

CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION QUESTIONNAIRE

Ministry/Entity: Jamaica Anti-Doping Commission

JOB TITLE:	Director, Compliance
JOB GRADE:	GMG/SEG 3
POST NUMBER:	
DEPARTMENT:	Executive Office
REPORTS TO:	Executive Director
MANAGES:	Senior Monitoring and Evaluation Officer

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

STRATEGIC OBJECTIVES/PURPOSE OF THE DIVISION

1. As an integral part of senior management team of the Commission assist in the development of its corporate plan and strategies, providing management with solid compliance and evaluation management advice thereby facilitating the effective, efficient, and economical operations of the Commission.
2. To ensure that programmes and operations of the audit and risk management practices are prepared, conducted and maintained in line with the government guidelines as well as in accordance with the parent ministry's corporate plan, policy priorities and resource availability.
3. To maintain the strategic objectives of the commission by ensuring that expenditures are kept within budgetary limits and that there is:
 - High standards of performance within programmes.
 - Value for money is achieved in the management of audit, compliance and risk management programmes, policies and practices.
 - Projects are monitored, evaluated and completed on time and within budget.
4. To ensure the efficient, effective and economical utilisation of assets and other resources and highlight any deficiencies.
5. To ensure that the Commission has a proper and effective systems of internal control and that there is:
 - High standards of accountability and transparency; and
 - Full compliance with the relevant acts, regulations and circulars governing Commission's operations.
6. To ensure the accurate preparation and prompt submission of documentation and reports to external and internal users.
7. To manage the Division in the achievement of its objectives.

JOB PURPOSE

Under the general direction of the Executive Director, the Director, Compliance shall have the responsibility to oversee and manage:

1. Compliance to the ISO 9001:2015 and other systems and evaluates JADCO's programmes and processes by:
 - a. Developing, managing, implementing and maintaining the Compliance and Post Audit Programmes, providing strategies to ensure compliance, transparency and probity in the application of the Commission's standards, regulations, policies and laws, as they relate to the Commission's operations.

- b. Designing, developing, implementing and managing a comprehensive planning, reporting and accountability structure to provide a sound basis for expenditure management, Government reporting, and integrated management of the Ministry's activities; its process for tracking and reporting performance based on milestones and anticipated results; and developing its Business Plans.
- c. Monitoring and evaluating all systems and processes within the Commission, advising the Executive Director of possible risks.

KEY OUTPUTS

- Accurate investigation reports.
- Timely delivery of investigation reports.
- Investigation progress reports.
- Effect performance targets set.
- Compliance programmes developed and maintained.
- Monitoring and Evaluation programmes developed and maintained.
- Corporate, Strategic and Operational Plans, Budget for division prepared and submitted.
- Annual/Quarterly/Monthly/Periodic Reports prepared.
- Technical advice provided.
- Individual Work Plan developed.
- Staff Appraisal conducted.

KEY RESPONSIBILITY AREAS

Strategic

- Assists with the development of the Commission's strategic and operational plans and budget.
- Participates in the implementation of the Corporate Plan as well as quarterly reviews of the Commission's performance.
- Participates in the formulation and review of policies, as a member of the Commission's senior management team.
- Provides senior management team with advice pertaining to the ISO 9001 systems, projects, monitoring and evaluation programmes.
- Oversees the Commission's audit programme, projects and systems in the achievement of its objectives.
- Plans, directs and organises the work of the compliance and evaluation team and monitor the division's achievements against targets.
- Assist Division managers to improve their systems and processes by providing guidance on the set specific objectives, and the establishment of measures for monitoring output/performance to comply with standards.
- Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the systems of the Commission.
- Establishes and implement systems for reporting of work done against stated and agreed Work Plans for the unit.
- Establishes internal control processes required to manage and grow the division.

- Conducts research and recommend changes to policies, procedures and systems to enhance the functioning of the division.

Management/Administrative:

- Manages the development of the division's Corporate/Operational Plans, Budget and Individual Work Plans.
- Collaborates with other divisions to ensure quality, performance monitoring and reporting arrangements are integrated with arrangements for evaluation and compliance.
- Prepares Monthly, Quarterly, Annual and Special Reports on compliance and system management.
- Prepare and conduct presentations on the work of the division.
- Conduct training for others as the need arises.

