



*Houses of Parliament*

*Jamaica*

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**Director, Strategic Planning, Performance Monitoring & Risk Management  
Pay Band 9 (GMG/SEG 3) (new)**

Applications are invited from suitably qualified officers for the post of **Director, Corporate Strategic Planning & Risk Management (GMG/SEG 3) (new)** at the Houses of Parliament. The salary ranges from \$4,594,306- \$6,178,830 per annum.

**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 Houses of Parliament (HOP). The incumbent is responsible for establishing the HOP's risk management framework and providing advice and leadership in identifying, evaluating, analysing and assessing the risks which are inherent to the operations of the Parliament and its satellite entities. The incumbent will also spearhead the risk management process in designing, coordinating and implementing strategies to alleviate possible threats to ensure the achievement of the Parliament's strategic business plan.

**KEY RESPONSIBILITIES**

**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;
- Assisting responsible staff members to establish realistic (though often challenging) deadlines and milestones;
- 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, analysing, and assessing the risks which are inherent to the operations of the Houses and its satellite entities.

**Management/Administrative Responsibilities**

- Manages the development of the Branch's Strategic/Operational Plans, Budget and Individual Work Plans;

**Human Resources Responsibilities**

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;

- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews.

### **Other Responsibilities**

Performs any other related duties that may be assigned.

### **KEY COMPETENCIES**

#### **Knowledge**

- Extensive knowledge of Government Strategic Planning process.
- Extensive knowledge of risk identification and management
- Knowledge of Microsoft Word, Excel, Power Point.

#### **Skills & Attitude**

- Highly collaborative and supportive expertise;
- Excellent analytical skills;
- Ability to resolve critical business issues;
- Ability to strategically address sensitive issues;
- Excellent communication skills, both in verbal and written form;
- Ability to draft clear and convincing reports

### **MINIMUM QUALIFICATION & 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.