

MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the not-vacant post of **Principal Director, Corporate Services (GMG/SEG 6)** in the **Corporate Services Division**, salary range **$9,871,912 - $13,276,624** per annum.

Job Purpose

Reporting to the Permanent Secretary, the Principal Director, Corporate Services will have primary responsibility for building an efficient and effective service delivery organization, with well trained and customer – focused staff to facilitate the optimal functioning of the Ministry to achieve its strategic objectives and goals in a timely manner and within the allocated budget.

Key Responsibilities:

Management/Administrative Responsibilities

- Participates in the development of the strategic direction of the Ministry.
- Represents the Ministry at local and international meetings, conferences and other for a as required; coordinates national participation; membership in regional and international organization/association with similar mandate.
- Provides technical support to the Ministers and the Permanent Secretary at sub- committees of Cabinet and Parliament.
- Provides technical support and consultation to the various agencies to ensure that their plans and programmes support the strategic objectives of the Ministry.

Technical Responsibilities

- Advice on policies and technical guidance provided.
- Prepares briefs and annual reports on activities in the Division.
- Keeps abreast of modern trends and techniques connected with all facets of the various areas of responsibility.
- Provides advice to the Permanent Secretary and other Directors on matters relating to the acquisition, allocation, utilization and disposition of financial, human, physical, material or information resources.
- Provides policy interpretation and technical advice to the Permanent Secretary and Heads of Divisions to ensure effective coordination of functions and compliance with government rules and regulations.
- Briefs the Attorney General's Department on lawsuits involving the Ministry and its related Agencies/Departments and obtains advice and guidance where necessary.
- Initiates innovation or changes in internal management practices, systems and policies with a view to improve efficiency and reduce costs.
- Disseminates information to staff regarding changes in policies and procedures and other matters to ensure that high levels of compliance are maintained.
- Forges strategic alliance with the senior managers in Ministries, Departments and Agencies that fosters collaboration and partnership with a view of improving the efficiency and effectiveness of services provided.
- Attends Finance Committee, Public Accounts Committee meetings and budget debates at the Ministry of Finance and the Public Service and the Houses of Parliament as required.
- Develops, continuously improves and implements strategies regarding the organization's approach to risk management.
- Liaises with Ministries and other government Agencies regarding matters relating to corporate management and other functional areas of the Ministry.

Effective Management of Financial Functions

- Develops and administers systems and procedures that provide effective control over financial and human resources.
- Oversees the preparation of cash flow statements across Divisions/Agencies and manages the containment of expenditure within warrant limits through commitment planning and control across Divisions/Agencies.
- Directs the preparation of the Quarterly Ministry Contract Awards (MQCA) Report across Agencies and complies draft submission for the Permanent Secretary.
- Determines administration gaps and coordinates the standardization of procedures throughout the Ministry.
- Coordinates the preparation of responses to audit queries across the Ministry for the attention of the Permanent Secretary.
- Ensures that adequate financial resources are available prior to funds being committed and that the required documentation is provided to support payments in compliance with the governments accounting principles and practices.

Provision of Corporate and Liaison Services

- Oversees the management of assets and inventory control services throughout the Ministry.
- Coordinates all asset and facilities related matters for the Ministry and selected Division/Units ensuring the centralization of fixed asset information for effective monitoring and control.
- Conducts review of the Inventory System to ensure effective usage, control and monitoring of inventory items, including office supplies, furniture and equipment.
- Oversees the maintenance of the physical environment of the Ministry in a cost effective and satisfactory condition.
- Ensures the provision of adequate amenities and welfare facilities such as light, power, air conditioning, plumbing, telephones and ancillary services.
- Ensures that adequate supplies/amenities are available and office equipment is in good working order.
- Oversees contractual arrangements for all building and facilities at all the Ministry's locations, ensuring that facilities are fit to purpose, provide value for money and are in compliance with local law.
- Ensures effective management of supplier contract (i.e. Copiers, stationary, landlords etc).
- Oversees the tendering process and procurement of good and services for selected Divisions.
- Analyse document tendered by companies for supply of goods and/or services, in consultation with technical expects, and prepares recommendations and make presentations to the Procurement Committee, the Permanent Secretary, Government Contacts Committee or the Cabinet.
- Examines and coordinates submissions to the Procurement Committee and advice the Division making submissions of the decisions of the Committee.
- Coordinates all travel and related matters for the Ministry's staff ensuring the timely delivery of foreign exchange and monitoring the use/s thereof.
- Ensures that corporate services are delivered efficiently across all departments and agencies and that the highest levels of customer service are maintained.

Security, Disaster Management and Transport Services

- Oversees and monitors the development and implementation of emergency procedures for the protection of staff members and property throughout the Ministry.
- Develops and implements cost of effective strategies to manage the security of the Ministry's operations.
- Ensures the provision of efficient and cost-effective transportation of documents and staff on Ministry business.
- Conducts reviews of security procedures and ensure security personnel are in place for the protection of staff and property during and after working hours.
- Ensures that the fleet of vehicles are operational to provide pickup and delivery services.
- Monitors operational cost of the vehicles to reduce waste.

