

JOB DESCRIPTION & SPECIFICATION	
POST NUMBER:	77988
JOB TITLE:	Principal Director Budget Planning, Preparation & Management
JOB GRADE:	GMG / SEG 6
DIVISION:	Public Expenditure (PEX)
UNIT/SECTION:	N/ A

SUPERVISION RECEIVED FROM: Deputy Financial Secretary Public Expenditure (DFS PEX) Division

NATURE OF SUPERVISION:

(a). SUPERVISION GIVEN TO:

DIRECTLY:

- i. Senior Director Budget Preparation and Management,
- ii. Senior Director Budget Preparation and Management,
- iii. Senior Director Budget Preparation and Management;
- iv. Senior Director Budget Execution and Expenditure Control,
- v. Director Budget Planning, Consolidation and Analysis

(b) INDIRECTLY : Budget Preparation and Management Analysts

: Budget Planning and Consolidation Analysts

: Budget Execution and Expenditure Control Analysts

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

Under the direction of the Deputy Financial Secretary, the Principal Director Budget Planning, Preparation and Management is responsible for: planning, organizing, directing and controlling the formulation and management of the central government medium term results based expenditure budget in accordance with standards of accountability, transparency and integrity; ensuring that the expenditure budget is comprehensive, aligns with government's strategic policy objectives, supports the maintenance of aggregate fiscal discipline and promotes effective resource prioritization and value for money; and for planning, directing, coordinating and leading the activities of the Budget Planning, Preparation and Management Branch towards successful achievement of the mandate and objectives of the Branch and the Division, and in becoming a center of excellence.

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

1. To ensure implementation of designated activities geared towards the institutionalization of medium-term results-based budgeting within the central government public financial management system;
2. To ensure implementation of designated activities geared towards the institutionalization of strategic planning and the use of performance data to inform budgetary decision-making and resource allocation within the central government budgeting process;
3. To ensure that budget planning, guided by established legislative framework, fiscal policy objectives and the strategic priorities of government, is systematically undertaken annually to inform preparation of the central government non-debt medium term expenditure budget;
4. To ensure that the medium term expenditure envelope is effectively allocated during the budget formulation process and appropriate guidance on budget preparation provided to MDAs;
5. To provide effective management and control of the approved central government expenditure budget during budget implementation in a manner that balances fiscal policy objectives with the spending needs of MDAs;
6. To effectively manage and coordinate the work of the Branch to ensure the timely and successful achievement of all key outputs of the budget planning, preparation and management process;
7. To ensure the efficient execution of the processes by which funds are authorised for withdrawal from the Consolidated Fund and overseeing to support the timely disbursement of budgeted resources within the Central Government to facilitate the implementation of MDAs approved programmes and projects;
8. To provide comprehensive technical advice to the DFS and other internal and external stakeholders on matters related to the planning, preparation, management and execution of central government expenditure budget;
9. To ensure the timely availability of comprehensive, consolidated In-Year budget execution reports accompanied by analysis, signaling any deviations from plan and identifying actions necessary to maintain or adjust planned budget outturns;
10. To develop linkages and relationships with key stakeholders that are critical to the achievement of the objectives of the budget planning, preparation and management function;
11. To effectively manage and coordinate the budget planning, preparation and management branch to continuously enhance the delivery of value to stakeholders;

3. KEY OUTPUTS (results, deliverables)

1. Implemented activities that are geared towards the institutionalization of medium-term results-based budgeting within the central government public financial management system.
2. Implemented activities that are geared towards the institutionalization of strategic planning and the use of performance data to inform budgetary decision-making and resource allocation within the central government budgeting process.
3. A budget planning process that informs preparation of the annual central government non-debt medium term expenditure budget and guided by established legislative framework, fiscal policy objectives and the strategic priorities of government.
4. Appropriate guidance that is provided to MDAs on preparation of the medium term expenditure budget and allocation of the resource envelope during the budget formulation process.
5. Management and control of the central government expenditure budget during budget implementation, that balances fiscal policy objectives with the spending needs of MDAs.

