



HOUSES OF PARLIAMENT

Director, Strategic Planning, Performance Monitoring and Risk Management

Job Purpose

Under the general supervision of the Director, Corporate Services, the Director Strategic Planning and Risk Management (DSPRM) is responsible for directing and coordinating strategic planning & risk management activities of the HOP. In so doing, the DSPRM supports the creation of effective team work and provides day-to-day management support in strategic planning & risk management development and continual performance improvement. The DSPRM is therefore responsible for establishing the HOP's risk management framework and providing advice and leadership in identifying, evaluating, analyzing and assessing the risks which are inherent to the operations of the Parliament and its satellite entities.

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities:

- Accountable for developing the organization-wide, three to five-year (rolling) strategic plan based on input from all Divisions/Branches/Sections;
- Assisting the respective Division/Branch/Section heads in the development of their annual action plans and individual work plans ensuring that initiatives are aligned to organizational priorities;
- Monitoring the progress of processes and programmes;
- Coordinating annual or semi-annual retreats with Management to communicate progress on the implementation, monitoring, and evaluation phases of the strategic planning phases;
- Responsible for establishing the House of Parliament's Risk Management Framework;
- Responsible for providing advice and leadership in identifying, evaluating, analyzing, and assessing the risks which are inherent to the operations of the Houses and its satellite entities.

KEY OUTPUTS

- Comprehensive strategic plans that are in alignment with the Government of Jamaica's Vision 2030 and the Parliament's mission, vision and values, developed and implemented;

- Key stakeholders identified and consulted for input and buy-in for the strategic planning process;
- Key performance indicators used to measure progress against the HOP's strategic objectives identified and tracked;
- Operational Plan reflective of the HOP's operations over respective years developed and implemented;
- Quarterly reports outlining the status and progress of the HOP's operations, as planned, prepared and shared with relevant stakeholders;
- Regular reports on the status of the HOP's strategic planning process for senior management prepared;
- Enterprise Risk Management Plan, Policy & Strategy developed and implemented;
- Risk-based Performance Management Framework developed and implemented;
- Enterprise Risk Management process designed and implemented;
- Key Risk Indicators (KRIs) collected, validated, and monitored;
- Risks identified, assessed & evaluated;
- Risk Action Plan developed;
- Enterprise Risk Management Sensitization sessions conducted

MINIMAL REQUIRED EDUCATION & EXPERIENCE

- A Master's degree in Business Administration or any other related business field.
- Experience in Strategic Management and Corporate Services.
- Training in Strategic Planning & Risk Management.
- At least five (5) years' experience in a strategic management position in either the public or private sector.
- Experience in leading a management team through various strategic planning projects.
- Demonstrated experience in achieving significant organisational change and improvement.
- Knowledge of Microsoft Word, Excel, Power Point.

WORKING CONDITIONS

- High level of professionalism expected.
- Exposed to highly confidential and critical information.
- Required to meet critical deadlines.
- May be required to work long hours on occasions.

Applications accompanied by CVs should be submitted to clerk@japarliament.gov.jm no later than Wednesday, October 15, 2025