

TERMS OF REFERENCE

Consultant Facilities Management Officer

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| Type of Employment : Fixed Term Contract | Duration: Ten (10) Months |
| Reports to: Procurement and Office Management Specialist | |

Strategic Public Sector Transformation Project

The Strategic Public Sector Transformation Project is financed through a loan from the World Bank and is being implemented by the Ministry of Finance and the Public Service (MOFPS). The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth. The project has six (6) components:

- Component I : Strengthening the Public Investment Management System (PIMS)*
- Component II : Strengthening the Budget Preparation Process and Results Based Budgeting (RBB)*
- Component III : Adaptive Public Sector Approaches to Promote Fiscal Sustainability*
- Component IV : Modernizing the Accountant General's Department*
- Component V : Fostering Industrial Growth and Trade Facilitation*
- Component VI : Project Management*

Executing Agency and Beneficiary

The executing agency is the Ministry of Finance and the Public Service (MOFPS), and is also the main beneficiary of many of the activities proposed by the Loan. The Project Implementation Unit (PIU) has been established within the MOFPS and is responsible for implementing the project. Institutional arrangements have been designed and an implementation support plan is in place to ensure that, if capacity problems arise, these will be addressed promptly. MOFPS will coordinate activities across other beneficiaries of the Project which are mainly executive agencies and divisions spread across Ministries.

Public Sector Transformation Implementation Unit (PSTIU) at the Office of the Prime Minister

The Government is committed to enhancing the efficiency, quality and cost effectiveness of

public services. An action plan for public sector transformation has been approved to include: Merging, divesting, and outsourcing government functions which are better performed by the private sector; the introduction of shared services for communications, human resource management and asset management, and centralized legal services; strengthen the financial reporting requirements on those entities that remain; and ensure, where required, that well-structured transition plans are in place. In order to achieve these objectives a Public Sector Transformation Implementation Unit (PSTIU) has been established at the Office of the Prime Minister. Among the initiatives currently being undertaken by the PSTIU is the implementation of the Human Resources Shared Services Centre (HRSSC).

Implementation of the Human Resources Shared Services Centre (HRSSC)

The implementation of shared services arrangements for human resource management in the Public Sector is in the context of HR Transformation. HR transformation seeks to build on the strengths that exist and transform areas required to build capacities and capabilities in the Public Sector. The HR vision is for a

“Public Sector HR function that promotes fairness, equity and development to enable sustainable growth through excellence in people.”

In order to achieve this vision, the HR Operating Model that is currently being looked at has been adapted from the David Ulrich Human Resources (HR) Model. It is within this context that shared services arrangements for human resource management are intended to be implemented in the form of the HR Shared Services Centre (HRSSC). The Ulrich Model has three main pillars, the Centres of Expertise, the HR Business Partners and the HRSSC.

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The HRSSC is responsible for providing transactional, administrative and operational services powered by an enterprise based Human Resources Management Information System - MyHR+. Ministries, Departments and Agencies are to be assimilated into the HR Shared Services arrangements on a scheduled phased basis guided by the implementation schedule of the MyHR+. At this time, the PSTIU is actively seeking to finalize activities related to the securing, spatial designing, procurement of infrastructure and outfitting of the physical location through the detailed design, build and test and implementation phases of the HRSSC. The Ministry is therefore seeking the services of a Consultant Facilities Management Officer to support this process.

Summary/Objective

The Consultant Facilities Management Officer is required to provide support to the Procurement and Office Management Specialist in designing a Facilities Solution which meets the requirements identified in the High Level Design and Detailed Design. The Facilities Solution (location, infrastructure, furniture and equipment etc.) needs to provide for the efficient and effective use of space but equally importantly provide a modern workspace conducive to the creation of a High Performing Customer Service Operation delivered to time cost and quality for the HR Shared Services Centre (HRSSC).

Scope of Work

1. Consult with the PSTIU Head HR Shared Services and other PSTIU team members, Procurement, ICT, MyHR+ Project Implementation Team, the Strategic Human Resources Management Division (SHRMD) of the Ministry of Finance and the Public Service, National Land Agency, Legal, EY Consultants and HRSSC Technical Committee on the facilities matters.
2. Conduct research to facilitate general understanding of the Ulrich HR Operating Model and the operations of modern HR Shared services facilities.
3. Coordinate the requirements for facilities with relevant stakeholders to include the furniture, equipment, infrastructure, ICT, safety and security, disaster recovery and other requirements for the physical location.
4. Assist with the Project Management, the design, selection, spatial planning, fit out and move to a dedicated facility.
5. Working with GOJ resources and suppliers to design and identify a cost effective solution
6. Assist with securing the solution and project manage/contract manage the fit out of the solution ensuring a value for money solution
7. Facilitate the movement of people and equipment into the new facilities
8. Create, Maintain and Manage the delivery of a Project Plan (and other Project Management Products (eg action logs, risk registers, progress reports).
9. Assist with the management of the Budget/Resource Plan for the Project to ensure that the Project expenditure is managed in line with the delivery. This means that the tasks completed vs the expenditure incurred is
10. Problem Solving and Escalations; solves problems which are within their remit and skill set escalating where they are not. Manages Problems and Escalations to their conclusion
11. Prepare end of contract handover report.

Nature of the Assignment

- The Consultant will work from their establishment and be required to utilise their own time, equipment and facilities in the quality assurance and testing processes.
- The Consultant will however be required to attend meetings, workshops and consultation sessions at the Ministry of Finance and the Public Service or other designated locations upon request.
- The Consultant will be required to complete the assignment within a period of ten (10) months.
- The nature of the contracting arrangement will be lump-sum payments based on scheduled delivery.
- The type of engagement is for an individual consultant.
- The project is financed by the World Bank and the consultancy payments will be made through the Ministry of Finance and the Public Service.

Reporting Relationships

- The Consultant will report ultimately to the Executive Director PSTIU, under the direction of the Head HR Shared Services PSTIU.
- Reports will be submitted in hard and soft copy to the Head HR Shared Services PSTIU.
- Reports will be approved by the Executive Director PSTIU on the recommendation of the Head of the HR Shared Services PSTIU.

Qualifications

- Bachelor's Degree in Facilities Management, Engineering, Construction Management, Business Administration or other relevant degree.
- Three to five years of work experience at least 2 of which were in roles requiring a similar competency profile and with similar levels of responsibility
- Some experience of delivering buildings and facilities for modern workspaces is necessary; experience gained in similar operations (commercial back office processing) would be acceptable.

Skills and Competencies

- Project Management; the ability to set up and manage a Property/Facilities Project to deliver a set of outcomes (time, cost and quality) captured in a Business Case to a recognisable methodology.
- Leadership, Team Working and Personal Effectiveness Skills; the ability to work effectively (time management, communications, negotiations etc.) alone and with

- others. The ability to manage and lead a team in situations which are often unclear
- A highly respected Facilities/Building/Property Project Officer with a proven ability to deliver modern effective and efficient workplaces at a similar scale.

Interested persons should forward their applications and curriculum vitae **NO LATER THAN Monday, March 26, 2018** to: -

The Procurement Specialist
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