Information Technology Systems

- Oversees the provision of information requirements to all internal and external customers of the Department in a timely, responsive, and cost – effective manner.
- Oversees the development, upgrade and implementation of Information Systems in accordance with the needs of the Department.
- Participates/initiates plans and implements strategies that will ensure the achievement of the Division's Information Technology objectives and goals
- Ensures the optimum use of the Department's Information Technology resources
- Ensure that the organization's approach to data protection and data security complies with good practice and that policies and procedures are effectively implemented

Performance Management and Development

- Leads the Ministry's implementation of the Government Business Plan approach and develops the key performance indicators for monitoring and evaluation
- Oversees the development of the Corporate/Operational Plans and budgets, and monitors the plans and programmes to ensure that objectives are met and that corrective activities are taken in case of deviations
- Monitors the resources of the Ministry to ensure optimal utilization, cost efficiency and value- added by overseeing the design of work plans and programmes to ensure that staff is effectively utilized and the productivity of the Ministry optimized
- Consults regularly with divisional heads and staff regarding Plans developed in their particular areas and take remedial action where necessary
- Develops operational policy guidelines, objectives and procedures for the efficient operations of the Ministry

Corporate Affairs Management

- Ensures that staff is kept fully abreast of government's goals and are provided with written statements of their jobs, have agreed performance targets and that they are delegated the necessary authority to perform their responsibilities
- Reviews Internal Audit Reports and other reports including the Reports of the Auditor General's Department and ensures that they are examined and responded to on a timely basis
- Coordinates the preparation of reports, briefs and other documents as requested by the Permanent Secretary and directs the implementation of Cabinet Decisions to ensure policy objectives and targets are being met and kept within budget, where applicable
- Provides advice to the Permanent Secretary and other Ministry personnel on corporate management issues and other transformation elements
- Coordinates the development and implementation of corporate services programmes and a disaster recovery plan for the physical and electronic security of the Ministry's equipment software and data
- Prepares regular status reports on the progress of work consistent with Work Plan outlining findings to include gaps and appropriate recommendations which will contribute to greater integration and efficiencies within the Ministry
- Provides technical advice to the Permanent Secretary, key stakeholders and other team members
- Develops and embeds a culture of customer focus and performance management to ensure high quality and continuous improvement in service delivery
- Ensure regular and effective communication between Corporate Services secretariat and all Directors.

Human Resources Responsibilities

- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance
- Promotes the building of institutional knowledge for the Division by ensuring that established system and procedures are documented and disseminated
- Participates in the recruitment and selection of staff and recommends movements when appropriate
- Recommends Vacation Leave and approves Sick and Departmental Leave for staff in the Division and participates in the administration of staff benefits in keeping with established Human Resource Policies
- Recommends/administers disciplinary action in keeping with established Human Resource Policies
- Conducts monthly and other ad hoc staff meetings as required
- Ensure staff adheres to the policies and procedures of the Ministry and the Division
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently
- Collaborates with the Human Resource Management and Development Branch in developing and implementing a Succession Planning programme to ensure continuity of skills and competencies in the Division and personal Development and Career advancement of employees.
- Fosters teamwork, a harmonious working environment and promote collaborative working relations.
- Conducts performance appraisals of staff supervised for required purpose and at required intervals.

Required Knowledge, Skills and Competencies

Core

- Sound ethics and integrity.
- Effective interpersonal skills.
- Ability to motivate team to high levels of performance and productivity.
- Ability to work under pressure to meet specific deadlines.
- Excellent oral and written and oral communication skills.
- Excellent strategic leadership, management, and teambuilding skills.

Technical

- Proficiency in the use of performance-based models, techniques, systems and tools.
- Sound knowledge of GOJ administration, Financial Accounting and Procurement policies and guidelines.
- Knowledge of performance management systems and techniques.
- Excellent planning, organizing and interpersonal skills.
- Proficiency in the use of relevant computer applications for research, data analysis & presentation.
- Knowledge of government policy formulation monitoring & evaluation processes.
- Excellent judgment, decision making and problem-solving skills.
- Ability to provide sound leadership, counsel, motivation and constructive performance reviews to staff at all levels.
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations.
- Strong evaluation, quality control analysis and organizational design skills.
- Excellent presentation, oral and written communication skills.
- Excellent organization, and time management skills.
- Ability to work under pressure and meet tight deadlines.

Minimum Required Qualification and Experience

- Master's Degree in Social Sciences, Management Studies, Human Resource Management, Public Sector Management, Public Administration or related field;
- At least seven (7) years' experience at a senior management /executive level;
- Formal training in Project Management;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems;
- Working in an environment that requires the management of projects or sub projects entailing substantial operational change;
- At least 10 years' experience in Human Resources or Operations.

Specialised Training

- Human and Industrial Relations
- Training in Inventory Management, Supplies and Purchasing Management
- Training in Microsoft Excel, Word
- Training in Budget Preparation

Applications accompanied by résumés should be submitted **no later than November 18, 2026, to:**

Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Infrastructure Development
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Email: human.resources@megid.gov.jm

Subject: Principal Director, Corporate Services (GMG/SEG 6)

Please note that only shortlisted applicants will be contacted.