Technical / Professional Responsibilities:

- Advise the Executive Director on compliance and evaluation policies in accordance with best practices and GOJ regulations.
- Oversee and manage the division's Quality Assessment Programme and any other activities associated with the administrative functions (Time Sheets, Evaluations etc.).

1. Monitoring and Evaluation

- Develops a Monitoring and Evaluation Plan, guided by the Commission's Strategic Plan as the framework for the monitoring and evaluation of the Commission's programmes and projects.
- Develops Performance Indicators for use in the assessment of the Commission's programmes and projects.
- Devises a set of Operational Objectives to guide the Monitoring and Evaluation of the Commission.
- Provides strategic leadership in developing, managing, and guiding the strategies for monitoring the divisions to ensure they operate in accordance with the requisite laws, regulations, policies and procedures.
- Develops Monitoring and Evaluation (M&E) frameworks and research plans to guide research and M&E activities pertaining to the Division.
- Develops and/or adapts practical monitoring and reporting tools for use in the various Division's.
- Develops and implements qualitative and quantitative analysis procedures to be used in the assessment of the Commission's programmes, policies and projects.
- Review reports/findings on all monitoring and evaluation exercises.
- Prepares official papers and submissions on monitoring and evaluation results in order to advise the Ministry and the Government; and informs and updates planning and policy development.

- Develops and implements evaluation techniques used to measure, design and improve the methods and standards utilized in developing Performance Indicators for the Commission's programmes and projects.
- Develops and implements a Monitoring and Evaluation System.
- Acts as the catalyst for improving and enhancing compliance in the Commission by developing on-going strategies which identify weaknesses in operating systems.
- Develops comprehensive strategies to correct weakness identified and appropriate monitoring mechanisms.
- Ensures that Monthly, Quarterly, Annual Monitoring and Evaluation Reports are prepared and submitted to Executive Director.

2. Compliance

- Develops and implements a compliance framework.
- Develops and monitors compliance standards and mitigation strategy framework.
- Directs and manage the in-depth analysis and identify issues of non-compliance.
- Developing corrective strategies to minimize non-compliance.
- Directs and manages plans, strategies and actions to recover lost or misappropriated assets belonging to the Commission and initiating the intervention of the appropriate Authorities, where necessary.
- Ensures accurate preparation and prompt responses to Auditor General, Internal Auditors and other External Auditors.
- Directs and manages the implementation of corrective action resulting from the post Audit Analysis of audit findings by the Auditor General, Internal Auditors and other External Auditors.
- Directs and manages scheduled compliance and post Audit reviews of divisions to monitor compliance with laws, regulations, practices, and procedures of the Commission.
- Develops training programmes to strengthen compliance of operational Systems of the Commission and to provide awareness of existing policies, procedures, laws and regulations.
- Ensures that the policies, procedures and systems guiding the operation of the Division are routinely reviewed, documented, updated and appropriate manuals filed electronically and in hardcopy.
- Oversee the development and analyses of projections and reports regarding the impact of any designated action on the Commission.
- Oversees the application of cost benefit analysis to programmes and activities and recommends relevant actions.
- Develop strategies for the establishing and enforcing policies and procedures.
- Providing trends and forecasts.
- Explaining processes and techniques and recommend actions.
- Recommends actions by analysing and interpreting data, making comparative analysis and studying proposed changes in methods, processes and/or material.
- Liaises with other investigative entities in matters involving the Commission.
 - Provides technical advice to internal and external stakeholders

- Ensures that Monthly, Quarterly, Annual Compliance Reports are prepared and submitted to Executive Director.

3. Customer Service:

- Maintains customer service principles, standards and measurements.
- Identifies and incorporates the interests and needs of customers in business process design.
- Ensures critical success factors are identified and meets expectations.

4. Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline.
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned.
- Evaluates and monitors the performance of staff in the division and implements appropriate strategies.
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews.
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Unit to ensure adequate staff capacity.
- Participates in the recruitment and training of staff of the division.
- Recommends training, promotion and leave in accordance with established Human Resource Policies and Procedures.
- Recommends/Effects disciplinary measures in keeping with established guidelines and practices.
- Updates job knowledge on issues of compliance by attending workshops, seminars and meetings.

5. Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

AUTHORITY

The incumbent has the authority to: -

- Access records relating to the JADCO.
- Communicate with internal and external stakeholders.
- Access approved administrative, financial and technical records.
- Determines staff promotion and training.
- Directs the work of the Division.
- Recommends leave for direct reports.

