



Ministry of National Security

VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill the following positions:

1. HEAD CORPORATE SERVICES (GMG/SEG 6)

SALARY SCALE: \$3,950,811 – \$4,696,272

**Travelling Allowance: \$1,697,148 per annum with Motor Vehicle or
\$ 678,864 per annum without Motor Vehicle**

2. POLICY ANALYST, BORDER SECURITY (GMG/SEG 2)

SALARY SCALE: \$1,927,065 – \$2,290,674

**Travelling Allowance: \$894,924 per annum with Motor Vehicle or
\$362,472 per annum without Motor Vehicle**

NB: THE DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. HEAD CORPORATE SERVICES (GMG/SEG 6)

JOB PURPOSE:

To provide direction/guidance leading to the provision of world class corporate services to underpin the strategic direction of the Ministry with a view to support the attainment of targets and objectives. This involves conceptualizing and developing the policy framework within which corporate services are delivered within the various Units across the Directorate. Additionally, the incumbent is responsible for planning, directing, coordinating and monitoring the activities of the Directorate in order to ensure that the policy framework is operationalized in accordance with guidelines promulgated by the Ministry of Finance & Planning and other authorities as appropriate.

KEY RESPONSIBILITIES:

- Provides strategic leadership and direction towards the coordinated development of corporate policies and plans;
- Ensures alignment between the Ministry's strategic objectives and Government of Jamaica priorities;
- Oversees the performance of all relevant functional components of the Ministry to assess the achievement of their performance objectives and targets and implementing corrective actions as required;
- Collaborates with the Ministry's Senior Management Team and ensures that all the Ministry's plans are relevant, measurable and consistent with policies and strategic objectives;
- Ensures that the Ministry has a system for evaluating performance against outcomes stated in its Strategic Business and Operational Plans;
- Provides expert advice, briefings and support to the Hon. Minister and Permanent Secretary on all matters relating to corporate services, strategic business/operational planning and performance management;
- Facilitates the development and implementation of modernized corporate policies and services and ensures that they remain responsive to the changing needs and requirements of the Ministry;
- Coordinates the development and implementation of a comprehensive human resource strategy to support the recruitment, retention, welfare, training, development and performance assessment of staff, within the guidelines of the Government's human resources policy;
- Provides oversight in respect of the management of the functions delegated to the Permanent Secretary in accordance with the Accountability Agreement;
- Oversees the implementation of training and development programmes for staff thereby ensuring ongoing capacity building;
- Guides the restructuring of Divisions, Branches, Sections or Units to meet the changing requirements of the corporate objectives and strategies as identified in the Strategic Business planning process;

- Ensures that all goods and services are procured in full adherence with GOJ Procurement Policies and Guidelines;
- Ensures all submissions to the National Contracts Commission (NCC) are done in keeping with the standards of the NCC's and Sector Committees of Cabinet;
- Ensures that adequate controls are in place and monitored to account for assets and other items in inventory;
- Ensures that a robust preventative maintenance programme is implemented for fleet vehicles;
- Ensures that the Ministry's transportation requirements are administered efficiently and effectively in accordance with GOJ guidelines;
- Ensures that physical facilities and assets are managed effectively, so that the Ministry's operations are conducted in a secure, comfortable and functional work environment;
- Oversees building projects to ensure completion within established specifications, time and cost;
- Monitors the development and implementation of emergency procedures for the protection of staff members and property throughout the Ministry;
- Ensures that safety and health standards are implemented and maintained and appropriate safety equipment are acquired;
- Ensures the development and implementation of an information systems strategy for the Ministry;
- Facilitates the acquisition and/or design and development of new enabling technologies to support key initiatives that cut across the Ministry and its Divisions;
- Participates in the development /establishment of appropriate policies, standards and general procedures in relation to review, appraisal, retention, tracking and retrieval of records, disposal, storage, maintenance and other aspects of records management;
- Oversees the provision of public access to records/information in keeping with the legislative requirements such as Access to Information Act;
- Oversees the provision of an effective Communication and Public Relations Strategy for the Ministry;
- Ensures that appropriate communication and knowledge management systems are in place to facilitate the dissemination of accurate and timely information within the Ministry to its associated Departments, Agencies and to the media/general public;
- Coordinates the implementation of organizational changes and modernization measures necessary to strengthen the Ministry's ability to fulfill its responsibilities;
- Plans, organizes and directs the work of the Directorate by overseeing the development of the Strategic Business, Operational and Work Plans and Budget;
- Conducts final assessment of supervisees based on performance assessment criteria and prepares performance report;
- Develops and reviews the Directorate's policies, procedures and systems to meet the Ministry's goals, objectives and targets;
- Undertakes personnel related duties including selection, training and discipline for the Directorate's staff in accordance with the Ministry's policies and procedures;
- Ensures that staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Utilizes management tools such as succession planning/training; job rotation and job enrichment to motivate and empower employees;
- Maintains effective working relations with external and internal stakeholders and clients, ensuring that the Directorate provides a consistently high level of service to them;
- Devises systems and customer surveys to assess the performance of the Directorate in keeping with the Citizen's Charter and taking corrective actions, as necessary.

