



# CAREER OPPORTUNITY

The Jamaica Information Service (JIS), an Executive Agency, invites applications from suitably qualified professionals for the following position:

## CORPORATE PLANNER

### Job Scope

The Corporate Planner is responsible for driving the corporate planning process consistent with the Framework Document of the JIS and the GOJ Corporate Planning and reporting requirements. This includes coordinating the development of the Agency's corporate and operational plans as well as establishing a robust monitoring and reporting system to support the achievement of performance targets.

### Core Functions

**Reporting to the CEO, the incumbent is expected to:**

- Guide, assist and monitor the preparation of Divisional and Departmental operational plans, ensuring integration and alignment with objectives, using a consultative approach.
- Convene biannual strategic planning meetings with the Leadership Team to ensure the Agency's strategic priorities and targets are being met and are aligned with the strategic vision of the Agency.
- Conduct performance reviews, having submitted quarterly reports with analysis on the performance of the Agency, highlighting potential barriers to the effective implementation of planned programmes and projects.

### Qualification and Experience

- Bachelor's Degree in Management Studies, Business Administration, Public Policy or equivalent
- Minimum of three years' working experience in Corporate Planning
- Specialized training in project management or strategic management
- Sound skills in drafting reports and plans
- Working knowledge of Balanced Scorecard and Government of Jamaica's planning process including the Performance Monitoring and Evaluation System (PMES)
- Outstanding interpersonal, analytical and critical thinking skills
- Advanced skills in oral and written communication, presentation and data management
- Excellent time management skills and ability to meet deadlines
- Keen eye for details

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Applications along with résumés should be forwarded no later than **October 9, 2017** to:

**Director**  
Human Resources  
Jamaica Information Service  
58a Half-Way Tree Road  
Kingston 10

Email address: [hrmanager@jis.gov.jm](mailto:hrmanager@jis.gov.jm)

**We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted. Previous applicants need not apply**