6. Efficient execution of the processes that ensure timely disbursement of budgeted resources within the Central Government to facilitate the implementation of MDAs approved programmes and projects.
7. Management and coordination of the work of the Branch that ensures timely and successful achievement of all key outputs of the units directly responsible for budget planning, preparation and management.
8. Comprehensive technical advice to the DFS and other internal and external stakeholders on matters related to the planning, preparation, management and execution of central government expenditure budget.
9. Timely availability of comprehensive, consolidated In-Year budget execution reports accompanied by analysis signaling deviations from plan and identify actions necessary to maintain or adjust planned budget outturns.
10. Linkages and relationships developed with key stakeholders that are critical to the achievement of the objectives of the budget planning, preparation and management function.
11. Management and coordination of the budget planning, preparation and management branch that continuously enhances the delivery of value to stakeholders.

5. PERFORMANCE STANDARDS (how success will be measured)
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1. Designated activities geared towards the institutionalization of medium-term results-based budgeting within the central government public financial management system, are implemented as required.
2. Designated activities geared towards the institutionalization of strategic planning and the use of performance data to inform budgetary decision-making and resource allocation within the central government budgeting process, are implemented as required.
3. Budget planning, guided by established legislative framework, fiscal policy objectives and the strategic priorities of government, is systematically undertaken annually to inform preparation of the central government non-debt medium term expenditure budget.
4. The medium term expenditure envelope is effectively allocated during the budget formulation process and appropriate guidance on budget preparation is provided to MDAs in a timely manner.
5. The management and control of the central government approved expenditure budget during budget implementation is carried out in a manner that balances fiscal policy objectives with the spending needs of MDAs.
6. Efficient execution of the processes required for the timely disbursement of budgeted resources within the Central Government to facilitate the implementation of MDAs approved programmes and projects.
7. The work of the Branch is effectively managed and coordinated to ensure the timely and successful achievement of all key outputs of the budget planning, preparation and management process.
8. Technical advice is provided to the DFS and other internal and external stakeholders on matters related to the planning, preparation, management and execution of central government expenditure budget.
9. Timely, accurate and comprehensive consolidated In-Year budget execution reports accompanied by analysis that signal deviations from plan and provide actions necessary to maintain or adjust planned budget outturns are made available to the DFS and other stakeholders.
10. Linkages and relationships with key stakeholders that are critical to the achievement of the objectives of the budget planning, preparation and management function, are systematically developed and nurtured.

11. The budget planning, preparation and management branch is effectively managed to continuously enhance the delivery of value to stakeholders.

6. JOB DUTIES & RESPONSIBILITIES

TECHNICAL RESPONSIBILITIES

- Supports the DFS PEX in implementing activities that facilitate the institutionalization and maintenance of a medium term results based budgeting system within the Central Government;
- Functions as chief expert and focal point for the deployment of the medium term results based budgeting (MTRBB) system across the Central Government.
- Supports the DFS in the implementation of medium-term results-based strategic budgeting and planning approach within portfolio MDAs and provide the necessary intervention.
- Directs the strategic allocation and prioritization of budgetary resources to achieve fiscal policy objectives and facilitate implementation of government policy priorities.
- Directs the planning and development of the central government medium term expenditure budget.
- Leads the implementation of designated activities geared towards the institutionalization of strategic planning and the use of performance data to inform budgetary decision-making and resource allocation within the central government budgeting process.
- Leads the Branch in executing the activities required for the planning, preparation, coordination and consolidation of the Central Government's Expenditure Budget, each year.
- Ensures that the central government's expenditure budget is formulated within the context of the medium-term macroeconomic framework.
- Ensures that adequate fiscal space is allocated within the Central Government Medium Term Expenditure Budget Framework to support the development and implementation of public investment projects under the Public Investment Management System.
- Monitors the allocation of fiscal space that is allocated within the Central Government Medium Term Expenditure Budget to meet the future operating costs of assets acquired/established under public investment projects.
- Ensures that the technical staff uses data generated by the results based public budget monitoring and evaluation system to inform evidenced-based decision-making.
- Leads Senior Directors in reviewing the Corporate Plans submitted by MDAs with their budget proposals, to ensure, among other things, the alignment of the plans with the budget ceilings, the inclusion of expected results/outcomes and the identification of key indicators to monitor progress.
- Collaborates with the PIOJ, the Office of the Cabinet and MDAs to build capacity in budgeting and corporate planning to ensure alignment of corporate planning and budgeting; consistency between programmes and policy and the measuring of performance.
- Oversees preparation of the Annual Budget Call Circular that communicates to MDAs the Medium Term Recurrent and Capital Expenditure ceilings for MDA's, the budget parameters and the macro-economic and fiscal context of the budget.
- Contributes to the review of MDAs policy proposals in Cabinet Submissions to determine implications for the Central Government Expenditure Budget.
- Contributes to the preparation of Cabinet Submissions and Ministerial briefs on matters related to the mandate of the division including the Estimates of Expenditure and

Supplementary Estimates.

