



MINISTRY OF FINANCE & THE PUBLIC SERVICE VACANCY NOTICE

Applications are being invited from suitably qualified candidates to fill the following post in the **Public Expenditure Policy Co-ordination Division** of the Ministry.

DIRECTOR, ASSET MANAGEMENT AND DISPOSAL SERVICES (GMG/SEG 4) – VACANT

Job Purpose

Under the general leadership and direction of the Deputy Financial Secretary - PXPC, the Director, Asset Management & Disposal Services provides high level, strategic advice to FS, DFS and MDAs by establishing and maintaining effective operational Asset Management and Disposal Frameworks and Accountabilities to enable conformity with the GOJ Asset Management Policy 2020, the Financial Administration and Audit Act and Instructions 2017 and international best practices. The position works collaboratively with all MDAs, including public bodies to drive awareness and importance of the operational Asset Management and Disposal agenda and compliance with GOJ's legislative and statutory obligations. Additionally, the position is charged with monitoring and evaluating the efficacy of all fixed assets in the GOJ, and oversees the redistribution of assets, destruction of assets and sale of assets totaling just over a billion dollars annually.

Key Responsibility Areas

Technical/Professional:

- Oversees the research and development of a comprehensive operational Asset Disposal Management Strategy for the entire GOJ to ensure compliance with legislative, statutory and industry requirements;
- Advises the Financial Secretary and Deputy Financial Secretary on all aspects of asset management including opportunities for rationalization, disposal, reconfiguration, and associated investment to maximize the utility of the GOJ's asset base;
- Provides systematic operational Asset Management and Disposal advice, guidance, and business support to all MDAs;
- Leads the modelling/review and implementation of protocols and systems that drives the redistribution of useful GOJ assets among MDAs;
- Leads the design/review and implementation of strategies and pricing thresholds to facilitate asset sales to public sector workers and the public by way of retail/fixed price sales, internet and live auctions, bids, et.al;
- Leads the design, implementation and review of business processes, systems, and procedures to manage the disposal of GOJ motor vehicles;
- Leads the design/review and implementation of business processes, systems and procedures to guide the disposal of high value equipment and machinery in the GOJ, specifically related to the Ministries of Health, Transport & Works, National Security, Agriculture & Fisheries and Education;
- Spearheads the design/review and implementation of business processes, systems and procedures for the disposal of Electronic Devices, in close collaboration with the ICT Authority/E-Gov to ensure ICT security protocols are adhered to;
- Directs the design/review and implementation of business processes, systems and procedures for the disposal of specialized commodities/assets concerning the Foreign Services, weaponries, books, et.al;
- Leads the design, implementation and review of delegation of function frameworks and guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Oversees the provision of robust financial management practices by ensuring funds remitted to the Consolidated Fund or designated fund (in the case of public bodies) regarding asset sales/auctions accords with service level agreements;
- Guides the creation and implementation of best practice quality assurance vision, strategy, policies, systems and procedures to aid and improve operational performance;

- Leads the ICT efficiency programme of the Asset Disposal Branch, by partnering with the ICT Authority/E-Gov and the MoFPS ICT Division to develop and maintain solutions that strategically support the mandated functions;
- Champions the effective use of an asset management system, utilising comprehensive stock condition data across all assets, which can then be readily analysed to inform strategy;
- Manages effective communication across the Branch and MDAs to ensure that all stakeholders are aware of policy and procedural requirements, and adopt the ethos of the organisation in the delivery of services;
- Champions the coaching and change processes by leading and motivating staff to deliver programmes and objectives through the change process and to prepare them for transition to new structures and operations;
- Ensures full compliance with health and safety legal requirements and procedures in respect of general asset management and disposals;
- Leads the formulation, implementation and revision of systems to collect, maintain, analyze and make available data, metrics and statistics on operational Asset Management and Disposal in the GOJ to support planning and performance measurement;
- Oversees the monitoring and formulation of recommendations for MDAs compliance with the Asset Management accountabilities to ensure all relevant legal and statutory requirements are met;
- Guides the assessment of Asset Management and Disposal issues, risks and learnings raised through monitoring/evaluation reports from MDAs;
- Leads key Asset Management and Disposal projects including the design of project charters and plans; and recommends approaches and delivers solutions to complex issues in the GOJ;
- Provides timely and systematic reports, studies and papers to the Financial Secretary, Deputy Financial Secretary and senior executive management team on all operational Asset Management and Disposal initiatives and related matters;
- Provides support in reviewing and assisting in the preparation of decision-making documents, to include: Cabinet Submissions, Notes, Ministry Papers, Technical Papers etc.;
- Liaises with senior executives in MDAs on plans and strategies for operational Asset Management and Disposal issues to guide policy/programme development and evaluation;
- Establishes and maintains liaison and linkages with MDAs, Statutory Bodies, Private Sector and Non-Governmental Organizations on operational Asset Management and Disposal matters to ensure that the stakeholders' interests are addressed in the design of policies and programmes;
- Remains aware of relevant Asset Management and Disposal innovation and industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative:

- Directs the alignment of the Branch's corporate/operational plans and budget with the Ministry's strategic objectives and priority programmes;
- Maintains mechanisms to effectively coordinate the alignment of plans, programmes and projects of the Branch in order to ensure a cohesive and complimentary execution of policy and programme initiatives;
- Participates in and coordinates the development of the strategic direction of the Ministry;
- Participates in strategic and business planning, identifying policy review and development priorities and resources to support and direct organisational objectives and outcomes;
- Prepares and submits performance and other reports relating to the achievement of targets for the Branch as required and ensures timely submission of all documents/information requested;
- Develops Individual Work Plan based on strategic alignment with MNS' Operational Plan;
- Establishes and maintains various Asset Disposal and related Committees that makes recommendations for the implementation of improved procedures and systems;
- Represents the MoFPS at sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, conferences and other fora as needed;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Management and Disposal presentations as needed.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;

- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Customer Service:

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

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:

- In-depth knowledge of Asset & Inventory Management principles and practices;
- In-depth knowledge of Asset Depreciation Techniques and Disposal principles and practices used in large and complex organisations;
- In-depth knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation;
- In-depth knowledge of policy and programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy/programme development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software.

Minimum Required Education and Experience

- Master's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Certification in Change Management/Leadership;
- Three (3) years' experience in a Private, NGO or Public Sector Management environment, with at least three (3) years in a senior management capacity.

OR

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Certification in Change Management/Leadership;

- Four (4) years' experience in a Private, NGO or Public Sector Management environment, with at least three (3) years in a senior management capacity.

Special Conditions associated with the job

- 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.

Remuneration

- Basic Salary: \$3,154,073 - \$3,749,202 per annum
- Travelling Allowance: \$1,697,148 per annum (with a motor vehicle)
\$678,864 per annum (without a motor vehicle)

Suitably qualified persons are invited to forward a cover letter and résumé no later than Tuesday, March 1, 2022 to the:

*Senior Director, Human Resource Management & Development
Human Resource Management & Development Branch
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston 4
hrapplications@mof.gov.jm*

***Please identify the job title of interest as the subject.
We thank all applicants for the interest expressed; however, only shortlisted candidates will be contacted.***