

## MINISTRY OF FINANCE & THE PUBLIC SERVICE

### JOB DESCRIPTION AND SPECIFICATION

POST NUMBER:	74003
JOB TITLE:	Public Sector Investment Programme Strategic Coordination Analyst
JOB GRADE:	SOG / ST 7
DIVISION:	Public Expenditure
BRANCH:	Public Expenditure Performance Monitoring & Evaluation

<p><b>SUPERVISION RECEIVED FROM:</b> Director Public Sector Investment Programme (PSIP) Strategic Coordination &amp; Analysis</p> <p><b>NATURE OF SUPERVISION:</b></p> <p><b>SUPERVISION GIVEN TO:</b></p> <p>a) DIRECTLY: N/A</p> <p>b) INDIRECTLY: N/A</p>
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### 1. JOB PURPOSE

The Senior Public Sector Investment Programme Strategic Coordination Analyst supports the Senior Director Public Sector Investment Programme (PSIP) Strategic Coordination & Analysis by:

- Assisting in the management of the public sector investment programme, to ensure that it maintains its integrity as a rolling Five-Year Plan of Cabinet approved, new and ongoing prioritized public investment projects.
- Undertaking the preparation of the rolling Five-Year Plan, for tabling before both Houses of Parliament by the Minister of Finance upon presentation of the annual Estimates of Revenue and Expenditure.
- Conducting regular reviews of the rolling Five-Year Plan against (i) the strategic objectives of government (ii) the fiscal and debt sustainability agenda (iii) and prevailing socioeconomic and environmental conditions for reporting to the PIMC, Cabinet and other stakeholders.
- Preparing periodic public investment performance reports for publishing by the Minister of Finance as stipulated by the FAA Act.
- Consolidating data/information generated by the PIMIS to inform decision-making.

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

- To manage and maintain the PSIP as GOJ's comprehensive rolling 5 Year medium term public investment plan that incorporates all the PIPs that are approved by Cabinet for implementation across the public sector;
- 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;
- 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 support to stakeholders on matters relating to the PSIP;

**f) KEY OUTPUTS**

- Reports on the performance of the ongoing PSIP indicating continued relevance 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 Director PSIP Coordination to support decision-making on requests for changes to PIPs.
- The Summary PSIP 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 requests for changes to PIPs in a timely basis to support decision-making by the PIMC.
- Reports intended for 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 requests for PIPs are accepted and consultations held with stakeholders to inform recommendations to the PIMC.

<b>6. Key Roles and Responsibilities</b>
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**Technical/Professional**

- Collaborates with monitoring analysts to evaluate performance of the PSIP.
- Produces reports that communicate the performance trends within data.
- Updates he portfolio of PIPS across the public sector to maintain the integrity of the PSIP as a rolling 5 Year medium term public investment plan.
- Reviews 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.
- Prepares the Medium Term PSIP for tabling in Parliament in keeping with the requirements of the FAA Act.
- Provides statistical data and information that will support the Planning Institute of Jamaica in preparing the statutory PSIP Policy Paper in September of each year.
- Reviews Project Change Submissions for conformity with established protocols and provides recommendations to assist the PIMC in its consideration and actions to be approved.
- Prepares high level risk-based monitoring reports to the PIMC to identify projects according to the risk of delivery failure.
- Contributes to the analysis of Cabinet Submissions in respect to matters related to PSIP.
- Collaborates with the Public Enterprise Division to support the SFPBs in complying with the requirements of the PIMS\obtain information on new and ongoing public investment projects in Public Bodies.
- Prepares the comprehensive Public Investment Performance Report (PIPR) on the SPS Public Investment Projects, for periodic publication by the Minister.
- Undertakes periodic updating of the 5-Year PSIP to reflect commitments to ongoing PIPs, resource availability for new PIPs.
- Keeps abreast of developments, trends and international best practices to facilitate continuous improvement of the PSIP.
- Reviews and consolidates grant inflows and expenditures data and reports on variances in the current financial year and update forecast to inform the preparation of the Fiscal Policy Paper.

**Management/Administrative**

- Maintains cordial working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

- Supports the Director at meetings related to the PSIP.

**HR Responsibilities**

N/A

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

N/A

**h) RESOURCES MANAGED** (budget, purchases, other assets)

N/A

**i) CONTACTS** (specify purpose of significant contacts)

**Internal Contacts**

Contact (Title)	Purpose of Communication
Public Investment Project Implementation Monitoring and Evaluation Analysts	<ul style="list-style-type: none"><li>• To receive information</li><li>• Provide expert advice, PSIP reports and recommendations</li></ul>
Analysts Public Enterprise Division	<ul style="list-style-type: none"><li>• Collaboration on the PSIP</li></ul>
Budget Planning Preparation and Management Analysts	<ul style="list-style-type: none"><li>• Exchange of information</li></ul>

**External Contacts**

Contact (Title)	Purpose of Communication
MDA/SPS	<ul style="list-style-type: none"><li>• Re provision of support services &amp; preparation of the PSIP</li></ul>
PIOJ	<ul style="list-style-type: none"><li>▪ Re preparation of Policy Paper; information on sector plans; project prioritization; support/collaboration as needed for loan &amp; grant negotiation processes</li></ul>

**j) MINIMUM REQUIREMENTS TO START**

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Masters’ degree in Economics, Development Studies, Business Administration, Public Sector Management, Project Management or a related field.
- Four (4) years’ experience at a senior level 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.
- Six (6) years’ experience at a senior level in portfolio management, project management or monitoring and evaluation)

**SPECIFIC KNOWLEDGE AND 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**

- Problem Solving & Analysis - Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- Communication - Possess excellent written and oral communication skills.
- Initiative & Judgment – Possess the ability to exercise initiative and sound judgment.
- Interpersonal Skills - Possess the ability to interact co-operatively with others and able to build long term internal and external relationships.
- Planning and Organizing – Possess the ability to plan, organize and structure time efficiently; meticulous, quality conscious and thorough in approach to organizational activities.
- Quality of Output - Deliver output of a consistently high quality;
- Teamwork - Be a team player;
- Strong customer relations skills;
- Proficiency in the use of relevant computer applications;

<b>k) SPECIAL CONDITIONS ASSOCIATED WITH THE JOB</b>
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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
<b>The Head of the Division’s agreement as signified below has validated this document:</b>	
_____ Name of Head	_____ Job Title of Head
_____ Signature of Head	_____ Date