



## TERMS OF REFERENCE

### Public Sector Learning Framework Project Officer

Project title:	Public Sector Learning Framework
Functional Designation:	Public Sector Learning Framework Project Officer
Executing agency:	The Management Institute for National Development
Duration of Assignment:	38 months
Purpose of the Assignment:	The purpose of this assignment is to provide project management, coordination and administrative support to the Management Institute for National Development (MIND), and to work closely with the PSLF Manager, Director Public Service Capability Development/Programme Management Committee (PMC) and identified stakeholders within the Jamaican public service, towards achieving the objectives of the Public Sector Learning Framework (PSLF) in a sustainable manner.

#### 1. SERVICES REQUIRED

The Management Institute for National Development (MIND) in its capacity as lead implementer for the Government of Jamaica's Public Sector Learning Framework (PSLF) requires the services of a Project Officer to provide project management, coordination and administrative support towards the effective and timely implementation of the PSLF, its full integration into MIND's operations and the Government of Jamaica's (GoJ) strategic human resource management framework. The terms of reference is concerned with this scope of work.

#### 2. BACKGROUND

MIND is an executive agency and the GoJ's public service learning, organisational and leadership development institute, charged with developing the human resource capacity of the public service to enable it to respond effectively to the priorities of government and national development.

In keeping with its mandate, the Agency, in 2009 established a strategic focus, hinged on four (4) thematic outcomes identified as the "pillars of excellence" that will help it to better coordinate and focus its strategies, and consequently, direct all staff efforts and resources towards supporting GoJ's priorities and needs. These are:

- Theme 1: Stakeholder Satisfaction and Approval
- Theme 2: Programme and Operations Excellence
- Theme 3: Transformative Learning and Professionalization
- Theme 4: Resource Mobilization and Management

Additionally, the Government in its Cabinet Decision # 49/09, established its position in rationalizing the public service as a pathway to improved professionalism, effectiveness, efficiency, accountability and responsiveness to citizens' needs. Along with the establishment of the Public Sector Transformation and Modernisation Division, a strategic review of the GoJ Modernisation Plan led to the establishment of a new Strategic Human Resource Management (SHRM) function with a mandate to provide strategic direction through policies and frameworks that support the development and management of the Public Service through the recruitment and retention of competent and motivated public officers at all levels, capable of delivering efficient, effective and responsive services to the public.

It is against this background that a **Public Sector Learning Framework Policy** was established by MIND with the support of key public sector stakeholders<sup>1</sup>, and with the endorsement of the Cabinet Secretary.

The PSLF proposes a more systematic approach to whole-of-government human resource development, and serves as the GoJ's blueprint for building a culture of continuous learning and innovation within the public sector, and provides a coordinated approach to systematically map pathways towards building the required competencies and developing the necessary skill sets that will allow public officers to deliver the best value goods and services.

Along with its overarching objective to provide a coherent policy structure for human resource development within the sector, so as to enable economic development and societal wellbeing through the delivery of efficient citizen services, the PSLF also seeks to:

1. Provide a coherent policy for human resource development within the sector.
2. Stimulate, guide and promote the development of a public sector that is genuinely committed to lifelong learning.
3. Build a culture of innovation among public officers for better business outcomes.
4. Enhance the human resource capabilities needed to support the fulfilment of Vision 2030 Jamaica: National Development Plan (NDP).
5. Develop a responsive public service able to quickly adjust to the changing needs of government.
6. Integrate learning and development across the public sector.
7. Provide clarity and coherence to the matrices of learning focus areas across the different job levels in the public sector.
8. Provide high quality, relevant and standardized training within the public service.
9. Facilitate access, mobility and progression in learning and professional development paths within the sector.
10. Develop a source of evaluating or assessing investment in and impact of human resource development within the sector.

The implementation of the PSLF is being led by MIND, and governed by a PSLF Oversight Committee which is chaired by the Chief Executive Officer (CEO) of MIND. The Agency is supported by a PSLF Consultant/Advisor reporting through to the CEO.

