**OFFICE OF THE CABINET**

**Career Opportunity**

The Public Sector Modernisation Division in the Office of the Cabinet is inviting applications from suitably qualified persons to fill the position of **Modernisation Programme Integrator (GMG/SEG 4)**. Salary range $2,777,255 - $3,301,284 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the general direction of the Chief Technical Director, Public Sector Modernisation Division (PSMD), the Modernisation Programme Integrator is responsible for publicizing the implementation of priority Public Sector Modernisation initiatives, facilitating high level interaction, interface, and dissemination of knowledge across the Cabinet Office, among public sector managers, as well as the national, international funding community, and other stakeholders.

**The duties and responsibilities include, but are not limited to the following:**

* Promotes the Modernisation initiative throughout the public sector; ensures the dissemination of information to key stakeholders on principles and planned actions of Public Sector Modernisation Vision and Strategy; collects and disseminates to public sector entities articles and publications relating to key public sector modernisation issues;
* Develops and implements the strategy for identifying, recording, monitoring and reporting on the spectrum of modernisation related projects and activities in the public sector; promotes the development of outcome based implementation plans in Public Sector Modernisation activities; ensures coordination of policy alignment of ministries’ goals and programmes with priority reform initiatives; produces and publishes timely quarterly and annual progress reports on sector-wide PSMD implementation;
* Promotes a unified approach among public entities and stakeholders for the implementation of reform initiatives; develops a framework for knowledge sharing between public and private sector groups;
* Prepares status reports on the modernisation programme;
* Stimulates continuous improvement across the public sector by documenting best practices in public sector modernisation; identifying the variables contributing to successes; articulating and disseminating best practices;
* Performs duties as the spokes-person for the modernisation programme including appearing for media interviews and corresponding with individuals and groups on behalf of the PSMD. His or her job is to control the flow of information to the media, and stakeholder groups, and to frame that information in the best possible light in order to garner widespread support for the Modernisation programme initiatives and programmes;
* Operates as the consultation liaison officer for the Public Sector Modernisation Division by:
  1. coordinating and monitoring consultation processes by being a required point of contact for all officers conducting consultation exercises;
  2. providing guidance to officers conducting consultations;
  3. carry out sensitisation and training sessions as necessary on the subject of consultation;
  4. collating and disseminating information regarding consultations conducted on behalf of the PSMD;
* Ensures island-wide, regional and international accessibility of information on the Public Sector Modernisation Programme, making use of all communication, including the maintenance of an on-line persona and presence;
* Develops and maintains effective working relationships with the international community – bi-lateral and multi-lateral agencies/international development partners to support the placement of the unit in the best possible position to negotiate effectively and gain support for modernisation programmes;
* Participates in audit evaluations to promote coordinated and effective implementation of modernisation objectives, disseminates impacts and outcomes in collaboration with the PSMD team and stakeholders.

**Required Knowledge/Skills/Competencies**

* Excellent planning, organising and analytical skills
* Excellent presentation, oral and written communication skills
* Excellent judgment, decision making and problem solving skills
* Effective interactions with public and private sector stakeholders, superiors, peers and subordinates to advance the work of the public service
* Excellent interpersonal and relationship building skills
* Knowledge of behaviour change communications
* Experience stakeholder engagement and relations management
* Application of new media technologies to stakeholder engagement
* Project planning and management skills
* Working knowledge of relevant computer applications and systems
* Ability to effectively work in a team

**Minimum Required Qualifications and Experience**

* Master’s Degree in Social Sciences, Communication, or Management.
* Additional training in corporate management, international business, policy development/evaluation.
* Five (5) years experience as a manager, with several years in a progressively senior management capacity.

Application accompanied by résumé should be submitted **no later than Friday, January 25, 2019** to:

Senior Director

Human Resource Development & Management (HRDM) Division

Office of the Prime Minister

1 Devon Road, Kingston 10

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Further details relating to the post may be obtained from the HRDM Division, Office of the Prime Minister/Office of the Cabinet. We thank you all for responding, however, only short-listed applicants will be contacted.