

JOB TITLE: PROGRAMME MANAGER, STRATEGIC MANAGEMENT DEPARTMENT,
MOHA

JOB ID: T3395

Old JOB Number: 0

REPORTS TO: HEAD, STRATEGY IMPLEMENTATION UNIT

Date revised: 2013-07-08

MINISTRY/DEPARTMENT: MINISTRY OF HOME AFFAIRS

PURPOSE: To implement and review the Ministry's Strategic Plan.

KEY OUTPUTS:

- Monthly progress reports.
- Up-to-date key performance indicators database.
- Update Five Year Plan/Annual Plans.
- Timely Early Alert System and Risk Management Reports.

RANGE OF ACTIVITIES:

- To coordinate the work of the various departments to ensure that Ministry-wide initiatives are reflective of the Ministry's Strategic Plan, consistent and cohesive across the entire Ministry and visible in the annual work plans and related Annual Estimates of Expenditure.
- To ensure the annual evaluation of the implementation of the Strategic Plan, and any required updates to the said plan, are carried out in a timely manner and the wider Ministry and other relevant stakeholders are informed of its progress.
- To maintain an annual schedule regarding the various phases of the Strategic Planning process and enforce the implementation to ensure that the strategic management culture becomes firmly entrenched in the Ministry.
- To liaise with the Head, Strategy Implementation Unit and the Strategic Planning Committee to decide and confirm the performance indicators in the five (5) year Action Plan that will become for the ongoing process of tracking and evaluating progress.
- To collect baseline data for all of Ministry of Home Affairs performance indicators listed in the Results Matrix/Five Year Action Plan of the Strategic Plan, and periodically update such information. Also, to maintain a database of up-to-date information in order to provide top management an understanding regarding the progress of plans and targets in the year of execution.
- To prepare briefs and reports, and respond to requests for information regarding the implementation of the Strategic Plan.
- To manage the implementation of a Communication Strategy across the Ministry so as to maintain interest by employees and external stakeholders, thereby promoting continuous cooperation and 'buy-in' to the emerging and future reforms.
- To participate in the Division's conduct of stakeholder/public and user surveys undertaken from time to time by other Units of the department, aimed at capturing the perceptions of end-users in order to assess the continued relevance of plans, programmes and initiatives to the security expectation and realities in the society.
- To evaluate the impact of initiatives that are implemented from the Strategic Plan, especially as it relates to gender issues and needs, and provide related reports to the Head, Strategy Implementation Unit for transmission to the Strategic Planning Steering Committee.
- To identify, in collaboration with other units in the department, cross-cutting sector issues that are impacting the efficiency of the Ministry of Home Affairs, and make recommendations to senior functionaries such as the Head, Strategy Implementation Unit and Permanent Secretary for these issues to be considered as possible agenda items

for Sector round table discussions/meetings.

- To liaise with the Monitoring & Evaluation Unit (Ministry of Legal Affairs) in the justice sector to generate Monitoring & Evaluation Sector Reports.
- To provide guidance and supervision to subordinate staff of the Unit.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Master's Degree in Public Sector Management, Strategic Management, Monitoring & Evaluation, Policy Analysis & Evaluation, Project Management or related discipline from a recognised University PLUS eight (8) years experience in Public Sector reform.

OR

- A Bachelor's Degree in Public Sector Management, Strategic Management, Monitoring & Evaluation, Policy Analysis & Evaluation, Project Management or or related discipline from a recognised University PLUS ten (10) years experience in Public Sector reform.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The job requires a high level of independent technical decision-making since the position represents the operational 'focal point' in the implementation of the Strategic Plan. While there is another tier of accountability, the incumbent of this position is responsible for the day-to-day strategy implementation. Decisions therefore speak to both policy and operational issues and consequently demand technical know how in the area of strategic management and project management.

The incumbent will be involved, either alone or with the Head of the Unit, in scenarios of aid negotiation at local levels and must therefore be knowledgeable of all aspects of the Strategic Plan as well as the implications in identifying for the Ministry's consideration, one resource allocation solution over another. The impact of decisions that are made will affect the progress of the implementation, and ultimately, the quality and responsiveness of the Ministry of Home Affairs to the public. Sound analytical skills and good judgement based on quality assessments are therefore essential for the effective discharge of the responsibilities of this position.

RESOURCE MANAGEMENT:

- The incumbent will be responsible for the number of persons working as a team.

COMMUNICATIONS: This position requires a high level of interaction across hierarchical levels both within and outside of the justice administration system. In addition, the incumbent will be required to interact with persons from various donor organisations, senior government officials, NGOs as well as the Private Sector from time to time. Excellent oral and written English is therefore required to be able to negotiate as well as be persuasive in trying to sell the Ministry's improvement initiatives to other agencies so as to foster the collaboration/cooperation required for success.

WORKING CONDITIONS: Normal working conditions

PREPARED BY: SPO

CHECKED BY: PPO