

OFFICE OF THE SERVICES COMMISSIONS
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24th August, 2010

CIRCULAR NO. 126
OSC REF. NO. C4857

Permanent Secretaries and Heads of Departments are asked to invite applications from suitably qualified officers in their Ministries/Departments to fill the post of **Director, Corporate Planning and Performance Monitoring (GMG/SEG 4)** in the **Ministry of Transport and Works**, salary range \$2,308,050 – 2,743,546 a year.

Job Purpose

To manage the planning and performance monitoring process of the Ministry through the development of an integrated Corporate Plan which reflects strategic priorities and associated performance accountability for the Ministry and its portfolio Agencies.

Required Competencies

- Excellent working knowledge of performance management techniques and their applications
- Strong analytical/quantitative skills
- Excellent knowledge of strategic planning, strategic management and performance management
- Strong organizational skills and ability to coordinate organization-wide initiatives
- Excellent written and oral communication skills
- Good working knowledge of government corporate/operational planning and budget processes and procedures.

Qualification and Experience

- ◆ B.Sc Degree in Public Administration, Management, Economics or other Social Science Degree
- ◆ A minimum of five (5) years related experience

Application accompanied by resumé should be submitted **no later than the 6th September, 2010** to:

Senior Director
Human Resource Management and Administration
Ministry of Transport and Works
138h Maxfield Avenue
Kingston 10

Further details of the post may be obtained from the Senior Director, Human Resource Management and Administration, Ministry of Transport and Works.

Please note that only short listed applicants will be contacted.

A copy of this circular should be placed at a strategic position on the **Notice Board** of the Ministry/Department.

Please ensure that this circular is brought to the attention of all eligible officers.



Y. M. Gordon (Mrs.)
for Chief Personnel Officer