### 3. SCOPE OF WORK

Under the direct supervision of the PSLF Project Manager, the PSLF Project Officer will provide project management, coordination and administrative support to ensure the achievement of the PSLF objectives and delivery of its outputs. Therefore, the PSLF Project Officer will:

- 3.1 Facilitate the development of a Project Management Plan which fully addresses the relevant project management processes;
- 3.2 Develop a detailed Work Breakdown Structure (WBS) across all the subprojects and related activities for the PSLF based on project scope;
- 3.3 Develop project schedule for the sequencing of activities to be undertaken throughout the project;
- 3.4 Monitor to keep project on scheduled within scope and budget;
- 3.5 Develop Monthly Performance Management Reports which documents performance against the execution of the Project Management Plan and includes
  - 3.5.1 performance against anticipated milestones,
  - 3.5.2 details of outputs from workshops,
  - 3.5.3 updates on project deliverables,

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<sup>1</sup> Cabinet Office, Ministry of Finance and Planning (MoFPS), Office of the Services Commissions (OSC), Strategic Human Resource Management Division within the MoFPS, Jamaica Civil Service Association, Planning Institute of Jamaica and the Public Sector Modernisation Division and the Public Sector Transformation Unit, which have been recently amalgamated to form the Public Sector Transformation and Modernisation Programme.

- 3.5.4 schedule adjustments/changes,
- 3.5.5 updates as against the plan for managing risks and
- 3.5.6 plans for the upcoming month and/or quarter
- 3.6 Liaise and coordinate activities with the relevant departments within the Agency to support of the implementation of the PSLF;
- 3.7 Liaise with key stakeholders to optimise access and ensure timely organisation and facilitation of activities relating to the PSLF implementation;
- 3.8 Provide input for the development of technical reports and other project outputs;
- 3.9 Document and record new practices and procedures for processes executed for inclusion in MIND's Standard Operating Policies and Procedures;
- 3.10 Design and develop databases to support PSLF implementation activities;
- 3.11 Maintain statistics and keep a record of all information/data generated in the process of implementation;
- 3.12 Establish and monitor stakeholder feedback channels to allow for continual improvement in practices and processes;
- 3.13 Manage the logistics and coordinate the activities/events, record and disseminate the outputs of technical and other working groups that may be formed in support of the various project deliverables;
- 3.14 Organise and manage meetings, including appointments with stakeholders/consultations, logistical arrangements and providing recording secretary support;
- 3.15 Support the preparation of promotional materials, media releases, articles and relevant information for print and electronic media, including social media as agreed;
- 3.16 Other duties as directed by the PSLF Project Manager, MIND's Director Public Service Capability Development and or CEO of MIND.

All activities executed in the scope of works must be in keeping with MIND's standard operating policies and procedures and applicable Government of Jamaica regulations and guidelines.

#### **4. QUALIFICATIONS**

- a. Project Management qualifications from a recognised certifying institution would be an asset
- b. Bachelor's Degree in the Social Sciences

#### **5. EXPERIENCE/SKILLS**

- a. At least three (3) years' project management working experience
- b. Working knowledge in the use of a Project Management Software
- c. Public sector knowledge and experience would be an asset
- d. Experience in Learning and Development would be an asset
- e. Proven written, analytical, presentation and reporting skills
- f. Stakeholder engagement, management, influencing and negotiation skills
- g. Excellent organisational and time management skills
- h. Strong interpersonal skills
- i. Excellent verbal and written communication skills.

#### **6. LOCATION, NATURE OF APPOINTMENT AND DURATION**

The PSLF Project Officer will be contracted to work at the MIND, Kingston Campus in a full-time capacity for a period of twelve (12) months subject to renewal upon satisfactory performance..

#### **7. APPROVAL OF DELIVERABLES**

All deliverables that emerge from the scope of work to be undertaken by the PSLF Project Officer shall be reviewed and approved by the PSLF Project Manager before submission to MIND's Director Public Service Capability Development for final approval and acceptance. Deliverables should be produced and submitted monthly in keeping with the timelines of an agreed work plan.

## 8. INTELLECTUAL PROPERTY

All information gathered and works derived as a result of this consultancy are the sole property of the MIND and the Government of Jamaica. Therefore, the PSLF Project Officer is prohibited from using any output and information gathered through this assignment for his or her personal use, without the expressed permission of the MIND.