PERFORMANCE STANDARDS

- Corporate, Strategic and Operational Plans, Budget for the section prepared within established guidelines, resources and timeframes.
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data.
- Monitoring and evaluation (M&E) framework developed and maintained.
- M&E guidelines prepared, circulated and maintained.
- Compliance framework, guidelines, systems and processes established, implemented and maintained.
- Work plans conform to established procedures and implemented accorded to establish rules.
- Reports are evidence-based and submitted in a timely manner.
- Staff managed according to GOJ HR and other established practices and performance appraisals and reviews done and submitted in accordance to agreed timeframe and standards.
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

CONTACTS

(i) Internal

Internal Contacts	Purpose
Executive Director	<ul style="list-style-type: none"> • Receive guidance. • To ensure all requests received are managed appropriately. • To provide updates, request any additional information and make recommendations to changes in the processes of the Commission’s policies, procedures, operational, business, and strategic plans.
Divisional Heads and Staff	<ul style="list-style-type: none"> • To receive information. • Report on progress towards business objective and discuss future directions. • To comply with compliance activities and programmes. • To comply with monitoring and evaluation tools for information gathering. • Auditing of documentation. • Inspection of processes.
Contract Staff	<ul style="list-style-type: none"> • To comply with compliance activities and programmes. • To comply with monitoring and evaluation tools for

Internal Contacts	Purpose
	information gathering. <ul style="list-style-type: none"> • Auditing of documentation. • Inspection of processes.

(ii) External

External Contacts	Purpose
<ul style="list-style-type: none"> • Ministries, Departments and Agencies • Professional / Regulatory Bodies (International and Local) • International and Local Federations, Clubs, Groups, Bodies, Sporting Organisations, etc. 	<ul style="list-style-type: none"> • Establish professional networks and relationships across other authorities to maintain currency of issues, share ideas and learning and collaborate on common responses to emerging and or developing issues.

Required Competencies

Core

- Good problem-solving, decision-making, planning and organizing skills.
- Goal/result oriented.
- Ability to work in a team.
- Sound personal and professional integrity.
- Excellent team management skills.
- Excellent oral and written communication and presentation skills.
- Strong customer relations skills.
- Ability to influence and motivate others.
- Integrity and confidentiality.
- Proficient in the use of relevant computer applications.
- Excellent planning and organizing skills.
- Excellent research skills.
- Excellent interpersonal skills (ability to communicate and manage relationship at all levels).
- Excellent judgment, decision-making and problem-solving skills.
- Demonstrable negotiating and analytical skills to ensure complete and accurate critical risks are captured, mitigated and/or monitored.
- Excellent capability to track policies/programmes/project benefits realisation and lessons learnt activities to feed into on-going improvements.
- Ability to monitor and report on programme/project budgets.
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values.
- Leadership skills.

Technical

- Advanced Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools.
- Knowledge of the principles of Public Sector Management.
- Knowledge of Government policy formulation, monitoring and evaluation processes.
- Sound understanding of Research Methodology.
- Strong monitoring, evaluation, analytical and report writing skills.
- Excellent knowledge of Strategic/Corporate and Operational Management, processes and procedures.
- Excellent knowledge of performance management tools.
- Sound Knowledge of budget and cost control procedures.
- Sound knowledge of research, policy design and reporting.
- Qualitative and quantitative knowledge.
- Knowledge of programme and project development and management skills.
- Sound knowledge of interpreting, analyzing qualitative and quantitative statistics and presenting statistical data.
- Strong knowledge of monitoring and evaluation techniques and processes.
- Excellent research and analysis skills.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- MBA or MSc in Social Sciences, preferably with emphasis in Public Sector Management or related discipline.
 - Five (5) years' experience working in a Senior Management position.
- OR**
- BSc in Management Studies, Public Administration or equivalent qualifications.
 - Seven (7) years' experience working in a Senior Management position.
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- Training in monitoring and evaluation would be an asset.
 - Training in Strategic and Corporate Planning would be an asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to do some amount of lifting, bending, stooping and walking.
- Required to work odd hours where projects necessitate.
- Exposed to various site conditions.
- Frequent travelling with divisional teams.
- Typical office working conditions.
- May be required to travel locally and internationally.

ORGANISATIONAL CHART

