problem-solving and analytical skills
- Excellent organizational skills
- Strong negotiating skills
- Confidentiality and Integrity
- Effective management of external relationships
- Computer literate - competency in Microsoft Word, Powerpoint, Excel.

Minimum Required Qualification and Experience

- Master's Degree in Management, Public Administration or Economics or any related Social Science Degree;
- Two (2) years' experience in Economics, Strategic and Operational Planning and Programme Monitoring and Evaluation.

OR

- Bachelor's Degree in Management, Public Administration or Economics or any related Social Science Degree;
- Three (3) years' related experience;
- Specialized training in Planning and/or Project Management, Economic Analysis and Statistics would be an asset.

Special Condition Associated with the Job

- Will sometimes be required to conduct site visits for the Ministry's programmes, projects and other initiatives.

2. Director, Manufacturing and Incentive Monitoring (GMG/SEG 3)

Job Purpose

Under the general supervision of the Director, Industry, the incumbent has the responsibility of providing assistance in guiding the strategic direction of the Industry Division. The incumbent is expected to provide policy advice aimed at improving the Productive Sector (Manufacturing and Services Sectors), and the development of emerging Industries. The incumbent is also expected to engage in the evaluation of existing measures including policies/ programmes/ projects with a view to safeguarding key stakeholder interests and improving the business environment that will help to drive development of the Productive Sector, economic diversification, and boost economic growth.

Key Responsibilities

Management/Administration:

- Co-ordinates and provides guidance in the preparation of the Division's Strategic Business Operational Plan, and Unit Plan;
- Provides leadership and guidance to direct reports through effective planning, delegation, and communication;
- Staff performance evaluated and assessed.

Technical/Professional:

- Leads the development of policies/ programmes relevant to the Productive Sector (including emerging Industries);
- Leads in co-ordinating the preparation of technical documents, providing analysis and advice to internal and external stakeholders;
- Ensures timely and well-prepared submissions requiring policy decisions/ approval, are made to relevant approval Bodies, e.g. Cabinet, and its Sub-Committees;
- Keeps abreast of developments in local and foreign markets to guide the development of existing or new Industries;
- Maintains relationships with key stakeholders and partners in managing the policy interventions (including systems and/ or mechanisms designed to liaise with and support assigned Agencies);
- Leads in the preparation of the Division's Strategic Business Plan and Operational Plan;
- Provides technical inputs in the preparation of Minister's Speeches and other high-level presentations, as is required;
- Provides technical support as needed to the Directors of Manufacturing and Services, Senior Director of Industry Division, Chief Technical Director, and Permanent Secretary;
- Represents the Ministry at meetings, seminars, workshops and other activities, as required;
- Performs any other related duties that may be assigned from time to time.

Human Resources

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary;
- Engages in conflict resolution;
- Participates in the recruitment of staff for the Industry Division as required and recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures.

Required Knowledge, Skills and Competencies**Core:**

- Integrity
- Good oral and written communication skills
- Good presentation skills
- Good leadership skills
- Teamwork and co-operation
- Goal/Results Oriented
- Customer service skills
- Good interpersonal and networking skills
- Ability to use own initiative
- Good problem-solving and analytical skills

Technical:

- Knowledge of Trade Agreements relating to the Service Sector
- Knowledge of Research Methodology
- Report Writing skills
- Good use of Technology
- Knowledge of issues affecting the Service Sector
- Knowledge of Trade Agreements relating to the Manufacturing/Trade in Goods
- Knowledge of issues affecting the Manufacturing Sector
- Knowledge of GOJ's Policies relating to the Productive Sector
- Knowledge of the GOJ Policy Development process

Minimum Required Qualification and Experience

- First Degree in Economics, Business Administration/Management or in a related field;
- Two (2) years' experience in a Middle Management position;
- Demonstrable experience in Policy Development.

Special Condition Associated with the Job

- Occasional need to travel on Government Business/Workshops (local and overseas);
- Ability to work within tight deadlines while maintaining high standards of work.

