

MINISTRY OF EDUCATION
NATIONAL PARENTING SUPPORT COMMISSION
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director, Corporate Services
JOB GRADE:	(to be determined)
POST NUMBER:	
DIVISION:	Corporate Services
SECTION:	N/A
REPORTS TO:	Chief Executive Officer (CEO)
MANAGES:	Financial Controller; Human Resource Management & Administration Branch Manager; MIS Manager Administrative Assistant

This document will be used as a management tool and specifically will 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

Job Purpose

Under the direction of the Chief Executive Officer, the Director, Corporate Services is responsible for leading, directing and managing the corporate affairs of the National Parenting Support Commission (NPSC) in the areas of finance and accounting, human resources, information system, procurement and material and facilities management; in ensuring that services are delivered on time and within budget, and in accordance with NPSC's plans, strategies, policies and relevant statutory requirements.

Key Outputs:

- Corporate and Operational Plans developed
- Financial plans/programmes/strategies developed/implemented/evaluated
- Policies and procedures developed/implemented
- Annual budget/cash flow developed/managed/monitored
- Annual and periodic reports on the Division's performance prepared and submitted.
- Financial management of special projects undertaken
- Advice provided to Senior Management
- Goods and services procured
- Facilities/offices maintained
- Human resources recruited/developed/retained
- IT systems designed/implemented/maintained
- Documents/records storage and retrieval systems provided
- Access to public records provided
- Secure and safe surroundings provided

Key Responsibility Areas

Technical / Professional Responsibilities

1. Develops and implements plans and strategies for the management of the corporate affairs of the National Parenting Support Commission (NPSC) in the areas of finance and accounting, human resources, information system, procurement and material and facilities management.
2. Implements and maintains financial, accounting and reporting systems that conform with government

regulations, relevant policies and generally accepted financial and accounting principles.

3. Prepares and maintains annual budgets and monitors actual performance against budget on a monthly basis and report on variances.
4. Analyzes cash flow projections ensuring the availability of funds to meet projections
5. Leads engagement with appropriate government agencies and corporate service providers involved in financial planning, budgetary controls and audit functions.
6. Manages payments and receipts transactions to ensure they are in accordance with financial and accounting standards.
7. Ensures the timely preparation and submission of corporate, annual and other financial reports
8. Manages the financial aspects of special projects by:
 - assisting in negotiations with local and international organizations regarding project funding
 - monitoring project expenditures against contract terms and approved budgets and validating and approving payment to contractors and suppliers.
 - ensuring that financial reports are promptly forwarded to funding agencies to facilitate timely draw-down of funds;
 - ensuring that specific financial requirements/terms of loans and grants from funding agencies are met in accordance with agreements signed.
9. Explores and identifies alternate strategies to improve the Commission's overall financial position, including maximizing partnership arrangements, external funding opportunities and income generation, as appropriate.
10. Ensures the financial integrity of the Commission through sound and effective stewardship of the Commission's funds/accounts.
11. Provides proactive, sound and timely strategic advice to the Board, the CEO and Senior Management on all financial, legal, compliance and audit matters.
12. Liaises with the external auditors to ensure the smooth conduct of the audit of the Commission's accounts and the timely preparation of responses to audit queries.
13. Oversees the procurement of all goods and services required by the NPSC and the implementation and monitoring of inventory control procedures to ensure all goods are accounted for.
14. Monitors and ensures the Commission's facilities are maintained to acceptable standards and comply with relevant health and safety regulations.

15. Ensures the effective management of the human resource function so that NPSC recruits, develops and retains highly skilled and motivated staff to support NPSC's culture, purpose and strategic directions.
16. Oversees the design, development, implementation and maintenance of an Information Management System that is supportive of the efficient and effective delivery of the NPSC's services.
17. Keeps abreast of developments, trends and best practices in areas of responsibility so as to inform proactive planning, goal setting, decision-making and exemplary service delivery.

Management/Administrative Responsibilities

1. Participates in the corporate management of the Commission including preparation of short and medium term plans.
2. Fosters and maintains effective working relationships across Divisions and participates actively in inter-divisional work groups.
3. Develops and implements policies and programmes that are supportive of the Commission's strategic goals and objectives and meets statutory and operational needs.
4. Ensures the implementation and maintenance of record keeping systems, electronic and manual, in accordance with established policies and regulatory guidelines to facilitate confidentiality, easy retrieval, safe custody and an audit trail.
5. Ensures the maintenance of professional conduct, integrity and confidentiality in the management of corporate affairs.
6. Ensures the timely preparation and submission of operational, financial reports and statements of accounts in accordance with operational and statutory requirements

HR Responsibilities

1. Fosters teamwork and a harmonious working environment and promotes collaborative working across Divisions/Units.
2. Provides leadership to staff through effective objective/goal setting, delegation, and communication
3. Promotes the building of institutional knowledge for the Division by ensuring that established systems and procedures and lessons learnt are documented, disseminated and transferred through training, mentoring and coaching.
4. Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.

