



**CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF FINANCE & THE PUBLIC SERVICE**

JOB TITLE:	Strategic Planning Analyst
JOB GRADE:	GMG/SEG 2
POST NUMBER	72258
DEPARTMENT/DIVISION:	Corporate Planning & Administration
REPORTS TO:	Director, Strategic Planning, Performance, Monitoring & Evaluation
ACCOUNTABLE TO:	Director, Strategic Planning, Performance, Monitoring & Evaluation
MANAGES:	Directly: N/A Indirectly: N/A

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

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date Received in Human Resource Division

Date Created/Revised

1. STRATEGIC OBJECTIVES OF THE DIVISION

- To coordinate and implement the strategic management process of the Ministry in keeping with the policy directives set out by Cabinet Office and the MoFPS.
- To initiate and assist in the coordination of reform activities in the MoFPS that will improve its overall effectiveness, particularly in the area of service delivery to its valued clients and stakeholders.

2. JOB PURPOSE

Under the general direction of the Director, Strategic Planning, Performance, Monitoring & Evaluation, the Strategic Planning Analyst is responsible for assisting with the development and coordination of the Strategic Corporate Planning processes and policy review functions to ensure alignment with GOJ priorities. This includes conducting research, analyzing and interpreting data collected and providing information to facilitate the decision making process for the Ministry and its portfolio agencies.

3. KEY OUTPUTS

- Strategic Planning Processes Implemented and Maintained
- Corporate Strategic and Operational Plans for Divisions/Branches/Sections/Units reviewed/analyzed and collated
- Corporate Strategic and Operational Plans linked to target levels of performance and budget
- Performance indicators and programme evaluation criteria developed
- Quarterly and Annual Performance Reviewed
- Analytical Annual/Quarterly/Periodic Reports prepared
- Surveys and research papers prepared and presented
- Advice and interpretation provided
- Individual Work plan developed

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Coordinates the strategic corporate planning process for the Ministry and related agencies and departments;
- Provides strategic direction to the planning process to ensure that divisional/Branch/Section plans are in alignment with the Ministry's goals and objectives and consistent with and contributes to Government priorities;

- Collaborates with Cabinet Office in the design of corporate, operational plans and procedures, and ensures implementation across the Ministry and related agencies and departments;
- Liaises with the Budget Section of the Finance and Accounts Division to obtain budgetary information;
- Participates in the development and implementation of systems and procedures to guide the corporate planning and evaluation processes;
- Updates and maintains the sections information and communication systems to aid the planning process;
- Collects, tabulates, analyzes and interprets data to facilitate the strategic planning process;
- Organizes and convenes Strategic Planning Coaching sessions for assigned programmatic areas;
- Assists with the preparation of the Strategic Business Plan and prepares the Corporate and Operational plans for the Ministry, ensuring integration of the planning and budget processes, and the requisite revisions;
- Liaises with and provides assistance and guidance to Heads of Divisions/Branches/Sections in the preparation of their strategic corporate and operational plans;
- Identifies challenges and potential barriers to effective implementation of planning programmes and projects;
- Recommends changes to current strategic business, corporate, operational plans, procedures and policies based on analysis of the potential benefits and risks of implementing new strategies;
- Reports on strategic and policy related issues making available current data and information on specific portfolio responsibilities and any other critical issues;
- Conducts research on corporate planning and other technical activities of the Unit and makes recommendations on policy and programme issues to support the work of the Branch;
- Conducts strategic audit;
- Conducts data gathering exercise designed to inform the Ministry's Strategic Corporate and Operational Plans;
- Conducts annual and ongoing environmental scans; and reports on social, economic and international developments impacting on the feasibility of the operations and programmes of the Ministry and related Agencies;
- Participates in the monitoring and evaluation of Ministry's/Agencies'/Departments' programmes and projects to ensure programmes and projects comply with established Government policies, legislations and regulations;
- Conducts quarterly and annual reviews and analysis of the performance of the Ministry and related agencies and departments in relation to Strategic Corporate and Operational Plans;
- Organizes and facilitates consultations among the various divisions/programmatic areas, departments, agencies and key stakeholders for clarification and streamlining of plans and processes for government's best practices;
- Contributes in the development of policy performance indicators and programme evaluation criteria and methods;

- Reviews and analyses Strategic/Corporate/Operation plans and highlights associated risks and make recommendations to manage related risks;
- Assists in the development, implementation and maintenance standard operating procedural manuals on the Strategic Planning process.

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

Customer Service Responsibilities

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

5. PERFORMANCE STANDARDS

- Divisions/Units corporate, strategic and operational plans are aligned to strategic and operational objectives of the Ministry
- Corporate, strategic and operational plans developed and implemented within established guidelines, resources and timeframes
- Provision of relevant guidelines and training for Heads of Divisions/Units, programme managers to effectively participate in the Ministry's planning and performance monitoring processes
- Provision of sound technical advice to support the development of the Ministry's corporate, strategic and operational plans and budget

- Research findings and performance reports are completed and submitted within established time frames
- Operates in a fair and impartial manner, sets high standards and establishes clear and focus direction for subordinates
- Good coordination and effective working relations exist with other Divisions/Units; Departments and Agencies
- Research activities are carried out in a timely manner and reliable, current and relevant information provided
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data
- Work plans conform to established procedures and implemented accorded to establish rules
- Reports are evidence-based and submitted in a timely manner
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

6. AUTHORITY

- Recommends Strategic Planning procedure proposals to improve efficiency and effectiveness of the Ministry
- Recommends strategic direction of Branch.

7. INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts)

Internal Contacts

Contact	Purpose
Senior Director, Strategic Planning, Performance and Project Management Director, Strategic Planning, Performance, Monitoring & Evaluation	<ul style="list-style-type: none"> • Receive guidance on policy, and report the results of the monitoring of the MoFPS
DFS/Divisional Heads, Unit Heads Assignees	<ul style="list-style-type: none"> • To discuss strategic/operational plans, monitoring/evaluation of performance and discussions on reform issues • To conduct coaching sessions
General Staff	<ul style="list-style-type: none"> • To receive and provide information

External Contacts

Contact	Purpose
Performance Monitoring and Evaluation Unit, Cabinet Office	<ul style="list-style-type: none">• To collaborate on strategic/operational planning and reform issues
Planning Institute of Jamaica Statistical Institute of Jamaica Tax Administration Jamaica Jamaica Customs Agency Accountant General's Department	<ul style="list-style-type: none">• Receiving and giving information on monitoring/evaluation issues
Corporate Planners in MDAs and Statutory Bodies	<ul style="list-style-type: none">• To collaborate on matters of mutual interest through networking

8. REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Knowledge of the principles of public sector management.
- Knowledge of planning and evaluation techniques and budget management.
- Sound knowledge of Corporate and Operational Planning and Budgetary processes and procedures
- Sound knowledge of Government policy formulation, monitoring and evaluation processes
- Sound knowledge of Performance Monitoring Techniques and their applications
- Excellent presentation, written and oral communication skills
- Excellent interpersonal skills
- Excellent project monitoring and evaluation skills.
- Strong research and analytical skills

- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Proficiency in the use of statistical (SPSS) and other relevant computer applications
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or other project tool

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management;
- Three (3) years related experience.

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and overseas to attend conferences, seminars and meetings.