**CAREER OPPORTUNITY**

The **Jamaica Bauxite Mining Limited** invites applications from suitably qualified persons to fill the vacancy of:

**STRATEGIC PLANNING, PERFORMANCE MONITORING & EVALUATION MANAGER**

The successful candidate will oversee the formulation and implementation of plans, policies and processes while ensuring consistency, quality, and compliance in the business and service functions of the company.

**MAJOR RESPONSIBILITIES INCLUDE:**

* Guide the implementation of corporate and operational planning and performance monitoring processes across the Company.
* Coordinate corporate planning process; provide strategic direction to the planning process to ensure that divisional and unit plans are written in conformance with set criteria and in alignment with organizational mission, vision, goals and objectives.
* Prepares annual report and ensures timely submission to the Parent Ministry and MOF.
* Contribute to the evaluation and development of strategy and performance in cooperation with the executive team.
* Prepare corporate plan; ensuring integration of the planning and budget processes and also that the plans are consistent with and contribute to strategic priorities.
* Compile annual reports and performance reviews of the company for submission to the relevant Government entities.
* Monitor, review, and coordinate policy revision; monitoring and reporting on systems in place to ensure that policies are implemented; and to assess usage and response.
* Assess the company’s operational and strategic performance.
* Analyze external and internal environment to identify threats and opportunities.
* Provide support and insight into significant organizational changes.
* Construct forecast and analytical models.
* Manage all strategic and management logistics to prepare and submit Corporate Plan to MOFPS.
* Conducts risk assessments, collecting and analyzing documentation, statistics, reports, and market trends.
* Reviews and assesses risk management policies and protocols; makes recommendations and implements modifications and improvements.
* Recommends and implements risk management solutions such as insurance, safety and security policies, business continuity plans, or recovery measures.
* Reviews and analyzes metrics and data such as cash flow, inventory, breakage, and employee activity that could uncover fraudulent behavior.
* Adopt Corporate Governance as a part of JBM’s regime.
* Ensure Code of Ethics is communicated to Management Team and ingrained throughout the company.

**REQUIRED COMPETENCIES**

* Excellent presentation, oral and written communication skills.
* Excellent interpersonal and leadership skills.
* Excellent research and analysis skills.
* Sound knowledge of the Companies Act and other relevant legislations.
* Skills in drafting reports and plans.
* Management experience and team building skills.
* Process design and implementation skills.
* Competencies in computer analytical systems.
* At least a basic knowledge of corporate and securities law.
* Thorough understanding of policies and best practices of risk management.
* Excellent problem-solving skills.
* Excellent organizational skills and attention to detail.
* Proficient with Microsoft Office Suite or related software to prepare reports and policies.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

* Master’s Degree in Public Administration or Public Sector Management or Business Administration or related discipline from an accredited tertiary institution.
* Professional certification in Corporate Services, Corporate Planning, or Strategic Planning.
* At least three years’ experience in a similar position.

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**CLASSIFICATION & REMUNERATION**

This position is classified at Pay Band 10 with a salary of $5,597,715.00 pa.

Please forward curriculum vitae by January 20, 2024 to:

**The Senior HRM & General Administration Manager**

**Jamaica Bauxite Mining Ltd**

**P.O. Box 33**

**Ocho Rios, St. Ann**

**or**

**jobs@jbm.gov.jm**

We thank all participants for their interest; however, only shortlisted persons will be contacted.