

MINISTRY OF LABOUR AND SOCIAL SECURITY

JOB DESCRIPTION

JOB TITLE:	Director, Public Assistance
JOB GRADE:	GMG/SEG 3
POST NUMBER:	5921
DEPARTMENT:	Public Assistance
REPORTS TO:	Director, Social Security
ACCOUNTABLE TO:	Permanent Secretary and Chief Technical Director,
MANAGES:	Secretary, Manager Client Services, Coordinator Case Management, Coordinator Graduation,

JOB PURPOSE

Reporting to the Director, Social Security. The Director is responsible for the effective and efficient management and implementation of all Social Assistance programmes in the Division as well as guiding policies aimed at poverty reduction.

KEY OUTPUTS

- Poverty reduction programmes implemented.
- Programmes operated within Government guidelines
- Rehabilitation programme effectively managed.
- Conditions for relevant agreements effectively met.
- Proper systems of Registration and Recording of benefits maintained.
- Policy decisions of all programmes implemented.
- Proper budgeting controls instituted and maintained.
- Annual budget
- Strategic and operational plans
- Proper procedure for the procurement of goods and services followed
- Programmes reviewed consistent with established standards.
- Expenditure for programs authorised.
- Performance of staff assessed.
- Benefits delivered within agreed timelines.
- Monitoring and evaluation mechanisms implemented and maintained.

KEY RESPONSIBILITY AREAS

- Oversees the management and administration of the non- contributory component of the social protection system administered by the Public Assistance Division (PAD) in keeping with legislative and Government guidelines.
- Develops strategic plans for poverty reduction within the framework of Governments social policy agenda.
- Directs the Rehabilitation Grants Programme.
- Manages the implementation of P.A.T.H programme activities
- Ensures the maintenance of an investigative force in each parish to identify and investigates applicants of all social programmes.
- Maintains a system of registration and recording of all social assistance benefits disbursed.
- Ensures the implementation of policy decisions of all programmes.
- Ensures that proper budget controls are instituted and maintained.
- Prepares annual budgets for all social assistance programmes within P.A.D.
- Prepares strategic and operational plans for all social assistance programmes within the P.A.D.
- Directs the procurement of goods and services and ensures that proper procurement procedures are followed as required by the relevant laws, policies, guidelines and agreements.
- Establishes and maintains public awareness of all programmes through briefs, press releases, reports and other presentations.
- Ensures the impact of the Public Assistance programmes is in keeping with Government's poverty reduction strategies.
- Conducts annual reviews of the programmes.
- Prepares action plans for improving the management of the programme based on findings of the reviews.
- Authorises expenditure for all PAD programmes.
- Coordinates job design of staff members to ensure congruity between goals of the programmes and staff activities.
- Assess the performance of staff.
- Liaise with all the major stakeholders of PATH and other Public Assistance programmes.
- Implement systems for the scheduled verification of social protection beneficiaries of all Public Assistance programmes

PERFORMANCE STANDARDS

- Key deliverables are produced within agreed time frame and to required standard.
- Corporate and operational plans support the strategic objectives of the Ministry.
- Quarterly reports and inputs to the budget are completed within the established formats and time frame.

- All operating guidelines, policies and procedures are documented and current.
- Sound technical and timely advice provided to stakeholders.
- Operational problems identified and corrective measures implemented.
- Internal and external customers have a positive image of the programmes provided by the department.
- Professionalism, effectiveness, efficiency, productiveness displayed in the execution of duties.

Authority of the position (examples of decisions taken & decisions referred to supervisor):

Decisions Taken

- Approve grants
- Authorise expenditure for the PAD
- Recommends Vacation Leaves
- Recommends Disciplinary Actions
- Recommends Seniority Allowances

Decisions Referred

- Requests for Funding
- Grants approval above threshold
- Office closures and discontinuation of service

Internal and External Contacts (specify purpose of significant contacts):

Internal

Position	Purpose
Permanent Secretary	
Chief Technical Director	Granting approval, etc.
Director, Social Security	Guidance/Providing Information
Snr. Director, HRM&A	Guidance and information
Principal Finance Officer	Financial Information
Director, MIS	Reports from BMIS, Information
Project Director	Provide/Request Information Provides Guidance

External

Position	Purpose
Ministry of Finance and Public Service	Budget, Financial Information, Reports
Planning Institute of Jamaica	Reports, Consultations
Ministry of Health	Reports, Consultations

Ministry of Education	Reports, consultations
Ministry of Local Government	Reports, Consultations,

REQUIRED COMPETENCIES

- Good Project Management skills.
- High level communication and interpersonal skills.
- Clear understanding of the Government's policies and strategies towards poverty reduction.
- Computer literate.
- Ability to Multitask and work under pressure.
- Excellent organizational and leadership skill.
- Excellent problem-solving skills
- Ability to make "on the spot" decision.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- BSc in Social Sciences, Social Work or Public Administration
- Training in Project Management and Supervisory Management.
- Knowledge of Social Protection Policies
- Four (4) years experience in Managerial position in the Government Service.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Be able to work long hours and on Public Holidays.
- Be willing to work in volatile areas.
- Be able to travel island wide and overseas.

AUTHORITY

- Authorise expenditure for Division.
- Recommend vacation, departmental and sick leave.
- Recommend disciplinary actions