3. Director, Office Management and General Services (GMG/SEG 2)

Job Purpose

Under the supervision of the Director, Corporate Services (GMG/SEG 5), the Director, Office Management and General Services (GMG/SEG 2), plans, directs and manages staff engaged in office management support activities by analyzing, improving, and implementing administrative systems.

Key Responsibilities

Management/Administrative:

- Manages and directs staff activities to provide timely administrative services to other Departments in the Ministry;
- Co-ordinates and monitors subordinate programmes and projects to attain the goals and objectives of the Unit;
- Serves on Committees and task forces to provide input and exchange information;
- Attends meetings or conferences to obtain or disseminate information regarding issues and programmes relating to the Unit's work;
- Represents the Unit at Government hosted functions to present evidence or information;
- Participates in the Corporate and Operational Planning process of the Ministry;
- Develops policies and procedures to outline the responsibilities of the Unit's staff;
- Tracks time-sensitive events to meet deadlines;
- Directs procurement, Office Management, Fleet and Transport Management, Building Maintenance, Asset Management and Security tasks and functions;
- Prepares monthly, quarterly and annual reports as required internally and externally.

Technical/Professional:

Office Management and Transport:

- Ensures the development and implementation of a Fleet Management Policy.

Property and Facilities:

- Ensures the monitoring of Technical Teams engaged in the upgrading of existing building and the construction of new office facilities, the servicing and maintenance of equipment ensuring satisfactory completion of projects;
- Ensures the development and periodical review of the Ministry's programme for physical facilities and procurement of goods and services.

Procurement:

- Analyzes documents tendered by Companies for the supply of goods and/or services in consultation with technical experts and prepares recommendation;
- Ensures the preparation of Bid Documents for agreed procurement and requests quotations according to GOJ guidelines;
- Reviews and oversees contracts, agreements and/or leases to ensure service is in compliance with the contract and Government regulations;
- Monitors and approves the expenditure of funds, both appropriated and non-appropriated, to ensure compliance with proper financial procedures;
- Makes presentation to the Procurement Committee and prepares submission to the Financial Secretary, Government's Contract Committee and the Cabinet;
- Negotiates the terms and conditions of proposed service contracts to guarantee value for money;
- Examines and approves payments generated for goods and/or services to ensure that payments fall within the limits of the budgetary allocation;
- Liaises with contractors/suppliers in resolving discrepancies on a timely basis.

Human Resource

- Manages the welfare and development of staff in the Section through the implementation of the Performance Management System;
- Directs/supervises the work of staff and ensures that duties are performed efficiently and effectively;
- Provides leadership to staff through effective object setting delegation and communication;
- Identifies training and development needs of employees and ensures that they are adequately addressed;
- Participates in the recruitment and selection of staff for the Department;
- Ensures that staff are aware of and adheres to the policies, procedures and guidelines governing the operations of the Ministry and the Public Service;

- Recommends/administers disciplinary actions in keeping with established Human Resource policies and guidelines;
- Establishes and maintains systems to foster a culture of service and teamwork within the Department;
- Trains staff in Tender and Contract Management process and other pertinent aspects of the job.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Teamwork and co-operation
- Integrity
- Compliance
- Adaptability
- Good social skills
- Ability to use own initiative
- Good technical skills
- Good interpersonal skills

Technical:

- Good planning and organizing skills
- Good financial business acumen
- Strategic Vision
- Good analytical thinking skills
- People Management skills
- Managing external relationships

Minimum Required Qualification and Experience

- B.Sc. in Management Studies/Public Administration or equivalent from a recognized Tertiary Institution;
- Five (5) years' experience in a related field including preparation of Bid/Contract Documents.

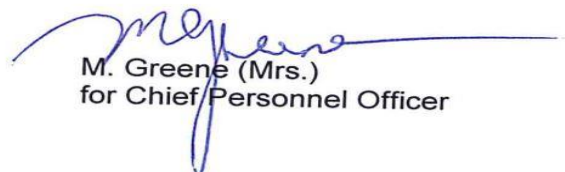
Applications accompanied by résumés should be submitted **no later than Tuesday, 26th March, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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.


M. Greene (Mrs.)
for Chief Personnel Officer