



We invite all suitably qualified candidates to apply for the post of **Manager, Strategic Planning (GMG/SEG 3)**

Salary Range: \$ \$5,198,035- \$6,990,779 per annum

Job Purpose

The incumbent supports development and execution of the Authority's Strategic and Operational Plans, Budget as well as the preparation of work plan preparation across Units incorporating the tracking and analysis of performance.

Strategic Focus

- To ensure that the Authority's plans, budgets, and periodic reviews of performance against plan are submitted in the right format at the right time.
- To annually develop top-down, target driven (pro forma) financial model of the Authority's operations under agreed environmental scenarios.
- To administer the workflows associated with the Authority' planning, budgeting, and reporting processes, ensuring that quality standards are met.

Qualifications & Experience

- Undergraduate degree in Management, Business or Public Administration, Certified Management Accountant (CMA) or equivalent qualification
- Minimum Five (5) years of progressive experience in a business analysis, business planning and reporting role
- Experience in facilitating participative planning workshops
- Training in Strategic Management
- Sound business background

Specific Knowledge & Skills

- Facilitation skills and facilitated planning
- Capital Budgeting using DCF techniques
- The Project Management Body of Knowledge
- Competent in Microsoft Word, Excel and PowerPoint, especially in the data management functionality of Excel

Job Duties and Responsibilities

To ensure that the Authority's plans, budgets and periodic reviews of performance against plan are submitted in the right format at the right time.

- Drafts the JSEZA planning and reporting calendar for each operating year
- Guides the progress of work in relation to the operational plans and management reports, identify barriers to success and recommend strategies/activities to overcome them where necessary;
- Coordinates the documentation and submission of the Authority's Plans and Budgets
- Works with JSEZA Leadership to sign off the Authority's Performance Commitment framework and AOP
- Assists and guides the preparation of Unit Workplans
- Manages the preparation of monthly executive reports, and quarterly and annual reports on the Authority's overall performance.

To annually develop top-down, target driven (pro forma) financial model of the Authority's operations

- Supports the organization in developing justifications for major JSEZA Strategic Initiatives.
- Designs corporate, operational planning and monitoring processes and procedures for priority setting
- Conducts analysis of each Department's Performance and identifies improvement areas
- Issues monitoring and evaluation guidelines to Division/Unit Heads within the Department and conduct reviews to ensure compliance to established standards.
- Performs the "Finance Check" to ensure the economic viability of all Strategic Initiatives proposed for inclusion in the Authority's AOP and budgets.
- Assists the Authority Planning Review Committee in prioritising and selected Initiatives to be funded for each planning period
- Develops and runs a financial model of the Authority's operating to create a top-down, pro forma view of the Authority's operation assuming that the performance targets in the Authority's Strategic plans are achieved
- Slices the Authority Model into Function/Department models that provide the basis for the sign-off of Performance Commitments and provide targetting for the development of "bottoms-up" budgets for Business-As-Usual activities and Strategic Initiatives
- Collaborates with Divisional/Unit Heads in identifying research needs in relation to their Division/Unit operations and programmes/projects being implemented.
- Supports the preparation and sign-off of Performance Commitment agreements prior to the development of "bottoms-up" budgets by Directorates, Branches and Units

To administer the workflows associated with the Authority' planning, budgeting and reporting processes, ensuring that quality standards are met

- Collaborated with Finance to provide the process and technology for development of detailed bottoms-up budgets for the agency's Business-As-Usual budgets
- Ensures that there is appropriate documentation of the planning processes and that accountable managers are trained in and are clear about their roles in the process
- Monitors the performance of key process actors to ensure that timelines and quality standards are met
- Analyses draft plans against the Authority's Performance Commitments to ensure that they reflect the organisation's strategic objectives, providing the basis for sign-off by Authority Management or for further work to be done
- Coordinates the realignment of the Authority's plans with the budgetary allocations facilitates the re-prioritisation of Business-As-Usual activities and Strategic Initiatives and documents the final/approved plans and budgets for the Authority
- Supports review of performance against targets for all Performance Indicators in the Authority's Performance Commitment framework and highlights performance areas that must be explained by Accountable Managers during monthly Business Review meetings
- Supports the monitoring and evaluation of the Authority's Strategic Initiatives to ensure that targets are met or adjusted in a timely manner.
- Manages the process for developing Revised Forecasts of the plan and administers the actual process
- Completes own performance self-assessment

Demonstrate Leadership and Commitment to the Quality Management Systems Policy

- Committing to continual improvement and updating of the Quality Management Systems Policy
- Communicates the Quality Management Systems Policy and ensuring it is maintained as documented information, understood, and applied within the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate.
- Ensuring the promotion of customer focus throughout the organization aligned with the Authority's Quality Management Systems Policy.

To development of a strong and capable team

- Agrees on tasks and targets for Direct reports
- Manages performance of team members on an on-going basis
- Ensures that the Activities and Initiatives of the unit are adequately resourced

Applications accompanied by résumés should be submitted **no later than Thursday, 13 February 2025 to:**

**Director, Human Resource Management & Development
Special Economic Zone Authority
13 Waterloo Road
Kingston 10**

Email: hrunit@jseza.com

Please note that only shortlisted applicants will be contacted.