- Ensures that consolidated budget and expenditure information presented in the draft Annual Estimates of Expenditure; Public Sector Consolidated Estimates of Expenditure; the Supplementary Estimates and Final Supplementary Estimates are consistent with the macro-level information provided by the Economics Management Division.
- Directs the planning and execution of the process by which funds are authorised for withdrawal from the Consolidated Fund and overseeing the timely disbursement of budgeted resources within the Central Government to facilitate the implementation of MDAs approved programmes and projects.
- Directs the preparation of reports for inclusion in the Fiscal Policy Paper and Interim Fiscal Policy Paper, as stipulated by the FAA Act for submission to the Economics Management Division in a timely manner.
- Directs the preparation of monthly high-level reports that update the DFS PEX and other stakeholders on the status of the expenditure budget highlighting any unusual issues that would have surfaced within the review period.
- Ensures that the processes governing the authorisation, management and control of budgeted resources that are carried out by the Branch are consistent with the Financial Administration and Audit Act, regulations and financial instructions.
- Oversees the timely preparation of MDAs proposed expenditure ceilings for the ensuing budget year and the medium term and any proposed adjustments to the current year Estimates of Expenditure for submission to the Cabinet Planning Retreat in September.
- Oversees the consolidation and maintenance of a medium-term expenditure profile of capital and recurrent programmes for planning and decision-making purposes.
- Oversees the provision of accurate and relevant information highlighting the programmes and activities from the Estimates of Expenditure for inclusion in the Citizens' Guide to the Expenditure Budget, prior to submission to DFS PEX.
- Directs and guides the staff of the Budget Planning, Preparation and Management Branch in the execution of their roles and functions within their respective areas of responsibilities;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the DFS.
- Leads and manages the Budget Planning, Preparation and Management Branch and ensuring that processes and procedures are in compliance with the standards and procedures of the Division and Ministry.

MANAGEMENT AND ADMINISTRATIVE RESPONSIBILITIES

- Provides strategic monitoring of the Budget Planning, Preparation and Management Branch in relation to its portfolio responsibilities.
- Contributes to the development of the Strategic/Business and Operational plans and budgets for the PEX Division.
- Contributes to identification and management of potential risk that could undermine achievement of the divisional goals and objectives of the Budget Planning, Preparation and Management Branch.
- Keeps abreast of best practices in Medium Term Results Based Budgeting, programme budgeting, performance budgeting, Medium Term Expenditure Frameworks and other

Public Financial Management (PFM) and fiscal developments; and contributes recommendations to reviews and updates.

- Supports the DFS PEXin meetings with Ministers, Permanent Secretaries, and other senior officials to resolve budget- related issues.
- Supports the DFS PEX at the meetings of the Public Administration and Appropriations Committee (PAAC) of Parliament, Standing Finance Committee of the House of Representatives and at Cabinet.
- Supports the DFS PEX in providing technical public financial management advice to Permanent Secretaries, Heads of Departments and Agencies.
- Represents the DFS PEX at meetings requiring technical public expenditure advice, including Technical Advisory Committee meetings of the University of the West Indies (UWI) and the University Grants Committee meetings of the UWI; boards of public agencies and statutory bodies and meetings with multilateral/bilateral agencies.

HUMAN RESOURCE RESPONSIBILITIES

- Appraises outputs of the Senior Directors in relation to their portfolios responsibilities and evaluates the performance of direct reports.
- Conducts managerial meetings within the Branch in relation to its functions and responsibilities h, build teamwork, and develop synergy through shared information;
- Supports the DFS PEX in reviewing the Division's policies, procedures and systems that are required to meet the Ministry's goals, objectives and targets.