QUALIFICATION & EXPERIENCE

- A Master's Degree in Business Administration, Public Administration, Human Resource Management or equivalent qualification;
- A minimum of ten (10) years demonstrated experience in Administration, Operations Management, Human Resource Management or related area. This should include a minimum of five (5) years' experience at a senior level;
- Ideally, experience at senior or middle management level in the public sector – including evidence of successfully reforming elements of a Ministry, Department or Agency.

SPECIFIC KNOWLEDGE & SKILLS

- Sound knowledge of the Government planning and policy setting process
- Working knowledge of the mandate/role of the Ministry; its Departments and Agencies
- Intermediate project management skills;
- Sound knowledge of monitoring and evaluation principles and practices
- Sound financial analysis skills
- Ability to conceptualize, develop, implement and monitor mechanisms to minimize organizational risks
- Sound knowledge of industrial relations principles and practices as they apply to the Public Sector
- Excellent knowledge of organizational diagnosis, design and development as applicable to GOJ
- Expert knowledge of Human Resource Management practices including delegated authority for specified human resource functions
- Excellent knowledge of the GOJ Compensation structures and systems
- Excellent knowledge and understanding of corporate functions and their contribution to the strategic direction of the Ministry
- Good knowledge of Government Procurement Guidelines
- Good knowledge of property management principles and practices as applicable to the GOJ
- Working knowledge of Microsoft Word, Excel and Power Point skills

SPECIAL CONDITIONS OF THE JOB

- Normal working environment;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Willingness to travel locally and internationally

2. POLICY ANALYST, BORDER SECURITY (GMG/SEG 2)

JOB PURPOSE

The incumbent will be responsible for developing and analyzing policies by undertaking the design, implementation, monitoring and evaluation with a view to support and enhance Passport Immigration & Citizenship Agency (PICA) capabilities.

KEY RESPONSIBILITIES:

- Scans environment and analyzes current and emerging trends in border security to identify new policy issues/themes;
- Conducts research and periodic needs assessment primarily to inform border security management policies, legislation and programmes;
- Designs, develops and administers survey instruments;
- Collates and analyzes data to determine viable policy objectives;
- Develops criteria and indicators to assess progress towards objective;
- Benchmarks policies and legislation in other jurisdictions and determines feasibility for adoption;
- Identifies alternative viable policy instruments, their probable direct and indirect consequences;
- Prepares discussion paper based on findings;
- Facilitates consultation sessions and related seminars to develop sound policy options and effective initiatives/programmes to get the involvement of key stakeholders;
- Drafts policy proposals/ policies to address issues identified for approval;
- Compares policy options with existing policies to ascertain potential effectiveness and impact;
- Drafts Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and Technical Reports;
- Submit draft policies for review and makes the necessary adjustments;
- Generates data in collaboration with the Monitoring & Evaluation, Research & Data Analytics Branch to inform policy decisions;

- Designs, develops and implements a monitoring and evaluation framework for policies, programmes, initiatives and projects to facilitate improvement;
- Makes recommendations based on findings;
- Identifies risks associated with policy development, implementation and monitoring;
- Evaluates the risks and recommends control measures/matrices;
- Records findings in Risk Register;
- Maintains a database of stakeholder's relative to border security matters;
- Responds to requests for data analysis and information/knowledge sharing;
- Contributes to Jamaica's obligations to international and regional bilateral conventions to agreements;
- Prepares responses to requests for information from international, regional and local organizations relating to border security;
- Participates in the development of the Branch's Strategic Business and Operational Plans;
- Participates in the development of the Branch's Quarterly and Annual Performance Reports;
- Assists with the development of templates, Codes and Practice, Terms of Reference, and Memorandum of Understanding;

QUALIFICATION & EXPERIENCE

- BSc. in Public Policy, Public Management or equivalent;
- At least two (2) year experience in policy development;
- Demonstrated experience in border management and immigration related matters would be an asset

SPECIFIC KNOWLEDGE & SKILLS

- Training in Policy Development, Review and Implementation;
- Preparation of Cabinet Submissions/Notes/Ministry Papers;
- Strong organizational and programme management skills;
- Knowledge of government policy and planning processes;
- Knowledge of relevant Laws, Government Guidelines;
- Understanding of economic and scientific research processes

SPECIAL CONDITIONS OF THE JOB

- Critical deadlines for completion of tasks;
- May be required to work on weekends and public holidays;
- May be required to travel overseas;
- Typical working condition

Interested persons should forward their applications and résumés **NO LATER THAN Friday, September 20, 2019** to the: -

Director, Human Resource Management & Administration
 Ministry of National Security
 4th Floor NCB North Tower
 2 Oxford Road
 Kingston 5
 Email: jobopp@mns.gov.jm

Subject:

1. **Head Corporate Services (GMG/SEG 6)**
2. **Policy Analyst, Border Security (GMG/SEG2)**

We thank all applicants for their interest in these career opportunities. However, please note, only short-listed candidates will be contacted.