



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE	
Job Title	Senior Director Corporate Services
Job Grade	GMG/SEG 5
Post Number	68704
Unit	
Division	Corporate Services
Reports To:	Permanent Secretary
Direct Reports	Director Human Resources Management and Development; Director Administration and Office Services; Director Information and Access Services; Director Management Information Services; Director Communication and Public Affairs; Director Procurement
Indirect Reports	All staff in Corporate Operations and Services

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

Under the direction of the Permanent Secretary and as head of the ministry's corporate operations and services leads the provision of effective, efficient and economical delivery of corporate operations and services. The incumbent is accountable for developing and implementing innovative and holistic corporate management frameworks and directing the provision of expert advice and services for all administration and human resources management activities, including human resource management, asset management, procurement and contracting, information management, and communication and public affairs for the Ministry.

B. KEY OUTPUTS

- Recommendations and advice for the use of human and material resources;
- Efficient, effective and economical delivery of strategic and operational corporate services including: human resources, contracting and procurement; asset management, information communication technology (information management systems), communication and public affairs.
- Leadership in formulating and implementing Ministry policies, plans, guidelines, standards processes and procedures to integrate human resources, contracting, property management, into a comprehensive quality approach to service delivery that supports the achievement of the Ministry's strategic and operational goals.

C. KEY RESPONSIBILITY AREAS

- Leads the formulation and integration of human resources policies and processes into the Ministry's management practise to support the achievement of the Ministry's strategic and operational goals including:
 - Develops and directs the implementation of human resource strategies, plans, processes and guidelines for the management of human resources including all human resources planning activities across the Ministry for which there is authority.
 - Oversees the design, development and implementation and maintenance of a human resources information system (manual and/or electronic).
 - Leads and oversees the development, administration and monitoring of processes and procedures for the Ministry in all areas of human resources and identifies and responds to the development needs of employees.
 - Leads and oversees the design, development and implementation of organization development and human resource performance management systems aligned with GOJ policies and procedures
- Leads and oversees the development and implementation of policies, guidelines and procedures for space (office) allocation and planning, asset management and property (facilities) maintenance.
- Leads the informed, proactive and strategic decision making regarding the asset management life cycle

(planning, acquisition, operation and maintenance, disposal) including:

- procurement of appropriate assets, maintaining, upgrading and operating assets;
- managing the treatment of assets at the end of their useful life. Strategic asset management includes the coordinated activity of the Ministry to realize value from assets which includes items, things or entities that have potential or actual value to the Ministry.
- the development and implementation of a risk and business continuity asset plan.
- Leads and oversees the maintenance of a centralized procurement and contracting service.
- Leads and oversees the management of a central registry (documentation, information and access services)
- Provides leadership, direction, coordination, control and support to the Ministry's informatics programme by:
 - directing the development and implementation of innovative office automation processes and technologies to increase the efficiency and productivity of the Ministry;
 - Chairing the Ministry's Information Communication Technology Committee and leads the conception, development and implementation of Ministry policies, procedures and standards that contribute to the efficiency and effectiveness of Ministry operations.
 - Overseeing the periodic review and evaluation of the Ministry's informatics activities to ensure activity is aligned with Ministry plans and objectives and the efficient and effective use of this service.

D. 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 Technology	
Written Communication		Problem Solving and Decision Making	
Integrity		Analytical Thinking	
Team Work & Cooperation		Planning and Organising	
Initiative		Leadership	
Compliance		Strategic Vision	
Time Management		Change Management	
Interpersonal		Goal/Result Oriented	
Adaptability		People Management	
Customer and Quality Focus			

I. Other Competencies	level
Proven ability to analyse and interpret information for decision making	
Proven ability to exercise sound judgment	
Proven ability to prioritise amongst conflicting demands and make rational decisions based upon a sound understanding of the facts in limited	
Comprehensive knowledge of the general operations of the machinery of the government, the role, function and operations of Cabinet and Parliament	
Sound knowledge of the operations and functions of government ministries in order to envision and support opportunities for joined-up policy making	
Project Management: <i>Planning, implementing, monitoring and completing projects, ensuring effective management of scope, resources, time, cost, quality, risk and communications.</i>	
Accountability and Financial Management: Implements strategies to achieve operational efficiencies and value for money	
Ability to manage limited resources in order to achieve challenging output targets	

E. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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

- Experience in researching, analyzing and preparing various documents such as briefing notes or business cases, to senior management on complex issues.

(b) Qualifications and Experience

- Graduate degree from a recognized university with acceptable specialization* in human resources management, labour or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences, sociology, or in any other field relevant to the work to be performed.
 - At least ten (10) years of progressive experience in leading and managing corporate service functions and service delivery organisation
 - At least five (5) years' experience in a senior management role

(c) Continuous Professional Development

- Evidence of continual professional development measures taken appropriate to corporate services management and leadership

F. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Willingness to travel locally and internationally
- Normal Office environment
- Long work hours and working on public holidays when necessary

G. AUTHORITY

- Certifies travel claims
- Authorize bills for payment
- Approve expenditure for all divisions
- Approve expenditure within assigned limits