

MINISTRY OF FINANCE & THE PUBLIC SERVICE

JOB DESCRIPTION AND SPECIFICATION

POST NUMBER:	1370
JOB TITLE:	Director Public Sector Investment Programme (PSIP) Strategic Coordination and Analysis
JOB GRADE:	SOG / ST 8
DIVISION:	Public Expenditure
BRANCH:	Public Expenditure Performance Monitoring and Evaluation

<p>SUPERVISION RECEIVED FROM: Principal Director Public Expenditure Performance Monitoring & Evaluation</p> <p>NATURE OF SUPERVISION: Direct</p> <p>SUPERVISION GIVEN TO:</p> <p>a) DIRECTLY: Public Sector Investment Programme (PSIP) Strategic Coordination Analyst</p> <p>b) INDIRECTLY: N/A</p>

1. JOB PURPOSE

Under the general direction of the Principal Director Public Expenditure Performance Monitoring & Evaluation, the Director Public Sector Investment Programme (PSIP) Strategic Coordination and Analysis is responsible for:

- (A) High level monitoring & management of the GOJ public sector investment programme, to ensure that it maintains its integrity as the rolling five-year plan of Cabinet approved, new and ongoing prioritized public investment projects undertaken by Self-Financed Public Bodies and the Central government.
- (B) Managing the preparation of the comprehensive annual PSIP Paper to be tabled in parliament.
- (C) Undertaking regular monitoring and analysis of the PSIP against (i) the strategic objectives of government (ii) the fiscal and debt sustainability agenda (iii) and prevailing socioeconomic and environmental conditions and reporting to the Public Investment Management Committee (PIMC) chaired by the Minister with responsibility for Finance, the Cabinet and other stakeholders.
- (D) The preparation of the comprehensive performance report tabled in Parliament which informs the preparation of the PSIP Policy as required by the Fiscal Responsibility Framework of the Financial Administration and Audit (FAA) Act for publishing by the Minister.

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

- a) To manage and maintain the PSIP as GOJ’s comprehensive rolling 5 Year medium term public investment plan that incorporates all the Public Investment Projects (PIPs) that are approved by Cabinet for implementation across the public sector;
- b) To ensure that the PSIP is reviewed and reported on a regular basis against the strategic objectives of government, fiscal and debt sustainability agenda, prevailing socio-economic and environmental conditions and the implementation status and technical capacity of implementing agencies;
- c) To ensure that timely, accurate and relevant data/information is available to support the strategic investment planning process in developing the PSIP Policy Paper (produced by the PIOJ);
- d) To ensure that, regular implementation reports on individual PIPs are presented to the PIMC to facilitate its role in reviewing project performance, monitoring risks to the achievement of project objects and continued relevance to government’s policy priorities;
- e) To provide technical advice and information to stakeholders on matters relating to the PSIP;

f) KEY OUTPUTS

- Timely reports to the PIMC on the performance of the PSIP indicating, the continued relevance of the ongoing PIPs and risks to the achievement of the PSIP objectives;
- Rolling Five Year medium term public investment plan of Cabinet-approved, new and ongoing prioritised PIPs under implementation in the Public Sector;
- The Consolidated PSIP for tabling in Parliament with the annual Estimates of Revenue and Expenditure;
- A comprehensive Public Investment Performance Report that is produced and published periodically by the Minister of Finance;
- Quality technical advice provided to the PIMC to support decision-making on requests for changes to PIPs;
- The Summary PSIP that is prepared/updated for inclusion in the Fiscal Policy Paper and the Interim Fiscal Policy Paper that are tabled in parliament in September and February, respectively;
- Medium term projections for Loan/Grant Inflows to the Consolidated Fund for inclusion in the Fiscal Policy Paper and the Interim Fiscal Policy Paper;

5. Performance Standards (how success will be measured)

- The PSIP is maintained as a rolling 5Year medium term public investment plan of Cabinet approved, new and ongoing prioritised PIPs under implementation within the public sector;

