

JOB TITLE: HEAD, STRATEGIC MANAGEMENT DEPARTMENT Guyana
Fire Service

JOBID: T3394
Old JOB Number: 0

REPORTS TO: Chief Fire Officer

Date revised:

MINISTRY/DEPARTMENT: MINISTRY OF HOME AFFAIRS

PURPOSE: To manage the implementation of the Strategic Plan and consolidate the strategic planning/management processes.

KEY OUTPUTS:

- Documented and disseminated Strategic Management processes.
- Updated Strategic Plan.
- Guidelines for aligning Departmental Plans with overall Strategic Plan.
- Updated Communication Plan.
- Weekly/fortnightly progress briefs.
- Consolidated monthly Progress Reports.
- Proposals and consolidated Evaluation Reports.
- Up-to-date minutes of the meetings of the Ministry's Strategic Planning Steering Committee.

RANGE OF ACTIVITIES:

- To guide, coordinate and supervise the staff of the Department in the discharge of their duties, and identify analytical skills which will be needed by the various teams to improve their operations.
- To develop and implement mechanisms to monitor and continuously assess progress of the implementation process, and in collaboration with Departmental staff, develop proposals for additional Key Performance Indicators or Specific Performance Indicators to measure the success as per milestone goals of the strategic plan.
- To ensure that approved target dates are pursued and achieved, and support the Department in its pursuit of implementation effectiveness by resolving bottlenecks in a timely manner and supporting the interactions of the Department both internally and externally.
- To conduct in-house reviews of specific processes considered key to success and which may be suggested by the Strategic Planning Steering Committee, such as process mapping, reviews and recommendations.
- To work with Programme Heads to ensure that the activities and the Annual Work Programme are aligned with the Strategic Plan, and assist them in linking the everyday work activities of their subordinates with the Strategic Plan to ensure clarity
- To identify training needs/interventions and organise with the Human Resources Department for capacity building programmes.
- To develop meetings and Agendas for the Steering Committee, and to identify issues which need the attention of the Oversight Body for resolution.
- To identify any additional strategies or objectives which may emerge from the interactions of Departmental staff with internal and external stakeholders, and organise discussion sessions so that implications for further changes are considered and taken on board, adjusting the plan as necessary.
- To update vision, mission and value statements and set forth additional strategic goals, in collaboration with the Strategic Planning Steering Committee

- To define and propose other structural configurations so as to enable the smooth implementation of the Strategic Plan.
- To assist in the mobilisation of resources to implement the Strategic Plan by identifying non-traditional sources, participating in exploratory meetings with funding agencies, and clearing proposals with the Minister of Home Affairs and Minister of Finance.
- To coordinate with the Finance/Budget Personnel to ensure the allocation of adequate resources for the annual implementation of the Strategic Plan in the Annual Budget.
- To function as Secretary to the Strategic Planning Steering Committee.
- To garner feedback and input from all categories of staff, in collaboration with the Technical and Public Relations Officers, by having periodic discussions at various levels and forums,
- To garner external perceptions from surveys and informal meetings with relevant stakeholders and other collaborating institutions, using this information to refine the Strategic Plan as necessary.
- To identify organisational barriers to the accomplishment of goals, and determine strategies and seek requisite approvals to guide the organisation through these and other implementation issues that may emerge from time to time.
- To organise periodic strategic thinking discussions at ongoing Strategic Planning Steering Committee meetings and present proposals for longer strategic planning retreats.
- To perform any other related duties for the smooth functioning of the department

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Master's Degree in Public/Business Management, Strategic Management, Policy Analysis or Development & Evaluation from a recognised University PLUS a minimum of eight (8) years relevant management experience, three (3) of which should be at a senior level.

OR

- A Bachelor's Degree in Public/Business Management, Strategic Management, Policy Analysis or Development & Evaluation from a recognised University PLUS a minimum of ten (10) years relevant management experience, five (5) of which should be at a senior level.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- This job requires that the incumbent be knowledgeable of the content of the Strategic Plan, its implementation imperatives as well as the attitude of the work force to change. Decisions require sound knowledge of the socio-economic, cultural and political environment, as the incumbent will be required to advise both the Minister and Permanent Secretary on solutions that will ensure the best outcomes from both operation and policy perspective. Decisions will therefore impact on intra and inter-organisational relations, as well as on the beneficiaries of the organisation's service delivery. An error in judgement can have national security related implications.

RESOURCE MANAGEMENT:

- He/she is responsible for all cash/equipment entrusted to his/her care and all staff under his/her supervision.

COMMUNICATIONS: This position requires a high level of interaction across hierarchical levels both within and outside of the justice administration system. The incumbent interacts mainly with Senior Government Officials, NGOs as well as the Private Sector. Excellent oral and written English is therefore required.

WORKING CONDITIONS: Normal working conditions

PREPARED BY: SPO

CHECKED BY: PPO