



Ministry of National Security

CAREER OPPORTUNITY

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

**DIRECTOR, STRATEGIC PLANNING AND PERFORMANCE MONITORING
(GMG/SEG 4) – NOT VACANT**

STRATEGIC PLANNING AND PERFORMANCE MANAGEMENT BRANCH

SALARY SCALE: \$6,333,301.00 - \$8,517,586.00 PER ANNUM

JOB PURPOSE:

The incumbent is responsible for ensuring that integrated operational and strategic planning, enterprise risk management, monitoring and evaluation processes are made operational across the Ministry, its Agencies and Departments. The incumbent will ensure that the Ministry produces its corporate, operational and other related plans to the required quality and time standards, the plans are implemented and/or altered as circumstances require, quarterly and special performance reviews of the Ministry's Divisions, Departments and Agencies are completed on schedule, and the required reports prepared and submitted.

KEY RESPONSIBILITIES:

Technical/Professional Responsibilities

- Directs and coordinates the comprehensive strategic planning process, and other planning processes;
- Designs corporate planning, monitoring and related processes and procedures in consultation with senior officials, Office of the Cabinet, Ministry of Finance and the Public Service (MoFP), and the Planning Institute of Jamaica (PIOJ);
- Issues corporate planning guidelines to Ministry's Directors and Senior Officials of its portfolio Departments and Agencies;
- Plans, administers and coordinates multiple, special project/assignments;
- Organizes and employs resources to achieve project objectives;
- Prepares and monitors Branch and project budgets;
- Organizes and administers research studies;
- Conducts, analyzes and prepares reports and recommendations regarding the Ministry's planning, monitoring and evaluation process;
- Prepares and makes presentations to decision-makers and the public;
- Researches and responds to requests for information;
- Ensures the implementation of corporate planning, monitoring and evaluation processes across the Ministry, its Departments and Agencies;
- Ensures that sufficient information and communication systems are in place across the Ministry and its Departments and Agencies for liaison and monitoring;
- Ensures integration of outcomes and other management tools in planning and decision making;
- Prepares reports recommending improvements and modifications on operations and activities;
- Liaises with the Ministry Directors and Senior officials of portfolio Departments and Agencies on planning issues and ensures that their annual operational plans and strategic

business plans (corporate plans) are prepared and submitted according to time and quality requirements;

- Ensures that policy, technical and other inputs into the development and review of plans are obtained as required;
- Ensures that plans are based on key outputs and objectives, that performance targets are set, monitored and evaluated, and that plans are linked to budget forecasts;
- Ensures that plans are consistent with and contribute to wider government policies;
- Identifies problems and potential barriers to effective implementation of planned programmes and projects;
- Convenes and chairs regular (e.g. quarterly) corporate planning meetings attended by senior officials of the Ministry and its portfolio Departments and Agencies and other key stakeholders to monitor their operational and corporate plans and support their corporate planning process;
- Monitors and evaluates the performance of Departments and Agencies in their planning, implementation and delivery processes;
- Produces Quarterly Reports on the performance of the Ministry, Departments and Agencies for submission to the Cabinet Office;
- Provides written reports to the Permanent Secretary and inform other senior managers and relevant personnel on significant divergence from targets in plans and the need for alternative strategies;
- Liaises with the Office of the Cabinet (OoC) and Ministry of Finance and Public Service (MoFP) to ensure compliance with the government's corporate planning policy;
- Provides the Permanent Secretary with monthly, quarterly and special reports and updates on the corporate planning and performance monitoring processes within the ministry, its Departments and Agencies;
- Maintains constant contact with the Permanent Secretary and other senior managers in the Ministry, its Departments and Agencies;
- Ensures Ministry's compliance with the GOJ Enterprise Risk Management (ERM) Policy and ERM Guidelines.

Management/Administrative Responsibilities

- Directs and coordinates the activities of the direct reports;
- Supports the creation of effective team work in order to achieve the unit's objectives and targets;
- Provides day to day management support in the Strategic Planning and Performance Management Branch's development and continual performance improvement;
- Supports the establishment of processes, systems and controls within the Branch to enable achievement of its objectives effectively and efficiently;
- Supports the achievement of the Ministry's agreed performance targets;
- Compiles and supports the ministry's organisational requirements, for example PMAS.

Human Resource Management Responsibilities

- Ensures that direct reports comply with the policies and procedures of the Branch and the Ministry;
- Provides leadership to direct reports through example and sharing of knowledge and skill in areas of professional expertise;
- Provides guidance/advice to direct reports to ensure that clear goals and objectives are established and adhered to;
- Manages the performance management process in relation to direct reports by preparing performance appraisals and recommending training and other developmental programmes;
- Recommends leave and staffing arrangements in keeping with human resource policies and procedures.

MINIMUM QUALIFICATION AND EXPERIENCE:

- M.Sc. in Public Policy, Business Administration, Public Sector Management, Economics or related field;
- Specialized training in Planning and/or Project Management;
- Five (5) years' experience working at a senior management position, three (3) years of which should be in the area of Strategic Planning with involvement in performance monitoring or policy advisory.

SPECIFIC KNOWLEDGE & SKILLS:

- Excellent knowledge of government policy and planning processes;
- Knowledge of relevant Laws, Government Guidelines;
- Excellent leadership, coordination and time management skills;
- Excellent human relations and negotiations skills;
- High levels of integrity and professionalism;
- Sound analytical, problem-solving and sound judgment skills;
- Strong human resource management and development skills;
- Ability to provide advice, guidance and support to the Ministry's stakeholders;
- Ability to manage complex, demanding work environment, manage workloads and prioritize among conflicting demands;
- Sound understanding of government operations, management and practices, including a strong appreciation of the interconnectedness of government entities involved in and/or impacting national security;
- Working knowledge of financial management and budgeting;
- Working knowledge of relevant information and communication technologies
- Strong organizational and project/programme management skills;
- Understanding of economic and scientific research processes;
- Strong grasp of Enterprise Risk Management (ERM) concepts and frameworks;
- Working knowledge of the GOJ ERM Policy and Guidelines

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- 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 MONDAY, July 29, 2024** to the: -

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

Subject **Director, Strategic Planning & Performance Monitoring (GMG/SEG 4)**

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