



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE	
Job Title	Director Corporate Planning and Evaluation
Job Grade	GMG/SEG 4
Post Number	50356
Unit	
Division	Justice Policy and Governance
Reports To:	Senior Director Strategic Planning and Performance Management
Direct Reports	
Indirect Reports	

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

A. JOB PURPOSE STATEMENT (reason for job existing)

Under the direct supervision of the Senior Director Strategic Planning and Performance Management the incumbent is responsible for the implementation of the corporate management and the evaluation process of the Ministry

B. KEY OUTPUTS

- Reports
- Performance Indicators for Programmes and Projects
- Competent Staff
- Department Budget

C. KEY RESPONSIBILITY AREAS

Management/administrative Responsibilities

- Provides guidance to the Department Heads in formulating appropriate targets which are specific, measurable and realistic
- Assists in the preparation of Cabinet Legislation submissions
- Prepares the department budget for the Unit

Technical/Professional Responsibilities

- Conducts high level internal analyses of the Ministry's performance, achievement of targets and budgetary management against the Corporate Plan and develop appropriate performance indicators
- Identifies and provides advice on major opportunities for performance improvement at the strategic level
- Assists in establishing mechanisms to ensure suitable performance improvement initiatives
- Formulates output-based performance management systems for the Departments and Agencies within the Ministry

Human Resource Responsibilities

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and developmental programmes
- Provides leadership to staff through effective objective setting, delegation and communication
- Participates in the recruitment of staff for the Department
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division, Ministry and the Public Service

D. PERFORMANCE STANDARDS

- Key deliverables are produced within agreed timeframe to required standards
- Policy recommendations will lead to organizational improvements
- A team approach is adopted with Unit Staff
- Reports are comprehensive and submitted within established timeframe
- Confidentiality and integrity are exercised
- Welfare of staff is clearly identified and addressed
- Staff is competent and productive
- High Ethical standards are maintained in the conduct of professional and personal business
- Reports are accurate and submitted within established time frame

E. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Use of Telephone	
Written Communication		Methodical	
Integrity		Planning and Organising	
Team Work & Cooperation		Strategic Vision	
Initiative		Analytical Thinking	
Compliance		Problem Solving and Decision	
Time Management		Goal/Results Oriented	
Interpersonal		Leadership	
Adaptability		Technical Skills	
Customer and Quality Focus		Managing External Relationships	

I. Other Competencies	level
Creativity and Innovation: <i>Generating viable, new approaches and solutions</i>	
Impact and Influence : <i>Influencing and gaining others' support</i>	
Organizational Awareness: <i>Understanding and using the workings, structure, climate and culture of the organization to achieve results</i>	
Partnering and Relationship Building : <i>Seeking and building alliances that further government objectives and benefit Jamaicans</i>	
Strategic Thinking: <i>Understanding and processing complex information and exercising sound judgment, considering the situation, the issues, the key players, and levels of government involved. Proposing course of action that further the objectives, priorities and vision of the department and the Government of Jamaica.</i>	
Visioning and Alignment: <i>developing and inspiring commitment to a vision of success; supporting, promoting and ensuring alignment with the Ministry's vision and values.</i>	
Legislation, Policies, Procedures and Standards: <i>Understanding and using relevant legislation, policies, procedures and/or standards in performing one's work.</i>	
Subject Matter Knowledge: <i>knowledge of specialized fields required to perform policy work and knowledge of related subject matter. Scale Progression: increasing depth and breadth.</i>	
Accountability and Financial Management	

F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

(a) Specific knowledge (however acquired) required to start:

(b) Qualifications and Experience

- Postgraduate degree in Social Sciences with emphasis in Social Policy
- At least 5-8 years' experience

(c) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field.
- Network within the profession and relevant associations to keep abreast with the industry.

G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Agreeable office environment

H. AUTHORITY

- Sign off on travelling forms
- Recommend leave, disciplinary action and promotion of direct reports according to established policies

