

JAMAICA NATIONAL HERITAGE TRUST
Job Description & Specification

JOB TITLE :	DIRECTOR – CORPORATE SERVICES		
JOB CLASSIFICATION:	GMG/SEG3	JOB CODE:	NTC - 0113
DEPARTMENT:	Corporate Services		
REPORTS TO:	Executive Director		
DIRECT SUPERVISION GIVEN TO:	1 Finance & Accounts Manager; 1 Office Administrator; 1 Systems Manager & 1 Senior Secretary.		
AUTHORITY TO:	<ul style="list-style-type: none"> • Make recommendations to the Executive Director on matters related to the budget and expenditure. • Prepare and recommend budget requirements for Corporate Services Division. • Make recommendations to the Executive Director on matters related to Corporate Services Division. • Recommend leave, disciplinary action and promotion for employees within the Division according to established policies. • Maintain close collaboration with internal and external stakeholders of the Division's output. 		

CONTEXT

JOB PURPOSE	<p>The Director of Corporate Services is responsible for the smooth functioning of the Jamaica National Heritage trust (JNHT) and in this capacity is therefore responsible for providing an environment in which the day to day needs of the JNHT are met within the budget allocated.</p> <p>The incumbent oversees the organization of the JNHT's offices through the development and maintenance of proper business practices, policies and procedures with respect to budgeting and financial management, administration / procurement as well as information and communication technology (ICT).</p> <p>The incumbent collaborates closely with the Executive Director and other Directors in order to achieve and maintain the excellence standards set forth by the JNHT. He or she leads and directs as far as possible, the appropriate allocation of resources required by Divisions and Departments in support of the Government of Jamaica's goals, strategies, policies and programmes.</p> <p>The Director seeks to achieve the above through a team of professionals who discharge their responsibilities using ethical business practices in a manner that seeks to maximize, as far as possible,</p>
--------------------	--

	employee motivation and commitment with high levels of accountability, responsibility as well as documented productivity.
SPECIAL CONDITION ASSOCIATED WITH THE JOB	<ul style="list-style-type: none"> • This is a typical office environment, with no adverse working conditions however, there can be high pressure especially during the budget planning cycle when tight deadlines are to be met. • Travelling is required. • Extended working hours are expected.

AREAS OF RESPONSIBILITY

ACCOUNTABILITIES:	KEY ACTIVITIES
MANAGEMENT/ ADMINISTRATIVE RESPONSIBILITIES	<ul style="list-style-type: none"> • Own and support GOJ's Performance Monitoring and Evaluation System (PMES) through the planning, monitoring and evaluation process, achieving the delivery dates of each aspect of the project by participating in the JNHT's strategic planning process as well as attaining its targets. • Prepare and monitor the Division's Strategic/Corporate Plan, Operational Plan and Budget ensuring that output is achieved according to agreed and measurable targets. • Provide direction, support and control to direct reports in order to ensure that they are appropriately motivated and trained in order to carry out their responsibilities to the required standards. • Ensure that job rotation takes place among employees within the Division so that their experiences can be enriched and become a motivating factor for learning.
TECHNICAL & PROFESSIONAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Provide direction and leadership for the provision of quality, sustainable and effective corporate services that are responsive to the JNHT's needs. Is jointly held responsible with Estate Management, for the overall functionality of Headquarters House. • Demonstrate and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the output of the JNHT. • Is responsible for the development and implementation of an annual budget for the JNHT, working closely with stakeholders of the MCGES as well as the Ministry of Finance. Utilize and adhere to GOJ's regulations, staff orders, standards and policies. • Direct the timely recording of financial data and the monthly preparation of financial statements as required by the GOJ while making sound decisions and plans to meet legal and regulatory requirements. • Maintain the various contracts managed by the Division on behalf of the JNHT. Ensure that they are comprehensively documented and approved by the competent authorities. • Establish input, output and outcome indicators for each service provider appointed on

	<p>behalf of the JNHT and measure the performance of contracted service providers against agreed and documented indicators.</p> <ul style="list-style-type: none"> • Follow-up on recommendations made to improve service delivery within the Division and expeditiously respond to internal and external audit enquiries. • Is responsible for ensuring as far as possible, that no irregular, fruitless and or wasteful expenditure is committed, made, authorized or incurred from the budget as established for the various Divisions which comprise the JNHT. • Ensure that planning and programming of activities of each Department reporting to Corporate Services, are of a high professional standard. • Build partnerships, create and support a culture of maintaining any programmes and projects within their respective budgets. • Provide the Ministry of Culture Gender Entertainment and Sports and the Ministry of Finance with relevant reports within the established specified times. • Ensure the delivery of affordable ICT services at Headquarters House. • Foster appropriate service levels to internal and external clients by demonstrating and demanding the proper attitude and behaviour from employees of the Division. • Perform any other related duties which may be assigned from time to time by the Executive Director.
<p>DEPARTMENTAL HUMAN RESOURCE RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Provide leadership to employees by creating the vision and motivating them towards achieving Divisional goals and at the same time encourage a team approach. • Manage the welfare and development of employees in the Division through the timely preparation of and feedback to performance appraisals as well as recommendations for training and development programmes. • Provide guidance to employees of the Division through coaching, mentoring and training, providing assistance and support as and when needed while ensuring that employees are aware of and adhere to staff orders, policies, procedures and regulations of the JNHT and the GOJ as a whole. • Ensure that proper working conditions exist for the employees of Corporate Services Division.
<p>OTHER RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Is a working member of any related Special Project Committees and Strategic and Operational Planning Committees, Tuition Refund Committee and Loans Committee.
<p>KEY RESULT AREAS/OUTPUT</p>	<ul style="list-style-type: none"> • A developed and approved budget, divisional strategic/corporate and operational plans with programmes supporting JNHT policies. These budgets, plans and programmes will include measurable output and targets to be achieved within the agreed time frame, based on the JNHT's overall strategic plan in line with the Government of Jamaica's (GOJ's) Performance Monitoring and Evaluation System (PMES), The Medium Term Socio-Economic Framework

and Vision 2030.

