



AUDITOR GENERAL'S DEPARTMENT

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: DIRECTOR, CORPORATE PLANNING & PUBLIC EDUCATION

JOB GRADE: AUGD/AGS 8

POST NO: 64303

DEPARTMENT/UNIT: Corporate Services/Corporate Planning

REPORTS TO: Director, Corporate Services

MANAGES: Corporate Communications Officer AUGD/AGS 5

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:

Employee

Date

Head of Department/Division

Date

Received in Human Resource Division

Date Created/Revised

REVISION DATE: February 2025

JOB SUMMARY

The position is responsible for executing the AuGD's strategic planning processes, public education programmes, social media management and communication functions. It includes responsibilities as Risk Coordinator, preparation and review of departmental policies, and coordination of Cabinet submissions, ensuring the effective streamlining of each function in delivering the Department's mandate.

GUIDING PRINCIPLES

Confidentiality	Integrity	Fairness	Accountability	Transparency
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CENTRAL LEGISLATIVE FRAMEWORK

The Jamaican (Constitution) Order in Council (Act), 1962	The Financial Administration & Audit Act, 2011 The Financial Administration & Audit (Amendment) Act, 2016	The Public Procurement Act, 2015	Access to Information Act, 2002
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OTHER POLICY DOCUMENTS

Vision 2030 Jamaica	GoJ's National Development Plan	AuGD's Strategic Business Plan
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KEY OUTPUTS AND DELIVERABLES:

OUTPUTS	DELIVERABLES
Strategic Business Plan	<ol style="list-style-type: none">1. Strategic Planning processes engaged.2. Stakeholders engaged.3. Risk Management Framework & Risk Registers prepared and monitored quarterly.4. Strategic Business Plan completed.5. Quarterly Reviews scheduled & Report generated
Performance Monitoring Mechanisms	<ol style="list-style-type: none">6. Corporate performance tracked.7. Management Committee updated.8. Project management support provided.9. Stakeholder analysis & audit surveys done.10. Reports on findings generated
Communications Programmes	<ol style="list-style-type: none">11. Communication framework designed.12. Public Education programme developed and evaluated.13. Media Relations Programme implemented.

	14. Social Media platforms engaged
Risk Coordination	15. Risk Management Framework developed and monitored
Documentation and Policy Review	16. Documentation and Information Management Unit effectively managed. 17. Departmental policies reviewed and prepared. 18. Cabinet Submissions prepared and within established timeframes.

KEY RESPONSIBILITY AREAS

A. Technical/Professional Responsibilities

Corporate Planning, Monitoring & Evaluation

1. Coordinates the development of the Strategic Business Plan and Annual Operational plans; provides guidance and support to Divisional and Unit Heads in preparing plans as necessary.
2. Develops the strategic planning framework to support the AuGD's planning functions ensuring consistency with other management processes and Government of Jamaica Planning and Evaluation Guidelines.
3. Prepares Risk Management framework and Risk Registers to identify, eliminate or minimize risks that may affect the achievement of the AuGD's strategic goals .and monitor each bi-annually.
4. Conducts research to facilitate the development of the Business and operational plans and identify policy options, as required.
5. Implements an AuGD work-plan development process to support the Division's planning processes.
6. Assesses plans from Divisions/Units for conformity with established policies, directives and overall strategic objectives.
7. Monitors and provides updates on initiatives being implemented in the Department.
8. Sets appropriate performance and service standards, defines risks to the policy agenda and develops appropriate KPIs at the corporate and departmental levels to track key performance areas.
9. Integrates and aligns unit budgets into the Strategic Plan

10. Develops and implements relevant performance management and reporting systems (e.g., management dashboard) and business analytics processes, to track corporate performance and strategy implementation.
11. Monitors the organization's performance based on KPI's, identifying any deviations and/or amendments required and provide insights to the Executive Management Committee in a timely manner.
12. Provides project management support to units as required and secretariat support for planning meetings.
13. Evaluates current network for effectiveness and relevance to achieving the AuGD's strategic goals.

Risk Coordination

14. Identifies and assesses risks that could impact the organization's strategic and operational goals.
15. Develops risk mitigation strategies and contingency plans to reduce risk exposure.
16. Monitors the internal and external risk environment to identify emerging threats.
17. Maintains the AuGD Risk Register and updates it with new risks, assessments, and mitigation plans.
18. Prepares reports on risk management activities for senior management and the Executive Management Committee.
19. Conducts training sessions and awareness programs to foster a risk-aware culture within the organization.
20. Leads the review and development of the AuGD's Risk Management Framework, policies, and guidelines to ensure compliance with national and international standards.

