



**UNIVERSAL
SERVICE FUND**

CORPORATE PLANNER

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The Universal Service Fund invites applications for the position of Corporate Planner. The Corporate Planner is responsible for leading the forward planning process of the Fund in the development of its strategic, corporate and operational plans within the context of the Fund's role and mandate; monitor and track operational performance against corporate plan/ operational plan to ensure planned targets and objectives are achieved within agreed timeframe; in accordance with budget and strategic plan; lead the Fund's strategic partnership efforts and provide research support to the Fund in carrying out its mandate.

CORE RESPONSIBILITIES

- Lead the Fund Strategic Planning process – research, coordinate and compile performance data; as well as develop framework for the development of the Fund's strategic, corporate and operational plans; as well as budget.
- Coordinate the quarterly evaluation of the Fund's performance in achieving its objectives in accordance with Strategic/ Corporate Plan and development of corporate strategies for improvement.
- Oversee and ensure the development of a research mechanism to provide information and analysis to support the policy and planning functions in particular and the overall work of the Fund in general.
- Provide guidance/ advice on projects, and performance against Strategic and Operational Plans.
- Work in conjunction with the sub-committee of the Board and the management team in developing a list of priority programs to guide the Fund's planning.
- Establish outcome indicators to facilitate strategic planning and guidance in the preparation of department/ divisional operational plans.
- Develop and employ policy, economic and financial trend models in the assessment of department's performance and the projects undertaken by the Fund.
- Manage, grow and develop strategic partnerships both existing and new. This includes leveraging current key partnerships whilst building and assessing a pipeline of new partners to support the Fund's mandate.
- Monitor the performance of Departments in respect of operational targets and advise on performance including shortfall against operational plan. Make recommendations to the management team for improving performance monitoring and reporting systems.
- Monitor and evaluate Universal Service Fund's performance against the Corporate Plan and make recommendations to correct deficiencies identified.
- Prepare and respond to queries relating to the Fund's Performance against corporate/ operational plan at the Quarterly Strategic Review meetings at portfolio Ministry.
- Continuously scan the internal and external environment to identify opportunities for projects, which will assist the Fund to effectively achieve its long and short-term objectives. Leads the development of project proposals and collaborate with other Ministries/Agencies for development and implementation where required
- Establish policies and procedures for the implementation, monitoring and evaluation of projects undertaken by the Fund and ensures reporting requirements of all stakeholders/partners are met.
- Oversee and ensure the effective management and evaluation of project implementation in accordance with plan. Monitor critical paths and adopts a proactive approach to highlighting and initiating corrective action in cases of delay or any other situations which may affect the timely completion and /or achievement of project objectives.
- Plan, administer and coordinate the Fund's Special Projects portfolio.
- Facilitate the identification of risks throughout the Fund, develop, report and monitor formats on risk management issues and develop methodologies for the assessment of risks throughout the organization.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Operations / Public Policy/Public Sector Management/ Business or Public Administration, or related equivalent from an accredited institution
- Certification in Project Management from a recognized institution.
- Strategic & Corporate Planning Certification
- Five (5) years working experience with three (3) years in strategic/ corporate planning at the middle/senior management level
- Working Knowledge of the logical framework and project management/ monitoring
- Sound knowledge of strategic planning principles and practices
- Sound knowledge of programme monitoring and evaluation techniques
- Sound knowledge of relevant computer applications including word processing and spreadsheet applications
- Sound Knowledge of budget/ accounting principles and practices and research techniques
- Excellent team skills and ability to work with a range of colleagues across a diverse team
- Ability to effectively prioritize and execute tasks within a high-pressure environment

Ownership of a reliable motor vehicle approved for use on corporate business is a requirement.

Submit applications no later than **Friday, April 22, 2022** to:
hr@usf.gov.jm or

**The Human Resource/ Administration Manager
Universal Service Fund
4th Floor, PCJ Resource Centre
36 Trafalgar Road,
Kingston 10**

The Universal Service Fund (USF), an agency of the Ministry of Science, Energy and Technology is a statutory body with a mandate for discharging the government's responsibilities for universal ICT services under the Telecommunications Act. The USF has the responsibility to collect and manage the Universal Service Obligation Levy imposed on incoming international telephony calls.

We extend our appreciation to all applicants; however, only shortlisted applicants will be contacted.