



Ministry of
Education & Youth
CAREER OPPORTUNITY

CHILD PROTECTION AND FAMILY SERVICES AGENCY (CPFSA/CDA)

JOB TITLE: CHIEF EXECUTIVE OFFICER (LEVEL 12)

JOB PURPOSE

The work of the Child Protection and Family Services Agency (CPFSA) is governed primarily by the Child Care and Protection Act which empowers the agency to act in the best interest of Jamaica's children as it carries out its function of investigating cases of child abuse; caring for the children in State care and engaging in advocacy to prevent child abuse. The CEO of the entity leads in this charge by providing strategic leadership and overall management of the entity's operations to ensure its efficiency and effectiveness in attaining the corporate goals and objectives. He/She will further direct, monitor, review and evaluate achievements of the entity against its objectives and plans.

JOB RESPONSIBILITIES

- Provide leadership and direction to the Executive Management Team in the preparation and periodic review of the three (3) year Corporate Plan, the Annual Business Plan and operating Budget for the Agency;
- Ensure the proper utilization and optimization of the financial, human and other resources of the Agency to facilitate the effectiveness and efficiency of the Agency;





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JOB RESPONSIBILITIES CONT'D

- Assist in the formalation of policy recommendations for consideration by the Minister with responsibility for children; communicate policy to staff and ensure their timely and satisfactory execution;
- Keep the Minister and Permanent Secretary informed of factors which significantly affect the operations of the Agency;
- Implement systems to monitor divisional activities against performance indicators and to achieve attainment of the Agency's strategic objectives;
- Advise the Minister with responsibility for children on all matters pertaining to child welfare, including legislative and regulatory amendments;
- Ensure that the management information control system provides timely and accurate information to facilitate planning and decision making;
- Supervise the development of financial policies and monitor the implementation and management of a financial programme to ensure viability of all operations;
- Ensure development and implementation of programmes to improve the welfare of Jamaican children in need of care and protection. Provide leadership in securing financing from international financing agencies;





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Job Responsibilities Cont'd

- Direct the design and review of effective systems to audit financial operations of the Agency;
- Supervise the design, development and implementation of a programme to ensure that the value of the Agency's assets are maintained and that the assets are protected;
- Ensure that policies of the Agency are conducive to the effective recruitment, retention and development of staff essential to the proper execution of its functions;
- Implement a public education programmes to ensure that the policies and programmes of the Agency are accurately understood by stakeholders and the public image of the Agency is always held in high esteem;
- Give evidence to the Public Accounts Committee and Auditor General in respect of the operations of the Agency;
- Ensure the development and implementation of services which lead to income generation for the Agency;
- Ensure the preparation of the Annual Report in accordance with the Executive Agencies Act;
- Initiate measures designed to ensure smooth and effective operation of all Field Services and Childcare Institutions;





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JOB RESPONSIBILITIES CONT'D

- Represent the Government of Jamaica at regional and international conferences on issues relating to children and promote Jamaica's position on children's issues;
- Implement mechanisms for the coordination and regulation of all local child welfare organizations to ensure compliance with established standards;
- Participate in the recruitment of senior managerial staff;
- Ensure the entity's compliance with all relevant GOJ Acts and Regulations governing the entity;
- Perform any other related duties as directed by the Minister.

QUALIFICATION & EXPERIENCE:

- Master's Degree in Finance, Business Administration, Public Administration or equivalent;
 - Minimum of eight (8) years' diverse experience at the senior management level;
- OR
- Any equivalent combination of education and experience.

REMUNERATION PACKAGE:

Salary Scale : Level 12

Minimum \$12,336,004.00 - Maximum \$16,590,554.00 per annum





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INTERNAL CAREER OPPORTUNITIES

INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, MARCH 31, 2023 TO THE ADDRESS PRESENTED BELOW.

THE PERMANENT SECRETARY
MINISTRY OF EDUCATION & YOUTH
2-4 NATIONAL HEROES CIRCLE,
KINGSTON 4

OR

E-MAIL: JOBAPPLICATIONS@MOEY.GOV.JM
SUBJECT: "INDICATE NAME OF THE POST "

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