- Financial statements are reviewed and analyzed with the relevant reports drafted for submission within the required time frame.
- Responses drafted on behalf of the JNHT in response to external and internal audit findings.
- Efficient and proven cost effective operational services rendered by external contract providers to the JNHT.
- A comfortable and hygienic working environment with an acceptable level of ancillary services provided.
- A secure and safe office and working environment consistently provided.
- Suppliers engaged by the Division being held accountable to agreed performance standards in terms of service, quality, budgets and timelines.
- Trained, motivated, efficient and productive employees of Corporate Services Division whose output is in line with the JNHT's goals, established standards, procedures and portfolio deliverables.

MEASURES OF SUCCESS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p>PERFORMANCE MEASURES</p>	<ul style="list-style-type: none"> • Demonstrated ownership and support to the GOJ Performance Monitoring and Evaluation System through the strategic planning, monitoring and evaluation process and timely preparation of required reports as well as achieving the delivery dates of each aspect of the project. • Budgets, Financial Statements, Estimates of Expenditure, Expenditure Reports, Cash Flow and Work Plans among others, are prepared and analyzed within a timeframe that supports the JNHT's strategic objectives and by so doing, achieves the desired outcomes. • Completed budgets for the JNHT are submitted in the required timeframe and expenditures are kept within agreed limits. • Performance measures for service providers are achieved within agreed targets. • The various reports to the Executive Director on budgetary compliance, financial management and performance of suppliers executing projects and their outcome, are delivered within the required timeframe. • Delivery of the various services of the Division is achieved according to documented and agreed targets as well as standards.

COMPETENCIES

FUNCTIONAL	DEFINITION
REQUIRED SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> • An excellent leader/manager, results oriented and strongly motivated. • Excellent knowledge and application of the GOJ strategic planning process and able to deliver on time and within budget. • Excellent knowledge of the relevant GOJ laws, regulations, principles and practices related to public sector budget preparation and administration. • Excellent negotiating, presentation, oral and written communication skills, with report writing. • Excellent investigative and problem solving skills with the tenacity to do so. • Highly developed capabilities to gather, evaluate and interpret financial other data and facts in order to prepare and present concise oral and written reports. • Highly developed analytical skills with demonstrated abilities to identify inequities. • Able to manage multiple, simultaneous tasks and function well under pressure. • High ethical conduct and demonstrated integrity. • Competence to lead, motivate and manage people.
REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION	<ul style="list-style-type: none"> • Proficient in the GOJ's planning and policy setting processes. • Expert knowledge of financial management and the GOJ's budget processes. • Expert knowledge of relevant computer software, spreadsheet and financial software applications. • Expert knowledge of preparing related GOJ Financial Statements. • Expert knowledge of the GOJ procurement guidelines. • Knowledge of relevant GOJ laws, staff orders and other instructions specific to the operations of the MCGES as well as its Agencies and Departments.
INFORMATION SECURITY & INFORMATION RISK MANAGEMENT	<ul style="list-style-type: none"> • The ability to protect confidentiality, integrity and availability of JNHT's information assets by ensuring that appropriate risk management, IT security policies, practices and controls are in place to balance protection levels with costs, ease of use and other business interests and to ensure compliance with legal and regulatory requirements.
GOVERNANCE & POLICY DEFINITION	<ul style="list-style-type: none"> • The ability to create and maintain a governance framework and policies that define the accountabilities, decision making authority and rules, standards and good practices which enables JNHT to operate in an effective and coordinated way.

KNOWLEDGE & EXPERIENCE

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:	<ul style="list-style-type: none"> • A Post Graduate Degree in Business Administration, Finance, Public Administration or equivalent from a recognized tertiary institution. • An A.C.C.A or C.P.A. designation from an internationally recognized institution. • Minimum five (5) years of experience in management four (4) of which must be at a senior level. • Knowledge or Experience in Human Resource Management would be an asset • Knowledge or experience in Heritage/Cultural Management would be a distinct advantage.
--	--

COMMUNICATION

LIAISE INTERNALLY	PURPOSE OF COMMUNICATION
Executive Director	Report on every aspect of the JNHT related to Corporate Services activities, including all portfolio responsibilities.
Other Directors & Department Heads,	Report on and receive information related to all portfolio responsibilities of the JNHT such as contracts, I.T., stationary, facilities and transport.
LIAISE EXTERNALLY	PURPOSE OF COMMUNICATION
Ministry of Finance and Planning	Receive circulars related to all aspects of Corporate Services. Ongoing requests for information related to budget and expenditures. Report on all aspects of cash flow for JNHT. Report on financial statements related to special projects and contingency advances.
The Auditor General's Department	Response to Audit Reports and queries.
The Ministry of Culture Gender Entertainment and Sports	Submit required reports
The Accountant General's Department	Submit and receive information on salary payments, utilities, advances and contingency advances.