



PASSPORT IMMIGRATION AND CITIZENSHIP AGENCY

The Passport Immigration & Citizenship Agency (PICA) is inviting applications
From suitably qualified and experienced persons to fill the following post:

OFFICE OF THE CHIEF EXECUTIVE OFFICER

Chief Executive Officer (Level 10)

[Salary: Undisclosed]

Job Purpose:

To hold overall responsibility for the functions of the AGENCY in accordance with the Framework Document between the entity and its Portfolio Ministry. In so doing, the Chief Executive Officer will maintain compliance with all legislation and regulations governing the functions of the AGENCY, and ensure international agreements and national policies relating to the subject areas of the entity are upheld at all times.

Key Outputs:

- Directives relating to the functions of the AGENCY
- Policy advice and policy statements
- Negotiated agreements with stakeholders
- Reports
- Public information notices
- Training programmes

Job Responsibilities:

- Oversight responsibility for all AGENCY functions
- Delegated responsibility for financial and HR management as laid down by Executive Agencies Act
- Provision of policy advice to the Minister and Permanent Secretary
- Monitoring compliance with Jamaican Laws as they apply to the subject areas
- Monitoring compliance with agreed performance standards
- Monitoring compliance with international agreements
- Managing the relationship with the Portfolio Ministry
- Managing the relationship with interfacing ministries and agencies and the negotiation of service level agreements
- Managing the relationship with international organizations
- Managing the AGENCY's public relations and communications programmes
- Monitoring of disputes and appeals in all subject areas
- Conducting training programmes for staff and other stakeholders
- Liaison with Internal Audit

Key Skills/Competencies

- Excellent problem solving and decision making skills
- Demonstrated experience in managing interpersonal relations
- Demonstrated experience in managing and de-escalating conflicts
- Demonstrated experience in leading diverse teams
- Excellent oral and written communication skills
- Excellent judgement and analytical skills
- Excellent negotiating skills
- Sound knowledge of the of the relevant Acts, Legislation and Regulations governing the industry
- Demonstrated experience in managing a fast paced-environment

Qualifications and Experience

- Master's degree in Public Administration, Law or equivalent qualifications
- Ten (10) years related experience at the managerial level, of which at least five (5) should be in a senior management post.

If you believe you possess the above qualities and have a strong desire to help the Agency fulfill its mandate, you are invited to visit our website at

<https://www.pica.gov.jm/careers> for details.

Interested persons should forward their applications and résumés **NO LATER THAN SUNDAY, SEPTEMBER 29, 2024** to the: -

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: **CHIEF EXECUTIVE OFFICER (LEVEL 10)**

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.