

MANAGEMENT ANALYST

Type of Employment : Contractual	Reports to: Head Corporate Transactions
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Strategic Public Sector Transformation Project

This is a project that is financed through a loan from the World Bank and is being implemented by the Ministry of Finance and the Public Service. 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 of Account General's Department
- Component V : Fostering Industrial Growth and Trade Facilitation
- Component VI : Project Management

Executing Agency and Beneficiary

The executing agency will be 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) that will be established within the MOFPS will be 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 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 Project Implementation Unit is to be established at the Office of the Prime Minister. To this end, the Ministry is seeking to secure the services of the following full time project staff:

JOB DESCRIPTION

Summary/Objective

The Management Analyst Consultant provides analytical management assistance by planning, coordinating and directing the management impact of relevant decisions, conducting surveys and studies, and recommends specific management action to increase the efficiency of organisational operations.

Essential Functions

- Determines the operational design and impact based on any relevant management decisions.
- Conducts research and analytical studies on the impact of management decisions and issues; coordinates and expedites reports and program information from departmental input; develops procedures and forms; formulates recommendations and prepares reports and correspondence.
- Assists in determining financial methods, procedures and costs pertaining to a service or program.
- Working with other team members conducts cost benefit analysis based on changes in organisational design and /or procedures
- Conducts research and feasibility studies to advice on the organisational implications of proposed actions and makes recommendations.
- Design and implement organisational and operational structures.
- Confers with other departments, officials, consultants and explains policies and procedures; may make presentations on assigned projects and programs.
- Facilitating the redesign of business processes including clarifying, identifying issues and facilitating changes to attain the highest levels of customer service, efficiency, control and compliance.
- Identifying the root cause of business problems and creating strong, rational business cases for change.
- Preparing detailed documentation in the form of process diagrams and reports.
- Facilitating sessions with Government of Jamaica entities to identify process improvements.
- Provides staff support to committees or other departments, as assigned.
- May assist in budget preparation and administration.

Competencies

- Advanced decision making.
- Advanced critical thinking
- Advanced communication skills
- Thoroughness
- Time Management
- Customer/Client Focus

Skills

- Logical data modelling skills

- Quality assurance skills
- Deep understanding of strategy, business commercials and risks
- Advanced knowledge of Microsoft Professional Suite
- Excellent knowledge of organisational design and process

Key Deliverables and Responsibilities

- Monthly progress report on all assignments delivered to Work Stream Lead in agreed format.
- Detailed quarterly action plan for the successful implementation of all assignments.
- Global cost/benefit analysis updated monthly.
- Updated weekly action/achievements tracker.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are generally Monday through Friday, 8:30 a.m. to 5 p.m. Some weekend or evening hours may be necessary.

Travel

The job is located in Kingston. Travel is anticipated to other Government entities within the Kingston Metropolitan Area normally and outside of the Kingston Metropolitan Area on occasion.

Required Education and Experience

- Bachelor's degree in Management Studies; Human Resource Management or related field.
- Five years of relevant experience at least two in an environment of change.

Interested persons should forward their applications and curriculum vitae **NO LATER THAN Friday March 8, 2018** to: -

The Procurement Specialist
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