



**CIVIL SERVICE OF JAMAICA**

**JOB DESCRIPTION AND SPECIFICATION**

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Planning Officer</b>
<b>JOB GRADE:</b>	<b>GMG/SEG</b>
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Policy Planning and Development Division/ Planning, Performance Monitoring, and Evaluation Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Corporate Planner
<b>MANAGES:</b>	-

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

\_\_\_\_\_

## 1. JOB PURPOSE (Reason for Existence)

Reporting to the Corporate Planner, the Planning Officer is responsible for , coordinating the strategic and business plans, ensuring that these plans are prepared to the required quality and standards, also the integration of these plans which reflect strategic priorities for the Ministry.

In addition conducting research on developments that may impact the operations and programmes of the Ministry.

## 2. KEY OUTPUTS (Results, Deliverables)

- Planning guidelines produced;
- Planning processes implemented and made operational;
- Strategic and Business Plans reviewed and collated;
- Systems and procedures developed, documented and implemented;
- Technical advice and guidance provided;
- Research, forecasts and analyses conducted;
- Planning workshops conducted;
- Individual work plan aligned with Divisional and Ministry's Plans

## 3. KEY RESPONSIBILITIES (Activities, Tasks)

### A.) Management/Administrative Responsibilities

- Participates in the development of the Operational Plan for the Planning, Performance Monitoring and Evaluation Branch;
- Assists in developing and implementing mechanisms for the monitoring and reporting on the Ministry's Business and Operational Plans.

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- Provides technical advice to the Ministry and its agencies and departments on aspects of the planning process;
- Prepares individual work plan in accordance with the Operational Plan of the division.

## **B.) Technical/Professional Responsibilities;**

- Assists in developing and issuing of planning procedures, guidelines, manuals and templates to Divisional heads and agency chief executives, to ensure conformity and consistency in the preparation of plans;
- Participate in the development and implementation of systems and procedures to guide the planning process
- Ensures that plans meet the standard logical framework;
- Establishes and maintains the planning cycle as recommended by the PEMES framework;
- Establishes period for review of plans and arranges for review;
- Reviews and collate strategic and business plans for the Ministry;
- Reports on the progress of plans and updated plans;
- Maintains the Ministry's database of all relevant plans (Strategic and Operation);
- Provides technical advice and direction to the planning process to ensure that Divisions, Branches/Units, Regional Health Authorities, Agencies and Departments plans are in alignment with the Ministry's goals and objectives;
- Ensures that sufficient information and communication systems are in place to guide the planning process;
- Forecasts and analyse external variables of importance and integrate these into the planning process;

- Conducts research and report on social and economic developments impacting on the feasibility of the operations and programmes of the Ministry;
- Provides data and statistics to guide recommendations for developmental changes, and to inform the ministry's business plan;
- Conducts planning process workshops.

**C.) Other Responsibilities:**

- Performs any other related duties as assigned from time to time.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Provision of relevant guidelines, manuals, template, to effectively participate in the planning process are in accordance to set standards;
- Planning processes implemented in accordance with established guidelines and timeframes ;
- Strategic and business plans reviewed and collated in a timely manner;
- Systems and procedure developed, documented and implemented are accurate, current and relevant;
- Technical advice and guidance provided to support the development of the Ministry's strategic and business plans are timely, sound and relevant;
- Comprehensive research, forecasts and analyses conducted within a specified period and in accordance with established standards;
- Planning workshops conducted as required in accordance with established standards within a specific period;
- Individual work plan aligned with Divisional and Ministry's Plans
- Confidentiality of information obtained on the job is maintained.

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## 5. INTERNAL AND EXTERNAL CONTACTS

### i) Internal

Director, Policy, Planning and Development	Receive instructions on priorities and expected results; Provide information and advice on the planning process
Director, Planning, Performance Monitoring and Evaluation	Receive instructions on priorities and expected results; Provide guidance in the development of framework for monitoring and evaluation and key indicators
Corporate Planner	Receive instructions on priorities and expected results; Receives guidance and information on the planning process; Work assignments
Chief Medical Officer and other Senior Managers	Matters relating to the planning process;
Chief Executive Officers in the Regional Health Authorities, Agencies and Departments	Provide technical advice and direction to the planning process. Receive feedback

### ii) External Contact

Contact	Purpose of Communication
Cabinet Office	To obtain updates on monitoring and evaluation To submit information, data and reports
PIOJ, STATIN	To provide/share information and receive guidance

## 6. REQUIRED COMPETENCIES

### Core

- Strong presentation, oral and written communication skills;
- Good interpersonal skills;
- Good Analytical and problem solving skills;
- Good decision-making and critical thinking skills;

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- Good networking and relationship-building skills;
- Good planning, organizing, time management and reasoning skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Good skills in teamwork and cooperation;
- Ability to work on own initiative;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships;
- Ability to analyse and interpret data/information;
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

#### **Technical**

- Sound knowledge of Government's regulations and procedures;
- Strong knowledge of the Ministry's policy and planning processes;
- Knowledge of strategic and business planning, processes and procedures;
- Knowledge of planning techniques;
- Sound research skills;
- Experience and knowledge of data collection, analysis and reporting;

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- Proficiency in the use of statistical (SPSS) and other relevant computer application.

#### **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- A BSc degree in Economics, Management or the Social Sciences;
- Four (4) years progressive experience in statistics/health planning/or health related discipline;
- Any equivalent combination of education and experience

#### **8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Required to work beyond normal working hours as the need arises;

#### **9. AUTHORITY TO:**

- Conduct research on health planning issues;
- Recommend changes to the strategic and business plans

#### **10. WORKING CONDITIONS**

- Normal office conditions;