



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

CORPORATE PLANNER (GMG/SEG 2) – NOT VACANT **STRATEGIC PLANNING & PERFORMANCE MANAGEMENT BRANCH**

SALARY SCALE: \$3,770,761.00 - \$5,071,254.00 PER ANNUM

JOB PURPOSE

The incumbent is responsible for assisting and supporting the development and implementation of the Strategic Business and Operational Plans for the Ministry, its Departments and Agencies. In addition, the incumbent will also provide assistance in developing and implementing, monitoring and evaluating strategies which ensure the strategic priorities and objectives are achieved.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES

- Ensures the Ministry's Strategic Business and Operational Planning priorities are communicated to the Heads of Departments, Agencies and Divisions/Units;
- Assists in designing Strategic Business and Operational planning processes, ensuring conformity to established standards and alignment to the Ministry's strategic objectives;
- Recommends improvement to planning processes to enhance efficiency and compliance with the agreed standards;
- Reviews plans to assess the extent to which they are comprehensive and reflects the strategic priorities and objectives of the Ministry;
- Assists in the implementation of the strategic business and operational planning framework across the Ministry, its Departments and Agencies;
- Provides guidance and support in the use of reporting templates and guidelines to Heads of Departments, Agencies and Divisions/Unit on overall performance;
- Identifies and drives relevant organizational development programmes and initiatives to achieve organizational excellence;
- Supports the ongoing review of Strategic Business and Operational Plans and recommends appropriate actions to ensure targets remain on track;
- Assists in monitoring and evaluating key performance initiatives and programmes within the Ministry, its Departments and Agencies to ensure targets are being achieved as planned;
- Identifies and reports deviations related to planned priorities and objectives;
- Assists in crafting performance indicators to measure and report on the effectiveness of the Ministry's strategic processes and plans;
- Tracks and reports on the progress of the Ministry's, its Departments and Agencies' performance against strategic targets;
- Assists in implementing relevant performance management and reporting systems to track performance and other strategy implementation;
- Assists in the developing the Ministry's Budget in accordance with the strategic Business and Operational Plans;
- Assists in compiling and submitting the performance review reports on behalf of the Ministry, its Departments and Agencies to the relevant authorities;
- Monitors initiatives and programmes and adopts a proactive approach to highlighting and initiating corrective action (s) in cases of delay or any other situations which may affect the timely completion and /or achievement of project objectives;
- Follow-up with Heads of Departments. Divisions/Units to ensure requested performance review information are submitted within the agreed timeframe.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- A Bachelor's Degree in Public Policy, Business/Public Administration, Economics or any related social science discipline;
- Exposure to training in strategic planning, performance monitoring and evaluation and/or project management;
- At least three (3) years' experience of working within strategic planning or performance evaluation related field.

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Good knowledge of Government's policy formulations, monitoring and evaluation processes;
- Excellent knowledge of Government's Strategic Business/Corporate Planning and Operational Planning and Budgeting processes;
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution;
- Working knowledge of the operations of the Ministry of National Security;
- Excellent analytical, written, verbal communication and presentation skills;
- Ability to work with and relate to internal and external stakeholders;
- Knowledge and experience in Information Technology services;
- Excellent knowledge of performance monitoring techniques;
- Proficiency in the use of statistical software;
- Knowledge and understanding of research method and design, economic and social analysis, impact analysis and other techniques used in policy formulation and evaluation

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Meeting critical deadlines;
- May be required to work beyond the normal working hours;
- May be required to work on public holidays and weekends;

Interested persons should forward their applications and resume **NO LATER THAN Friday, June 16, 2023** to the: -

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

Subject: Corporate Planner (GMG/SEG 2)

Please note that we thank all for responding but only shortlisted applicants will be contacted.