



## Office of the Services Commissions

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### **CIRCULAR No. 110** **OSC Ref. C. 6272<sup>19</sup>**

3<sup>rd</sup> June, 2026

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 the post of **Principal Director, Programme Management and Evaluation (GMG/ SEG 6) (vacant)** in the **Programme Management Unit, Executive Office, Office of the Cabinet**, salary: \$9,401,821 per annum.

#### **Job Purpose**

The Principal Director is responsible for designing, establishing and maintaining integrated systems and processes to support the coordination, management, reporting, monitoring and evaluation of programmes, projects, policies, service standards and commitments across the Office of the Cabinet and its portfolio entities.

This includes strengthening executive support arrangements for decision-making, performance oversight and implementation follow-through, and ensuring that systems are in place to track delivery, assess performance and enable timely corrective action.

The incumbent ensures consistency in governance across portfolio entities and oversees the coordination and tracking of Cabinet Decisions, policy actions, strategic initiatives and programme delivery, as well as monitoring and assessment of the effectiveness and outcomes of policies, legislation, regulatory measures and programmes, in accordance with Government priorities and relevant best practices.

#### **Key Responsibilities**

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

- Supports the Cabinet Secretary in the discharge of delegated functions and driving strategic priorities;
- Advises and briefs the Minister and Cabinet Secretary on policies, programmes and implementation performance;
- Supports the development and alignment of Strategic and Operational Plans, policy and legislative agenda;
- Prepares and submits reports, position papers and other documents to Parliamentary Committees and Government entities;
- Supports mapping and alignment of programmes, services and outputs with defined client groups, service delivery requirements and established service delivery standards;
- Coordinates programme and project activities across the Cabinet Office and portfolio entities to ensure alignment with priorities;
- Prioritises competing demands and ensures timely follow-through on assignments;
- Supports preparation and review of Cabinet Submissions and related documentation;
- Ensures effective administration of the Executive Office and identifies and recommends improvements to efficiency, effectiveness and cost utilisation;
- Coordinates special projects and related reporting;
- Monitors and supports implementation of programmes and projects across the Ministry and its portfolio;
- Prepares periodic reports on programme and project performance;
- Participates in performance reviews of the Ministry and its agencies against approved plans;
- Maintains effective stakeholder relationships and supports communication of strategies and performance;
- Coordinates meetings, tracks decisions and ensures follow-up on agreed actions;
- Provides consistent updates to the Cabinet Secretary on programme and project status;
- Participates in staff management, including recruitment and performance management processes;
- Establishes and maintains integrated executive support systems for coordination, monitoring, reporting and implementation follow-through.

