



Ministry of
Education & Youth



**Jamaica Tertiary Education Commission
JOB DESCRIPTION**

JOB TITLE:	Director, Corporate Services
JOB GRADE:	Level 9
DIVISION:	Corporate Services
REPORTS TO:	Commissioner and Executive Director
SUPERVISES DIRECTLY:	(Assigned team members) Finance Director Accounting Technician Database Administrator Administrative Assistant

Job Purpose

Under the general direction of the Commissioner and Executive Director, the Director, Corporate Services, provides leadership and direction to the Division to facilitate development and implementation of effective and efficient strategies and policies, with the appropriate monitoring and evaluation techniques that will identify variance and apply the appropriate corrective action. The incumbent is also responsible for providing technical expertise and support as it relates to the interpretation and application of relevant Government of Jamaica laws, rules, and regulations, in keeping with requirements and to achieve the strategic goals and objectives of Jamaica Tertiary Education Commission.

Key Outputs

1. Divisional Work Plan prepared and operationalised
2. Organisational budget and all financial management, and procurement plans developed,, documented, operationalised and maintained
3. Performance management developed and implemented
4. Monitors and reviews the performance of the Division to ensure that its agreed performance targets are met.
5. Provides day to day leadership and direction in the development and continual performance improvement of the Division.
6. Ensure that all required processes, systems and controls are in place within the Division to enable effective and efficient achievement of objectives.

Key Areas of Responsibility

Managerial and Administrative Responsibilities

- Organizes and directs the work of the Division by overseeing the development of relevant Work Plans that feed into the J-TEC Corporate and Operational plans.
- Implements and reviews the Division's policies, procedures and systems to meet the Commission's goals and objectives;
- Develops, implements and maintains policies and procedures to guide the operations of the Division;
- Ensures timely submission of documents requested from the Division;
- Provides expert advice, briefings and support to the Commissioner and Executive Director;
- Oversees the development and implementation of a comprehensive Corporate Services strategy within the Agency to facilitate the attainment of corporate objectives;
- Ensures that property and office services are provided in a cost-effective manner;
- Ensures cost-effective and reliable security services are provided;
- Oversees the provision and implementation of Information Technology Systems to support the operations of the Agency;
- Represents the Commission at local and international meetings, conferences and other fora as required;
- Co-ordinates the effective operations of the Units within the Corporate Services Division, their relationship with other Divisions and units of the Commission;
- Ensures the delivery of high-quality service to both internal and external customers; Technical/Professional.

Technical/Professional

- Ensures the proper management and maintenance of the property and assets of the Commission, ensuring adherence to all Government guidelines.
- Ensures that all regulations in respect for procurement are met, and that best quality of goods and services are secured at the most competitive prices.
- Prepares periodic procurement reports to inform the Commissioner and Executive Director and Senior Managers on significant deviation from the Government procurement policy and procedures.
- Ensures that maintenance of office and plant equipment will facilitate a harmonious and productive environment.
- Ensures that the recurrent need of each programme area, both in terms of goods and offices services, are determined for the Financial Year, and that purchases, custody and dispositions are carried out in a cost-effective way.
- Ensures that physical facilities and assets are managed effectively, so that the Commission's operation are conducted in a secure, comfortable and functional work environment.
- Monitors the development and implementation of emergency procedures for the protection of staff members and properties.

- Ensures that Safety and Health standards are maintained by recommending equipment and safety measures to be pursued by staff.
- Ensures the provision of efficient and effective transportation of documentation and staff on the Commission's business.
- Promotes the use of Information Technology as an agent to transform and modernize the Commission's operations and strategies.
- Facilitates the design and development of new enabling technologies to support key initiatives of the Commission.

Human Resource Management Responsibilities

- Provide leadership to staff within the Division through effective objective setting, delegation and communication.
- Creates an effective, goal directed team to achieve the Division's objectives and targets.
- Provides guidance to staff within the Division through coaching, mentoring and training.
- Ensures that staff within the Division are aware of and adhere to the policies, procedures and regulations of the Public Sector.
- Manages the development and performance of staff through the implementation of the Government of Jamaica Performance Management and Appraisal System.

Other

- Performs other related duties and responsibilities as may be assigned by the Commissioner and Executive Director from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership skills;
- Good interpersonal and people management skills.
- Excellent oral and written communication skills.
- Excellent planning and organizing skills.
- Excellent problem-solving skills.
- Proficiency in the use of relevant computer applications.
- Sound judgment and integrity/ethics exercised in the performance of duties.

Functional:

- Excellent knowledge of Laws and Regulations governing the operations of the Division;
- Excellent diagnostic and strategic management skills.
- Demonstrate initiative to solve operational issues.
- Knowledge of Government of Jamaica corporate governance and related programmes and activities.
- Specific knowledge of Government of Jamaica Procurement requirements.

Performance Standards

1. Division's Work Plan produced consistent with the Ministry's policy priorities and the Commission's goals and communicated clearly to all levels of staff
2. All financial management and related documentation developed and operationalised within required timelines
3. Divisional performance executed as required.
4. All periodic reports prepared and submitted as required.
5. Employee performance is managed following the guidelines of the Performance Management and Appraisal System

Internal and External Contacts (specify purpose of significant contacts)

Within the Jamaica Tertiary Education Commission

Contact (Title)	Purpose of Communication
All Divisional Heads and staff	To provide and receive information

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

Contact	Purpose of Communication
Senior Staff in the Ministry of Education and Youth	For consultation
A diverse group of experts/consultants (specialists in academic, technical and professional areas)	To receive expert advice and guidance

Minimum Required Qualification and Experience

Masters Degree in Public Administration/Public Sector Management/Business Administration or related disciplines from a recognized tertiary institution;

With five (5) years of professional experience in a Senior Management position, or Ten (10) years in Finance or Operations.

OR

BSc Degree in Public Administration/Public Sector Management/Business Administration from a recognised tertiary institution;

With at least fifteen (15) years related work experience of which at least five (5) should be at the managerial level

Specific Conditions

- Pressured working conditions with critical delivery deadlines.
- Required to work beyond normal working hours at times.
- Required to travel to some external meetings/special events in order to record proceedings and/or assist in technical presentations

Validation of Job Description

This document is validated as an accurate and true description of the job described herein

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