



VACANCY ADVERTISEMENTS (8 POSTS)

The Jamaica Cultural Development Commission (JCDC) a Statutory Body within the Ministry of Culture, Gender, Entertainment and Sport invites applications from suitably qualified persons to fill the following position:

1. Strategic Planning Performance Monitoring and Evaluation Analyst, Level 8 Pay Band 8 - Head Office

Reporting to the Executive Director, the Strategic Planning Performance Monitoring and Evaluation Analyst is responsible for the development and monitoring of the organization's strategic, operational, and project plans in support of achieving its goals and objectives. The incumbent contributes to the development, formulation and monitoring of necessary policies and procedures; prepares monthly, quarterly, annual and ad hoc reports as necessary, and providing corporate secretarial support to the Board of Directors, as well as drafting relevant contracts and preparing project proposals to attract local and international funding support.

Core functions include, but are not limited to:

- Designing and executing strategic Corporate Planning Framework and reporting timeframes;
- Leading the planning process of the organization in the development of Strategic Business, Operational and Departmental Plans, and monitoring the implementation of these plans;
- Supporting the Executive Director in developing/refreshing the Commission's strategic vision and objectives by providing independent strategic analysis and insights;
- Tracking deliverables and making ongoing comparisons with corporate plans, undertaking data analysis, identifying valuable insights and developing relevant reports;
- Preparing the Commission's performance reports to be presented to the Executive Director and the parent ministry;
- Managing the entire strategic reporting process, under the direction of the Executive Director;
- Gathering information and drafting the Executive Director's monthly reports for submission to the Board of Directors;
- Working closely with the Executive Director in establishing strong working relationships with Senior Managers within the Commission and external providers;
- Supporting the Executive Director in articulating the Commission's strategic objectives and priorities in the organization's Strategic Plan;
- Keeping the official records and minutes of the Board of Directors.

Qualifications & Experience:

- Bachelor's Degree in Management Studies, Business Administration, Public Policy or equivalent;
- Specialized training in strategic planning or corporate planning;
- Minimum of five (5) years experience in corporate or strategic planning;
- Minimum of five (5) years experience at a middle management level;
- Working knowledge of the Balance Scorecard and Government of Jamaica's planning process including the Performance Monitoring and Evaluation System (PMES) and Performance Management and Appraisal System (PMES).

Salary - \$ 4,266,270.00 - \$ 5,737,659.00 (per annum)



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Suitable applicants should submit application along with detailed resumes no later than **Tuesday, September 22, 2026** to:

**The Director – Human Resources Management
Development & Administration**

Email: careers@jcdc.gov.jm

Please note that only short listed candidates will be acknowledged.