**Technical/Professional**

- Liaises with Ministries, Departments and Agencies and central agencies to obtain information and coordinate actions on policy, legislative and other programme matters;
- Monitors, reviews or coordinates responses to audit queries and oversight bodies, and, where needed, mobilises the relevant actors to ensure accurate and timely resolution/ de-escalation of risks related to integrity, data protection, procurement, financial management, occupational safety and health, and other applicable compliance requirements;
- Supports preparation of responses to Parliamentary questions and related requests;
- Engages senior officials to facilitate timely resolution of issues;
- Examines and quality assures Cabinet Submissions, Ministry Papers and statutory reports;
- Supports drafting and review of policy documents, submissions and briefs;
- Provides analysis and recommendations on issues affecting achievement of Strategic and Operational Plans;
- Monitors implementation of Cabinet Decisions, policy commitments and strategic initiatives and recommends corrective action;
- Participates in policy formulation, review and implementation oversight as may be required;
- Conducts research, analysis and preparation of reports and briefs to inform decision-making;
- Coordinates responses and information requests across MDAs;
- Liaises with national and international stakeholders to support implementation of decisions;
- Collaborates with stakeholders in monitoring and reporting on projects and conducts site visits where required;
- Advises on legislative and policy development and recommends improvements;
- Oversees the establishment and maintenance of systems and processes to support compliance with applicable legislative, regulatory and policy requirements;
- Supports identification, assessment and management of risks and issues and escalation of critical matters;
- Engages in pre- and post-project activities and supports review of project documentation;
- Liaises with funding agencies and relevant Government bodies;
- Maintains systems and processes to track Government commitments, including Cabinet Decisions, policy actions and strategic initiatives;
- Develops and maintains databases and tracking tools for policies, programmes, commitments and implementation progress;
- Monitors and assesses the effectiveness and outcomes of policies, legislation and regulatory measures;
- Tracks implementation against approved plans, timelines and performance frameworks and escalates issues;
- Supports development and use of executive dashboards and performance summaries;
- Coordinates cross-Ministry and cross-agency initiatives requiring integrated planning, monitoring and reporting;
- Identifies opportunities for innovation, process improvement and enhanced cost-effectiveness in programme delivery and executive support systems;
- Responds to the operational demands of the Office of the Permanent Secretary;
- Assists with implementation of strategic directives of the Cabinet Secretary;
- Provides technical advice to the Cabinet Secretary and Minister;
- Guides and directs supervised staff;
- Makes operational decisions in consultation with the Cabinet Secretary;
- Ensures adherence to policies, procedures and regulations;
- Recommends leave, appointments, disciplinary actions, training and development;
- Recommends improvements to operational strategies;
- Approves correspondence and related documents as authorised;
- Participates in national and international meetings and negotiations as assigned.

**Required Knowledge, Skills and Competencies**

- Excellent professional disposition
- Excellent oral communication skills
- Excellent customer and citizen-focused orientation
- Excellent teamwork and cooperation
- Unquestioned integrity
- Well-developed interpersonal skills

- Excellent ability to build rapport with stakeholders to support coordination and collective problem-solving
- Sound judgement and initiative in addressing complex issues
- Excellent ability to use and apply relevant ICT systems and tools
- Knowledge of Government laws, policies, programmes and priorities
- Excellent analytical and research skills to assess policy, programme and implementation performance
- Knowledge of Strategic and Operational Planning processes and the Budget cycle
- Knowledge of programme and project management principles and practices
- Knowledge of performance monitoring and evaluation frameworks and methodologies
- Knowledge of public sector governance, accountability and compliance requirements, including data protection, audit, procurement, risk management and integrity frameworks
- Excellent analytical and research skills to assess policy, programme and implementation performance
- Excellent ability to track and monitor implementation of programmes, policies and Cabinet Decisions against approved plans and targets
- Excellent ability to implement and use dashboards, reporting tools and tracking systems to support executive decision-making
- Excellent stakeholder management and coordination skills across Ministries, Departments and Agencies
- Excellent ability to track and monitor implementation of programmes, policies and Cabinet Decisions against approved plans and targets
- Knowledge of legislative and regulatory frameworks relevant to the Ministry and its portfolio
- Excellent ability to identify risks, assess implications and recommend corrective action
- Excellent appreciation of public sector operations, institutional arrangements and inter-agency coordination mechanisms
- Excellent ability to synthesise complex information and provide clear, actionable advice
- Proficient in current/relevant computer applications including Microsoft office suite (Word, Excel, PowerPoint)

#### **Minimum Required Qualification and Experience**

- Master's Degree in the Social Sciences including: Management Studies, Public Sector Management/Public Administration or Business Administration with specialization in Public Policy or equivalent qualification from a recognized tertiary institution.
- Eight (8) years progressive work experience, with a minimum of four (4) years' related experience in a senior supervisory or management position.
- Demonstrated experience in project management and implementation (would be an asset).
- Experience in dealing with matters of a highly confidential and sensitive nature.

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

- May be required to work beyond regular working hours.
- Typical office environment, no adverse working conditions.
- May be required to travel locally and overseas in the execution of official duties.

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 16<sup>th</sup> June, 2026, to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Cabinet  
1 Devon Road  
Kingston 10

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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.**

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**