



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

JOB DESCRIPTION AND SPECIFICATION

POST NUMBER	54699
JOB TITLE	Director Career Management
JOB GRADE	GMG/SEG 2
DIVISION	Corporate Planning and Administration
BRANCH	Human Resource Management and Development

SUPERVISION RECEIVED FROM: Senior Director, Human Resource Management and Development

NATURE OF SUPERVISION: Supervision based on established procedures

SUPERVISION GIVEN TO: N/A

DIRECTLY: N/A

INDIRECTLY: N/A

1. JOB PURPOSE (one line reason for job existing)

Under the direct supervision of the Senior Director Human Resource Management and Development, the Director Career Management provides employees with an ongoing mechanism to enhance their skills and knowledge that can lead to mastery of their current jobs or other jobs.

Utilizing a case management approach, the incumbent is required to develop an employment action plan with the main objective of achieving a long-term attachment to the labour market and building the Ministry's sustainable competitive advantage.

2. STRATEGIC OBJECTIVES (statements of intent of what the post seeks to achieve)

- To develop the Ministry's Career Pathing Development framework and strategy
- To design the mentoring and coaching methodology
- To conduct skills assessments
- To align employees' career growth with organizational talent strategic priorities
- To complement the people strategy of attracting and retaining top talent

3. KEY OUTPUTS (results, deliverables)

1. Career pathing development framework and strategy developed
2. Mentoring and coaching methodologies developed
3. Skills assessments conducted
4. Employees career growth aligned with Ministry's strategic talent priorities
5. Evaluation data and research reports
6. Increased retention and staff satisfaction levels

7. Data-Driven Insights
8. Career Workshops and Seminars conducted
9. Networking and External Partnerships developed and maintained

4. FINAL OUTPUT (final results corresponding to job purpose)

- Improved technical capability and competency of the staff
- Increased retention and staff satisfaction

5. PERFORMANCE STANDARDS (how success will be measured)

- Career Pathing development framework and strategy developed in accordance with established international standards
- Mentoring and coaching strategies implemented in accordance with best practices
- Skills assessments conducted within the agreed timeframe and in accordance with established standards
- Leadership pipeline developed in accordance with established standards
- Employees career growth aligned with the Ministry's strategic talent priorities
- Research and analytical reports prepared and submitted within the agreed timeframe and in accordance with established standards
- Career Counselling Feedback is provided within the agreed timeframe and is evidence-based
- Career Pathway Clarity provided in accordance with established standards
- Personal data processed in accordance with the Data Protection Act
- Increased retention and staff satisfaction levels.

6. JOB DUTIES & RESPONSIBILITIES (grouped under strategic objectives in Sec. 2)

TECHNICAL/ PROFESSIONAL RESPONSIBILITIES

- Develops and implements career pathing development framework and strategy;
- Conducts individual skills assessments and career assessments
- Develops and implement mentoring and coaching strategies and standards
- Builds roadmaps for employee growth and development opportunities that aligns with the Ministry's talent needs;
- Identifies and recommends internal job openings and opportunities;
- Connects employees with mentors and role models within the Ministry;
- Tracks and measures employee progress in achieving career goals;
- Identifies high-potential employees through assessments and evaluations;
- Provides evidence-based data to inform the Ministry's Succession Planning Framework;
- Designs and implements leadership development programs and initiatives;
- Facilitates one-on-one coaching and mentoring for emerging leaders;
- Provide guidance and mentorship to team members
- Develops and monitors performance metrics to measure the effectiveness of strategies.
- Creates clear criteria and pathways for leadership roles within the Ministry.