5. Manages the performance of Divisional staff by establishing individual performance targets and measures, providing ongoing feedback, motivating and mentoring, evaluating performance and initiating corrective action where necessary to improve performance.
6. Participates in the recruitment and selection of staff and recommends movement where appropriate
7. Recommends vacation leave and approves sick and departmental leave for staff in the Division and participates in the administration of staff benefits in keeping with established human resource policies;
8. Recommends/ administers disciplinary action in keeping with established human resource policies;
9. Conducts monthly and other ad hoc staff meetings;
10. Ensures staff adheres to the policies and procedures of the Ministry and the Division;
11. Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively
12. Monitors the routine operations of the Section and oversees and/or participates in the review and evaluation of the work of staff members;
13. Identifies and manages the developmental and welfare needs of staff in the Division
14. Implements and maintains the established HR management systems;
15. Conducts performance appraisal of staff for required purpose;
16. Collaborates with the Corporate Services Division in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the Section and personal development and career advancement of employees;
17. Ensures that training and other development needs of employees are adequately identified and addressed;
18. Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
19. Promotes the building of institutional knowledge for the section by ensuring that established systems and procedures are documented and disseminated

Other

- Required to perform other related responsibilities that may be assigned from time to time.

Performance Standards:

- Corporate services plans and strategies are developed, implemented and evaluated and are responsive to clients' needs, changes in governmental direction and legislative changes.
- Financial, accounting and reporting systems are developed and implemented that conforms with government regulations, relevant policies and generally accepted financial and accounting principles.
- Policies and procedures are developed and implemented that are supportive of the achievement of the Commission's strategic goals and objectives and meets statutory and operational needs.
- Annual budgets are developed and implemented within agreed timeframes, monitored on an ongoing basis and variances reported on.
- Cash flow projections are developed, analyzed and monitored to ensure the availability of funds to meet projections.
- Payments and receipts transactions are managed so as to ensure they are in accordance with financial and accounting standards and that financial commitments and obligations of the Commission are met in a timely manner.
- Financial aspects of special projects are managed so as to ensure the financial, accounting and reporting requirements of donors and funding agencies are met.
- Alternative strategies to improve the Commission's overall financial position are identified, explored and followed-up.
- Proactive, sound and timely advice is provided to the Board, the CEO and Senior Management on financial, compliance and audit matters.
- Professional conduct and integrity is maintained in the management of corporate affairs
- Procurement of goods and services are compliant with established procurement procedures and guidelines.
- Material management and inventory control procedures are implemented and monitored to ensure that all items are properly accounted for.
- Commission's facilities are compliant with relevant health and safety regulations and are maintained to acceptable standards.
- Information Management System is designed, developed and maintained, inclusive of data security, back-up and support systems, that is supportive of the NPSC's operations and the efficient and effective delivery of its services.

- Administrative and operational record-keeping systems are developed and implemented that facilitates confidentiality, easy retrieval, safe custody and an audit trail.
- Systems, processes and procedures are in place to ensure the efficient, effective and timely delivery of personnel related services.
- Performance objectives for NPSC’s staff are established; performance is monitored; appraisal is conducted in a timely manner; and is consistent with the requirements of PMAS.
- Staff meetings are held in accordance with agreed schedules

Internal and External Contacts (specify purpose of significant contacts:

Contacts Internal to the organisation:

Contact (Title)	Purpose of Communication
NPSC Staff – Head Office and Regional	Re matters relating to finance and accounts; procurement; IT systems; & human resources
Executive/Senior Management Team	Re planning and development activities and provision of advice
NPSC Board Members	Re inputs to Board and Cabinet submissions; and provision of advice

Contacts external to the organisation required for the achievement of the position objectives:

Contact (Title)	Purpose of Communication
Ministry of Education	Re advice/collaboration on parenting support related matters or issues
Donor Agencies/sponsors (Local, Regional & International)	Re negotiations and financial agreements
Special Projects Team	Re financial inputs in project development and management
Suppliers of goods and services	Re procurement & payment for services
Government Ministries/Agencies	Re financial planning, budgetary and audit related matters

Required Competencies:

Core

- Highly developed oral and written communication skills,

- Highly developed negotiation and influencing skills
- Ability to develop innovative solutions while maintaining continuity of services
- Sound judgement and integrity
- Well-developed leadership and management skills
- Highly effective and proactive problem solving skills
- Excellent people management and team development skills
- Effective planning, organizing and analytical skills
- Ability to manage multiple projects/tasks

Technical

- In-depth knowledge of National Parenting Support Commission Act, 2012; National Parenting Policy; Jamaica Child Care and Protection Act, 2004
- In-depth knowledge of the FAA Act
- Sound knowledge of the Public Bodies Management Accountability Act
- Ability to implement and monitor financial controls
- Ability to manage a strategic budget process including design and implementation
- Knowledge of the principles and practice of business planning
- Ability to develop and adopt innovative approaches to income generation
- Proficiency in the use of MS Office software and other computer applications relevant to areas of responsibility

Minimum Required Education and Experience

- Bachelor's Degree in Accounting, Business/ Public Administration or related discipline from an accredited institution
- Seven (7) years' experience working in progressively more senior roles including three (3) years in a senior management position
- Demonstrated understanding of corporate service systems including human resources, information systems, infrastructure management, finance and administration
- Experience in management accounting and in managing a strategic budget process including budgeting, forecasting, monitoring and reporting

Authority to:

- Identify and explore alternative approaches to financing
- Recommend budget allocation
- Approve requisitions and payments
- Sign cheques
- Negotiate financial/funding arrangements/agreements
- Conduct interviews, select and recruit personnel
- Recommend /approve leave benefits

Specific Conditions associated with the job:

- May be required to work beyond regular working hours at times to meet deadlines
- Required to travel locally during the course of duties
- Required to possess a reliable motor vehicle and a valid Driver's Licence

Validation of Job Description

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