



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 10**

**13<sup>th</sup> January, 2026**

### **OSC Ref. C.6528<sup>14</sup>**

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 to the post of **Corporate Planner (GMG/SEG 2) – (Not Vacant)** in the **Ministry of Energy, Transport and Telecommunications (METT)**, salary range \$4,266,270 - \$5,737,658 per annum.

#### **Job Purpose**

Under the general direction of the Director, Corporate Planning and Performance Monitoring, the Corporate Planner is responsible for co-ordinating the Corporate Planning process of the Ministry and its Agencies, consistent with the Ministry's Strategic Objectives and monitoring the implementation of the Corporate Plan.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Participates in meetings, workshops, conferences and other fora, for Strategic Planning and Performance Management issues, as required;
- Represents the Ministry at meetings, conferences, workshops, etc.

##### ***Technical/Professional:***

- Facilitates, in collaboration with the senior officials of the Ministry, its Departments and Agencies, the preparation of integrated Corporate Plans and Programmes, in accordance with Government directives, priorities and the Ministry's Mission;
- Facilitates stakeholder participation in the preparation of the Ministry's and its Portfolio Agencies' Corporate Plans;
- Liaises with the Cabinet Office to ensure that the Corporate Plan is driven by desired National Policy Objective;
- Co-ordinates and prepares the Ministry's Strategic/Medium-term Plan;
- Co-ordinates and prepares the Ministry's annual Operational Plans;
- Provides technical support and guidance to the Divisions, Departments and Agencies, in the preparation of their Corporate and Operational Plans;
- Co-ordinates performance review meetings of Ministry and Agencies, in collaboration with the Office of the Minister and Permanent Secretary;
- Provides information to relevant stakeholders for speeches, reports, briefs, etc.;
- Collaborates and assists in the preparation of the Ministry's annual and bi-annual reports;
- Liaises with the Corporate Planning Unit, Cabinet Office and the Ministry of Finance and the Public Service, in respect of the Ministry's Corporate Plan;
- Establishes effective working relationship with the Head of Portfolio Agencies and staff, to ensure that plans and operations relate to overall Ministry and National Policies, and to obtain information and support;
- Provides assistance and support in the preparation of ad hoc reports;
- Provides comments and contributes to requests from other Ministries and stakeholders;
- Performs any other related duties that may be assigned from time to time.

## **Required Knowledge, Skills and Competencies**

### **Core:**

- Good oral and written communication skills
- Teamwork and cooperation
- Good interpersonal skills
- Compliance
- Quality of output
- Sound integrity
- Goal/Result oriented

### **Functional:**

- Ability to use initiative
- Use of technology (relevant computer applications)
- Good problem solving and decision-making skills
- Good planning and organizing skills
- Strategic vision
- Excellent knowledge of Corporate Planning
- Ability to analyze and interpret financial and other corporate information, for decision making

## **Minimum Required Qualification and Experience**

- Undergraduate Degree in Management, Public Administration or Economics;
- Post Graduate Degree in relevant field would be an asset;
- Three (3) years' experience in Corporate and Operational Planning and Programme Monitoring and Evaluation.

## **Special Condition Associated with the Job**

- May be required to work beyond regular working hours.

Applications, accompanied by résumés (including the names of two senior persons who can provide character and work-related references), should be submitted **no later than Monday, 26<sup>th</sup> January, 2026, to:**

**Permanent Secretary**  
**Ministry of Energy, Transport and Telecommunications**  
**PCJ Building**  
**36 Trafalgar Road**  
**Kingston 10**

**Email: [hr@mtw.gov.jm](mailto:hr@mtw.gov.jm)**

**Additional details may be viewed on the Ministry's Website: [www.mset.gov.jm](http://www.mset.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 (acting)**