- Monitors and assesses the leadership development journey of potential leaders;
- Collaborates with key stakeholders to determine the technical capability needs of the Ministry.
- Develops and executes long-term, impactful strategies and initiatives that align with the Ministry's mission, vision, and values.
- Monitors and analyzes market trends to develop insights and make recommendations.
- Collaborates with stakeholders to ensure that strategies are communicated and implemented effectively.
- Identifies opportunities to improve process efficiency and cost-effectiveness.
- Conducts regular surveys/focus group sessions to gather feedback on career development interventions and to address employee concerns;
- Complies with data protection guidelines in the processing of personal data;
- Continuously improve career counseling services based on employee input/ feedback;
- Develops and communicates success stories/case studies of employees who benefited from career development interventions.
- Collaborates with other HR teammates to address employee needs and preferences;
- Designs and implements retention-focused career development initiatives.
- Collaborates with key stakeholders in the development and implementation of strategies to engage and retain employees through career advancement.
- Monitors and analyzes retention data to identify trends and areas for improvement.
- Provides ongoing support and guidance to employees considering career changes within the organization.
- Administers Assessment Readiness Tools to evaluate the effectiveness of the succession planning interventions and the readiness of potential successors for key roles by evaluating their skills, competencies, and preparedness.
- Recommends relevant training interventions as part of career advancement.
- Ensures confidentiality and trust in counseling interactions.
- Monitors employee engagement levels to ensure that career development initiatives are contributing positively to overall engagement.
- Develops and maintains valuable external partnerships and evaluates their impact on employee development opportunities.
- Assesses the extent to which data and analytics are being used to drive decision-making in career development interventions.
- Monitors the time it takes to fill key positions through succession planning to ensure that there is minimal disruption to the Ministry.
- Monitors and analyses the rate at which employees are promoted within the organization, especially those who have participated in leadership development interventions.
- Identifies areas where cost efficiencies can be achieved.
- Prepares and submits cost-effectiveness reports and recommendations to leadership.

HUMAN RESOURCE/ADMINISTRATIVE RESPONSIBILITIES

- Participates in the development of the Branch's Corporate and Operational Plans, individual work plan and Budget.

- Ensures the welfare and development needs of skill in the Branch are clearly identified and addressed.
- Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Ministry's goals.
- Maintains effective working relationships with external and internal stakeholders and ensure that the Branch provides a consistently high level of service to them.
- Any other related duties assigned as directed.

7. AUTHORITY (decisions you have the power to make or recommend)

- Recommend changes to policies and interventions.

8. RESOURCES MANAGED (budget, purchases, other assets)

- N/A

9. CONTACTS (Liases with)

INTERNAL CONTACTS

Senor Director Human Resource Management Development	Receives directives and provides advice as required
All staff	To provide information and collaborate with participants on implementation of programmes
Director Human Resource Management	Obtain and share information
Internal Communications Team, Change Ambassadors, Mentors and Coaches	To promote events and programmes
MyHR+, Data Analytics Teams	To request information from MYHR+, and seek assistance with analytics
Director Employee Assistance and Counselling Programmes SHRMD	To collaborate activities
Performance Management Teams	To request information on training needs and performance of participants
Finance and Budgeting Teams	To monitor and evaluate expenditure

EXTERNAL CONTACTS

<i>Contact</i>	<i>Purpose</i>
Educational Institutions, Industry Experts and Consultants Professional Organizations	Collaborate with colleges, universities, and vocational schools to provide educational opportunities and resources for employees. Connect with industry-specific associations and professional groups to access networking events and resources for employee development. Seek guidance from external experts and consultants who specialize in career development and leadership training.
Training Providers:	Partner with external training providers to offer skill-building workshops and courses to employees.
Government Agencies:	Collaborate with government agencies that offer workforce development programs and incentives.

10. MINIMUM REQUIREMENTS TO START

QUALIFICATIONS AND EXPERIENCE

1. Bachelor's Degree in HRM; social work; business or public management or equivalent professional qualification
2. Training in career counseling, industrial counseling; mediation or conflict management
3. A minimum of two (2) years' experience of working in the public or private sector at a strategic level.

SPECIFIC KNOWLEDGE & SKILLS

- Through understanding of the principles of effective HRM
- Knowledge of counseling skills and techniques
- Practical knowledge of the applied used of information technology and productivity software, such as Microsoft Office
- Excellent inter-personal and oral communication skills
- Excellent written communication skills
- Knowledge of conflict management and mediation
- Excellent negotiating and conflict resolution skills
- Sound decision-making and problem solving skills
- Well organized with a good grasp of detail
- Ability to work under pressure and meet tight deadlines
- Very strong client focus

REQUIRED COMPETENCIES

- Strong analytical and innovative skills
- Excellent communication and interpersonal skills
- Able to work independently and as part of a team
- Able to meet strict deadlines
- Proficient in Microsoft Office Suite

11. SPECIAL CONDITIONS OF THE JOB

- Typical working environment, no adverse working conditions.

12. VALIDATION

The Head of the Division's agreement as signified below has validated this document:

Name of Head

Job Title of Head

Signature of Head

Date

Incumbent

Date

Signature of Supervisor

Date