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# COURT ADMINISTRATION DIVISION

## CAREER OPPORTUNITY

The Court Administration Division (CAD) invites **qualified persons** to fill the post of **Director Corporate Planning and Performance Monitoring (GMG/SEG 3)** (Vacant), salary range \$5,198,035.00 - \$6,990,779.00 per annum and any allowance(s) applicable to the post.

### **JOB PURPOSE (reason for job existing)**

Under the direction of the Senior Director (GMG/SEG 4), the Director Corporate Planning and Performance Monitoring (GMG/SEG 3), directs the planning / activities designed to support the development of strategic, corporate and operational plan for the Judiciary in accordance with GOJs policy, objective and guidelines. The incumbent leads a team to the capacity of the Judiciary to plan effectively and ensure performance. The incumbent is also responsible for the development of key performance indicators for the Judiciary, manages and reports on the implementation of corporate and operational plan objectives and targets by the Court Administration Division, and provides advice and guidance within Court Administration Division and the Judiciary.

### **KEY OUTPUTS (results, deliverables)**

- Corporate and operational planning framework.
- Corporate and operational planning tools developed and applied.
- Corporate and operational plans prepared.
- Performance management framework.
- Performance monitoring and evaluation tools developed and implemented.
- Performance and other analytical reports.
- Risk Management and mitigation framework developed and implemented.
- Reports for Director Court Administration (DCA) and the Chief Justice
- Corporate Plan tabled in House of Parliament.
- Operational objectives established.
- List of the Judiciary priority programmes developed.
- Performance criteria developed.
- Performance reports produced
- Annual reports prepared.

### **KEY RESPONSIBILITY AREAS**

#### **Managerial/Administrative Responsibilities**

- Guides by the Judiciary's strategic plans, develops a Performance, Monitoring systems.
- Develops Performance Criteria for use in the assessment of the Judiciary's programmes and projects;
- Devises a set of Operational Objectives to guide the operations of the Corporate Planning and Performance Monitoring Section;
- Develops work plans and schedules for staff.
- Directs and oversees the preparation of reports.
- Prepares operational reports.
- Convenes and participates in meetings relevant to role and function of the unit.

#### **Technical/Professional Responsibilities**

- Develops the framework that guides the development of Judiciary's strategic, corporate and operational plans.
- Develops in conjunction with the Directors, the annual and quarterly list of Judiciary's priority programmes.

- Participates in data gathering exercises designed to inform the Judiciary's Strategic Plan.
- Coordinates the preparation of corporate and operational plans by the Judiciary.
- Monitors the quarterly and yearly reviews of the plans to ensure consistency with Judiciary's objectives.
- Participates in training workshops to guide Ministry personnel in the preparation of corporate and operational plans.
- Participates in the reviews and analysis of the performance of the Judiciary in relation to the Ministry of Justice's strategic, corporate and operational plans.
- Participates in the preparation of MoJ's performance reports.
- Prepares and presents reports on the progress of Judiciary priority programmes.
- Overseas research, analyses findings and prepares reports on the efficiency and effectiveness of the Judiciary's, programmes and projects.
- Researches and reports on sector, economic and international developments impacting the viability of Judiciary operations and programmes.
- Researches and reports the level of stakeholders and client satisfaction with CAD products and services.
- Establishment and maintenance of an effective Performance Monitoring System.

### MIMIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Planning and Development, Project Planning or Management Studies with a strong research component. or A relate Master's Degree is advantageous.
- Training in strategic/corporate planning, performance evaluation and/or performance management;
- Eight (8) years working experience with Four (4) years at middle or senior management level.

Applications accompanied by resume should be submitted **no later than Tuesday, March 31, 2026**  
to:-

Senior Director, Human Resource Management and Administration  
Court Administration Division  
8<sup>th</sup> Floor, The Towers,  
25 Dominica Drive  
Kingston 5  
Email: [hrma@jamaicajudiciary.gov.jm](mailto:hrma@jamaicajudiciary.gov.jm)

Please note that we thank all for responding, but only short listed applicants will be contacted.