

NON-STANDARDIZED

<u>JOB DESCRIPTION</u> CONTRACTUAL POSITION	
JOB TITLE: MANAGEMENT SPECIALIST	
JOB SUMMARY:	
The incumbent would provide coordinating support to managers for the implementation of corporate policies and systems in information services, human resources, finance and governance. The incumbent would also develop Ministry performance reports and provide a secretariat to support the Permanent Secretary in monitoring and managing matters directly under Ministerial responsibility.	
REPORTS TO:	Permanent Secretary or Deputy Permanent Secretary
SUPERVISION GIVEN TO:	Technical and Support Staff as required
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">▪ Assists in the formulation and implementation of policies and systems in areas such as information services, human resources, finance and governance, particularly related to the requirements of the Freedom of Information Act.▪ Develops and implements change management activities to facilitate the above.▪ Provides a secretariat for the Permanent Secretary to monitor and manage matters directly under Ministerial responsibility or requiring Ministerial approval and attention.▪ Communicates information and provides support to Divisional managers on policies, systems and events.▪ Develops reports, such as reports on Ministry Performance to Cabinet and Parliament and reports relating to the Freedom of Information Act.▪ Distributes information on the Ministry's performance.▪ Assists senior managers in the management and administrative functions of the Division or section.▪ Performs other related work as required.	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none">▪ Excellent knowledge of successful management practices.▪ Knowledge of and proven ability to develop effective information policies and systems.▪ Knowledge of Public Service structure and systems including human resources, financial management, procurement/tendering procedures, information systems.▪ Knowledge of modern and effective information storage and retrieval systems.

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SKILLS AND ABILITIES:	<ul style="list-style-type: none">▪ Proven ability to develop sound policies and systems that improve management effectiveness.▪ Proven ability to develop clear persuasive reports and presentations.▪ Excellent verbal, written and interpersonal skills.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none">▪ Degree in management, social sciences, accounting or relevant discipline.▪ Post-graduate qualifications in management.▪ Training in change management.▪ 7-10 years' experience in successfully coordinating the development and implantation of corporate policies and systems in information services, human resources, finance and governance.▪ 5 years' experience in working with Public Service structures and systems including information services, human resources, finance and governance.▪ Any equivalent combination of Knowledge Skills and Abilities, Qualifications and Experience.	