- PSIP reports are prepared for the Public Investment Management Committee (PIMC) and other key stakeholders;
- The comprehensive Public Investment Performance Report is produced and published periodically by the Minister of Finance, as required by the FAA Act;
- Quality technical advice is provided on a timely basis to the PIMC to support decision-making on requests for changes to PIPs;
- Reports to the PIMC contain recommendations of the actions to be taken when monitoring reports indicate that projects are going off track.
- The Summary PSIP report is prepared/updated for inclusion in the Fiscal Policy Paper and the Interim Fiscal Policy Paper, that are tabled in parliament in September and February, respectively;
- Medium term projections for Loan/Grant Inflows to the Consolidated Fund are prepared for inclusion in the Fiscal Policy Paper and the Interim Fiscal Policy Paper and submitted to the Economics Management Branch, as required;
- Documentation relating to change request for PIPs are accepted and consultations held with stakeholders to inform recommendations to the PIMC;

6. Key Roles and Responsibilities

Technical/Professional

- Ensures that the integrity of the PSIP is maintained as a rolling 5 Year medium term public investment plan of projects undertaken by Self Financing Public Bodies and the Central Government ;
- Leads the monitoring, analysis and updating of the ongoing PSIP against the strategic priorities of government, fiscal and debt sustainability agenda, prevailing socio-economic and environmental conditions; implementation status and technical capacity of executing agencies;
- Leads the preparation of the comprehensive Medium Term PSIP for tabling in Parliament in keeping with the requirements of the FAA Act;
- Provides the Planning Institute of Jamaica with technical information to aid its preparation of the statutory PSIP Policy Paper that provides guidance on the medium term PSIP, for presentation at the Cabinet Planning Retreat in September;
- Supports the loan & grant negotiation processes through strategic collaboration with the Economic Management Division (EMD) and the Planning Institute of Jamaica (PIOJ) as required, where this relates to the financing of PIPs within the PSIP;
- Coordinates reviews of Project Change Submissions for conformity with established protocols and provides recommendations to assist the PIMC in its consideration and actions to be approved;
- Ensures that high level risk-based monitoring reports are prepared for the PIMC and include projects identified according to their risk of delivery failure;

- Ensures that there is sound analysis of Cabinet Submissions with issues that relate to PSIP;
- Collaborates with the Public Enterprise Division to support the Self Financing Public Bodies (SFPBs) in complying with the requirements of the PIMS to obtain information on new and ongoing public investment projects in Public Bodies.
- Oversees preparation of the comprehensive Public Investment Performance Report (PIPR) on the Specified Public Sector (SPS) Public Investment Projects, for periodic publication by the Minister;
- Oversees periodic updating of the 5-Year PSIP to reflect funding commitments to ongoing PIPs and resource availability for new PIPs;
- Keeps abreast of developments, trends and international best practices to facilitate continuous improvement of the PSIP.
- Ensures that grant inflows and expenditures data is reviewed and consolidated, reports are provided on variances in the current financial year and forecasts are updated to inform preparation of the Interim Fiscal Policy Paper in September and the Fiscal Policy Paper in January;

Management/Administrative

- Plans, organizes and directs the work of the Section/Unit,
- Supports the Senior Director in developing the Unit’s corporate and operational plans and budgets, and monitoring the Unit’s achievement against them;
- Represents the MOFPS at conferences, symposiums/seminars/ workshops and meetings both local and overseas and make presentations on issues bearing portfolio responsibility;
- Conducts periodic reviews of supervisees in accordance with work plans and final assessment based on performance assessment criteria and prepares performance report;
- Conducts regular and ad-hoc meetings, as necessary to discuss job scheduling and any other issues/problems that impact the Unit so as to provide solutions to achieve objectives;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them;
- Attends meetings of the PIMC to provide updates on the PSIP;

HR Responsibilities

- Fosters and promotes teamwork and a harmonious and collaborative working environment among team members;
- Provides leadership to staff through effective objective/goal setting, performance evaluation on-going feedback, delegation and communication;
- Contributes to the building of institutional knowledge for the PSIP by ensuring that established systems and procedures and lessons learnt are documented, disseminated and transferred through training, mentoring and coaching;

