



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director, Corporate Management
JOB GRADE:	10
POST NUMBER:	
DIVISION:	Corporate Management
BRANCH:	n/a
REPORTS TO:	Chief Executive Officer
MANAGES:	Manager Finance and Accounts, Manager Public Education and Corporate Communication, Manager Facilities Management & Operations, Manager, Public Procurement

This document is used as a management tool and specifically to enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division/Branch:

The Corporate Management Division provides a portfolio of organization support functions to enable efficient operations of the Agency in executing its mandate and the achievement of its objectives. The Division comprises the following Branches:

Finance & Accounts Branch: is responsible for managing the financial affairs of the Agency establishing and maintaining sound financial controls, accounting systems and procedures in keeping with standard accounting principles and practices and GoJs standards and requirements.

Public Education and Corporate Communication Branch is responsible for providing public education and consultation support services to the divisions and branches as well as to coordinate the Agency's public relations programmes.

Information Technology Branch: is responsible for the ongoing operations and technical support of the agency's technology infrastructure to support operational management and delivery of its services.

Facilities Management and Operations Branch: provides property, security, transport and maintenance management; office services management; and records management services.

Public Procurement Branch: responsible to provide procurement management services and administer public procurement on behalf of the Agency.

Job Purpose:

To provide executive direction to the functions within the span of control and supports the CEO in the general management of the operations by assuming the role as the primary officer in relation to specific matters, issues or elements of the Agency's operations as delegated from time to time by the CEO.

As a senior executive and member of the Agency's leadership team, the incumbent is required to:

- Actively participate in revising the vision, mission and strategic direction of the Agency
- Lead the implementation of vital changes, and strategic initiatives, across the Agency
- Utilize sound management practices in providing advice to the CEO and the Boards on strategic and day to day operational imperatives including the implications of major policy decisions, Agency resourcing, performance, and strategies for managing critical incidents.
- Develop and maintain effective working relationships and nurture strategic partnerships with a diverse range of Government Ministries, Departments, and Agencies, NGOs, private sector organizations and other stakeholders to advance the overall achievement of the Agency's strategic objectives in delivering on its mandate.

- Support the CEO in his/her role as member of several committees/boards and represents the Agency at meetings/conferences and other functions
- Demonstrate and uphold the core values in personal and professional behaviours in order to minimise reputational risks and maintain the Agency's corporate image.

Key Outputs:

- Division's Corporate & Operational Plans and budget
- Division's operating policies, systems and processes
- Agency Budget
- Annual Report
- Disaster preparedness and business recovery plan
- Management decisions
- Technical advice and guidance
- Direct reports performance feedback and appraisals

Key Responsibility Areas:

A. Management Responsibilities

1. Leads the preparation of the Division's corporate plan and budget, oversees implementation and monitors achievement ensuring:
 - remedial action is taken in cases of underperformance to get back on target;
 - timely recommendations/requests for adjustments to the plan where necessary to achieve established targets;
 - appropriate recording and reporting of any changes and/or modification to the plan
 - performance results are shared with staff
2. Oversees and ensures the formulation and documentation of operating procedures and guidelines to support the operations of the Branches within the span of control; periodically evaluates systems effectiveness and recommends/implements methods to correct identified weaknesses to maintain compliance with established regulations and policies.
3. Directs the development and guides the implementation of an effective communication system and other initiatives to keep staff abreast of changes in policies, procedures and other matters; promote teamwork and cooperation and contribute to building an environment across the Division which stimulates, motivates and keeps them engaged.
4. Collaborates with HRMD to address staffing and people needs of the Division to ensure the availability of the breadth and depth of talent required to sustain the Division and attain established corporate objectives.

5. Directs the preparation of the annual Agency Budget ensuring sound forecasting and alignment with the Business/Corporate plan; monitors and ensures optimum utilisation and effective cash management.
6. Directs the management of the Agency's investment portfolio ensuring appropriate systems are in place to maintain a balanced portfolio within the framework of GoJ guidelines and in accordance with internal policy objectives; ensures constant monitoring of the investment market in order to optimise investment opportunities and generate positive returns
7. Oversees the management and financial control of funds for projects undertaken by the Agency that are supported by external funding agencies; ensures compliance with agreed reporting timelines and format by such agencies.
8. Provides direction for the administration of the procurement function ensuring it is efficient and remains compliant with the GOJ's established guidelines; oversees and ensures responses to queries from the Office of the Contractor General and other agencies in relation to the function are thorough and submitted on time.
9. Oversees development and implementation of reporting mechanism to satisfy the varying external reporting requirements from the parent Ministry, Ministry of Finance and the Public Service and the Cabinet Office; monitors to ensure reports submitted meet the required standards and information needs; facilitates the preparation of all doc reports/queries requested from external Agencies ensuring the Agency remains cooperative and compliant.
10. Liaises with external auditors to facilitate the conduct of the annual audit; reviews and coordinates the preparation of response to external audit reports on the Agency; monitors the Agency-wide implementation of accepted recommendations and keeps the CEO informed of breaches.
11. Responds to queries from the parent ministry, the Ministry of Finance and the Public Service and attends Parliament as required to support the tabling of this and other reports.
12. Ensures that all statutory obligations of the Agency including the filing of employees' statutory payments are fully complied with.
13. Ensures the provision of cost effective administrative and ancillary services to support the operations of the Agency in a manner conducive to productivity; leads the process for engaging external service providers (such as security and janitorial) periodically assesses their performance and ensures they comply with the terms and conditions of their contracts.
14. Directs the preparation and continuous update of a disaster preparedness and recovery plan to facilitate the Agency's response to, and recovery from, major disasters.
15. Directs and ensures the provision of integrated Information and Communication Technology solutions that are aligned with, and optimises the Agency's business