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

- 1) Proposes the allocation of budgetary resources across the Central Government and for implementation of Recurrent programmes and Public Investment projects.
- 2) In conjunction with portfolio MDAs, the Accountant General and the Economics Management Division, coordinates and manages the execution of the Central Government Expenditure Budget and facilitates the distribution of resources to support implementation of programmes and projects.
- 3) Supports direct report(s), through the transfer of skills, setting of performance targets, monitoring performance, providing feedback and recommending training and capacity building where necessary.
- 4) Develops and manages the performance of direct report(s), including transferring knowledge and skills, setting performance targets, monitoring performance, providing feedback and recommending training.
- 5) Maintains effective working relations with external and internal stakeholders and customers, thus ensuring that the PEX Division provides a consistently high level of engagement.
- 6) Plans, organises and directs the work associated with the function and resources of the Section including the development of the corporate, operational and individual work plans, and annual budget to reflect the Branch's strategic priority areas.
- 7) Conducts periodic reviews and final annual assessment of direct report(s) in accordance with respective work plans, of supervisees, based on agreed performance assessment criteria and prepares performance reports.

- 8) Convenes regular staff meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems that affect the Branch's operations so as to provide solutions to achieve the objectives.
- 9) Prepares for the approval of the DFS PEX information to be included in reports and documents to be published in the public domain.

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

NA

9. CONTACTS (Liaises with)

Internal

<i>Contact</i>	<i>Purpose</i>
DFS PEX	Receiving directives, guidance; and providing technical reports.
Principal Directors Public Expenditure Policy Coordination (PXPC)	Collaborating on matters related to public financial management systems, policies, and procedures.
MOFPS Finance & Accounts Division	Management of budgetary allocation for central fiscal support activities; contingencies advances.
Economics Management Division	Liaising on the short and medium term macro-fiscal policy and strategy; public debt management, the forecasted resource envelope for capital and recurrent expenditures.
Public Enterprises Division	Collaborating on transfers/government subventions to self-financed public bodies and executive agencies ; consolidation of GOJ expenditure.

External

<i>Contact</i>	<i>Purpose</i>
Principal Finance Officers and Budget Directors	Issues of public expenditure management, funding of expenditure; budget preparation and execution; virement; cash flow forecasts; cash advances;
Office of the Cabinet	On any issues related to strategic planning and Results Based Planning
Accountant General	Issues related to public expenditure management: warrant authorizations; warrant execution; expenditure control; cash advances; expenditure outturns; budget classification system and Chart of Accounts;
Public Administration and Appropriation Committee	Review of the Supplementary Estimates and Fiscal Policy Paper;
PIOJ	National planning framework, Technical Review Committee (TRC)/Public Investment Project Appraisal;

	prioritisation of public investment projects; Public Investment Policy Paper;
International Development Partners	Central Government's budget and public expenditure related matters;
Clerk of the Houses of Parliament	Matters relating to the Standing Finance Committee and Public Administration and Appropriations Committee (PAAC); Appropriations Bill; tabling of Estimates of Expenditure/Supplementary Estimates and budget documents.

10. MINIMUM REQUIREMENTS TO START

Qualifications and Experience

Master's degree in Accounting, Public Sector Management, Development Studies Economics or related field; with 8 years' experience in a similar public financial management role (at least 5 years in a senior position in budgeting and public expenditure management)

Specific Knowledge

- Expert technical knowledge of public sector budgeting and GOJ public financial management processes;
- Sound knowledge of the GOJ planning and policy setting processes;
- Experience in Government budgeting and fiscal operations;
- Knowledge of GOJ's public financial management governance and legal framework;
- Knowledge of Supervisory Management techniques/skills.

Competencies

- **Leadership** – Possess the ability to provide direction, allocate responsibilities, delegate and motivate staff.
- **Negotiating and Persuading** – Possess the ability to provide ideas, convince others and gain agreement to proposals, plans and activities
- **Problem Solving and Analysis** – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- **Planning and Organizing** – Possess the ability to plan, organize and structure time efficiently; meticulous, quality conscious and thorough in approach to organizational activities.
- **Interpersonal Skills** – Possess the ability to interact co-operatively with others and able to build long term internal and external relationships.
- **Strategic Management** – Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve organization's goals;

- **People Management** – Possess the ability to effectively select and develop employees through training, mentoring and job rotation.

11. SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)

- Meeting numerous critical deadlines which may result in extended working hours;
- Overseas travel may be required;
- Multiple assignments with competing priorities;
- May be asked at short notice to provide advice at high level meetings on matters of national significance;
- May be required to be available for work on weekends and public holidays;