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

Recommends staff promotion and training;

h)	RESOURCES MANAGED (budget, purchases, other assets)
N/A	

i)	CONTACTS (specify purpose of significant contacts)
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Internal Contacts

Contact (Title)	Purpose of Communication
Senior Director Public Investment Project Implementation Monitoring and Evaluation	<ul style="list-style-type: none">• To receive information• Provide expert advice, PSIP reports and recommendations
Principal Director and Senior Directors M&E	<ul style="list-style-type: none">• Exchange and share information
Public Enterprise Division	<ul style="list-style-type: none">• Collaboration on the PSIP
EMD/IMPB	<ul style="list-style-type: none">• Re resource availability; support to the negotiations processes for loans and grants
Principal Director and Senior Directors Budget Planning Preparation and Management	<ul style="list-style-type: none">• Exchange of information
PIAB	<ul style="list-style-type: none">• Exchange of information
PIMC	<ul style="list-style-type: none">• Re progress & other reports required; presentations; recommendations & follow-up

External Contacts

Contact (Title)	Purpose of Communication
MDA/SPS	<ul style="list-style-type: none">• Re provision of support services & preparation of the PSIP
PIOJ	<ul style="list-style-type: none">▪ Re preparation of Policy Paper; information on sector plans; project prioritization; support/collaboration as needed for loan & grant negotiation processes
IDPs	<ul style="list-style-type: none">▪ Participate in loan/grant negotiations process
DBJ	<ul style="list-style-type: none">▪ Re metrics and targets for PPP funded projects
Auditors	<ul style="list-style-type: none">▪ Re conduct of audit, findings, recommendations and requests for supporting information

j)	MINIMUM REQUIREMENTS TO START
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MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Masters’ degree in Economics, Development Studies, Business Administration, Public Sector Management, Project Management or a related field.
- Five (5) years’ experience at a senior level (with 3 years in portfolio management, project management or monitoring and evaluation)

OR

- Bachelors’ degree in Economics, Business Administration, Public Sector Management, Project Management or a related field.
- Seven (7) years’ experience at a senior level (with 4 years in portfolio management, project management or monitoring and evaluation)

SPECIFIC KNOWLEDGE & SKILLS

- Considerable knowledge of Financial Administration and Audit (FAA) Act, Executive Agencies Act, the Public Bodies Management Accountability Act and accompanying regulations
- Strong knowledge and familiarity with the legislative, regulatory and governance framework of the Public Investment Management System;
- Sound knowledge of GOJ policies and programmes and the machinery of government
- Sound appreciation of risks identification strategies
- Excellent critical reasoning, quantitative and qualitative analysis skills
- Strong environmental scanning, analysis and interpretive skills
- Excellent knowledge of the methods, principles, practices and tools of project research and implementation;
- Working knowledge of public budgeting principles and practices;
- Ability to compile and analyse data and prepare comprehensive reports.

COMPETENCIES

- **Leadership** – Possess the ability to provide direction, allocate responsibilities, delegate and motivate staff.
- **Planning and Organizing** – Possess the ability to plan, organize and structure time efficiently; meticulous, quality conscious and thorough in approach to organizational activities.
- **Negotiating and Persuading** – Possess the ability to provide ideas, convince others and gain agreement to proposals, plans and activities
- **Problem Solving & Analysis** – Possess the ability to identify and analyse work related problems and generate innovative or appropriate solutions
- **Communication** - Possess excellent written and oral communication skills.
- **Interpersonal Skills** - Possess the ability to interact co-operatively with others and able to build long term internal and external relationships.
- **Quality of Output** - Deliver output of a consistently high quality.
- **People Management** – Possess the ability to effectively select and develop employees through training, mentoring and job rotation.
- **Teamwork** - Be a team player.

k) SPECIAL CONDITIONS ASSOCIATED WITH THE JOB
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- The environment is fast paced with on-going interactions with stakeholders to meet critical deadlines;
- May be required to work beyond normal hours;

This document is validated as an accurate and true description of the job as signified below:

Signature of Incumbent

Date

Name of Supervisor

Job Title of Supervisor

Signature of Supervisor

Date

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