strategy, supported by a service delivery system that maximises efficiency and productivity throughout the Agency.

16. Directs the development of a corporate relations programme designed to project a true, favourable corporate image through consistent and effective presentation of corporate communication to all audiences; ensures the content of public communication is consistent with corporate policies and that the Agency maintains a good relationship with the media; Assumes role as chief spokes persons on assigned matters.
17. Oversees the development and implementation of modernized corporate policies and services and ensures that they remain responsive to the changing needs and requirements of the Agency;
18. Monitors the performance of the Division against targets and milestones and approved budgetary allocation;
19. Ensures the development/review and implementation of Operational Systems and procedures to guide the effective delivery of services by the respective Units within the span of control

B. Human Resource Responsibilities

1. Leads in the development and implementation of the overall Divisional Work Plan and the Individual Work Plans for employees within the Division; ensuring that they are aligned to the Operational Plan and that staff is effectively utilized and productivity of the Division optimized;
2. Provides leadership to direct reports to enable their personal growth and professional development through inter alia:
 - a. effective objective setting, discussion and agreement of work programmes
 - b. delegation of appropriate levels of authority and autonomy to enable risk-taking and decision making
 - c. appropriate technical and managerial guidance
 - d. timely and effective communication and performance feedback
3. Ensures that training and other development needs of direct reports and other Division staff are adequately identified and addressed.

C. Other Responsibilities

The incumbent may, from time to time be assigned duties not specifically outlined within the job description but are, within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority

The incumbent is authorized to:

- Manage the Divisional Budget
- Approve staff transfer within the Division
- Approve expenditure up to Five Hundred Thousand dollars
- Implement the divisional Corporate and Operational Plans

Performance Standards:

- Established Division and personal, targets are consistently achieved
- The operations of the Division are effectively managed to enable efficiency, cost savings and a productive and engaged cadre of staff
- Sound and feasible advice is consistently provided
- Response to external requests are comprehensive and on time
- Operational systems and policies are current and enable the provision of efficient and effective service delivery
- Effective working relationship is maintained with and other key stakeholders
- Direct reports are consistently satisfied with the quality and timeliness of guidance and performance feedback provided.
- Confidentiality, integrity and professionalism are demonstrated in the execution of duties and personal conduct.

Internal and External Contacts

(i) Internal

Contact (Title)	Purpose of contact
All Divisions	Information sharing, technical advice, collaboration on inter-division programmes
CEO	Reporting, Provide technical advice

(ii) External Contact (required for the achievement of the position's objectives)

Contact (Title)	Purpose of Contact
Parent Ministry, MoF&PS, Cabinet Office	Provide Information
Media	Provide Information
Service providers	Acquire service and monitor performance

Working Conditions

- Typical office environment

Required Competencies

- Excellent leadership and interpersonal Skills
- Mastery of the concepts, theories, techniques and trends of corporate management including the areas of finance, operations, communication and information management.
- The ability to identify and build effective planning teams which work well across functional boundaries within the Division and with external stakeholders
- Integrity
- Initiative
- Excellent analytical judgment, decision making and problem solving skills
- Excellent negotiating skills and conflict resolution skills
- Knowledge of risk management principles
- Knowledge of the Financial Administration and Audit Act.
- Excellent oral and written communication and presentation skills
- Working knowledge of Government procurement policies, Act and Regulations and the GOJ budgeting process;
- Working knowledge of relevant computer applications and systems

Minimum Required Education and Experience

- Master's in Business Administration or Public Administration or comparable qualifications in the Social Sciences, from an accredited tertiary institution.
- Training in Supervisory Management
- Eight (8) years of related working experience in general management, five (5) of which should be at the management level preferably in the public sector, or in an organization of similar size and complexity