Public Education and Communication

21. Develops communications framework to guide interaction between Department and the General Public.
22. Develops and implements an effective public education programme to create awareness on the role and functions of the AuGD; monitors the effectiveness of programmes and makes adjustments as necessary to achieve desired results.
23. Develops and implements policies and procedures to guide internal and external communication on the affairs of the Department.

24. Leads the planning and coordination of an internal communication programme to satisfy the information needs of staff.
25. Recommends and implements initiatives to improve internal and external communication.
26. Leads in the design and coordinates the implementation of the Department's media relations programme; monitors to ensure that the Department complies with Media Monitoring and Relations standards as well as Media Policy.
27. Prepares speeches and other communiqué; coordinates speaking engagements and media activities for the Department and ensures the content of public communication is consistent with the Department's corporate policies and government guidelines.
28. Monitors the media and provides feedback to the Leadership team on matters of interest to the AuGD and coordinates media interviews for the purpose of keeping the media informed of the correct information.
29. Participates in meetings, workshops, trainings, and seminars (e.g. workshops, district committees, seminars, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions
30. Compiles data from a wide variety of sources (e.g. staff, MDAs, professional groups, media, etc.) for the purpose of analyzing issues and managing stakeholder needs.

Policy Development and Review

31. Leads the review, development, and implementation of departmental policies, ensuring they are consistent with the government's legislative framework, strategic goals, and operational needs.
32. Collaborates with internal and external stakeholders, including divisional heads and government agencies, to ensure policies are practical, effective, and aligned with best practices.
33. Conducts periodic reviews of existing policies to reflect changes in legislation, organizational priorities, and external environments.
34. Develops mechanisms to ensure staff are adequately informed about new or updated policies and provides training or support to facilitate implementation.
35. Monitors the implementation of policies, gathering feedback and evaluating their impact on departmental efficiency and compliance with government standards.

Cabinet Submissions

- 36. Manages the end-to-end process of preparing Cabinet submissions, ensuring that proposals, reports, and other documents are thorough, accurate, and presented within the established timelines.
- 37. Collaborates with relevant divisions to gather input, conduct research, and draft Cabinet submissions that effectively communicate the department's position and objectives.
- 38. Reviews submissions for clarity, coherence, and alignment with government priorities, ensuring that they meet the required standards for Cabinet documentation.
- 39. Acts as the primary liaison between the AuGD and the Cabinet Office or other governmental bodies to address inquiries, provide additional information, and respond to feedback on submissions.

Other Responsibilities

- 40. Represents the organization at meetings, conferences and other forums as required.
- 41. Performs other related duties as may be assigned.

PERFORMANCE STANDARDS

- Strategic Plans and Reports are prepared and submitted within established time frames.
- Annual Budget is prepared in accordance with deadline given.
- Procurement activities conform to policies and procedures.
- Corporate planning strategies are achieving the desired results.
- Public Relations Programmes are effective and in line with business goals.
- Risk Management strategies are effective and reported as required.
- Comprehensive and up-to-date departmental policies that align with government regulations and strategic goals.

REQUIRED CORE COMPETENCIES

Strategic Planning	Alignment & Results	Communication & Collaboration	Monitoring & Evaluation
Leadership & Coaching	Strategic Networking	Risk Analysis & Mitigation	Planning & organising

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Business Administration, Public Administration, or related field from a recognized University.

- Postgraduate training would be an asset.
- At least five (5) years' experience, three (3) of which should be in Strategic /Corporate Planning
- In-depth knowledge of the philosophy, processes and practices associated with corporate performance measurement and reporting.
- In-depth knowledge and understanding of the legislation, organization, strategic direction, policies and programs of the AuGD.
- Knowledge of the social, cultural and economic environments for effective Public Education programmes.
- Any equivalent combination of qualification and experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical Office environment.
- Required to work beyond specified working hours and be on call in cases of emergency.
- Exposure to highly confidential information.

AUTHORITY

- Approves expenditure with established limits.
- Coordinates with the Media on AuGD interviews.