



The Students' Loan Bureau (SLB) invites applications from suitably qualified persons for the following position:

### **Director, Corporate Services (Level 10)**

The Director, Corporate Services is accountable for the achievement of the Bureau's talent management, technology, procurement, strategic services, records management, facilities management and office services strategic objectives in order that SLB achieves its Mission, Vision and Major targets in a sustainable manner.

### **Responsibilities & Duties**

#### ***Planning***

1. Contribute to the development of the Bureau's annual strategic planning process, resulting in the strategic plan and balanced scorecard.
2. Lead the development of the Corporate Services Division's annual strategic planning process, resulting in the division's cascaded strategic plan and balanced scorecard.
3. Update, in conjunction with each direct report, his/her Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and balanced scorecard.
4. Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and balanced scorecard.
5. Develop, in conjunction with each direct report, his/her individual development plan arising from the performance review process.
6. Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

#### ***Team Development***

7. Constantly review the competency and performance of all team members in the division. Provide continuous coaching and lead the implementation of each direct report's individual development plan.

#### ***Execution***

8. Lead, constantly review and improve the Human Resource processes of the Bureau, ensuring that the organization's talent management, recruitment, employee relations, benefits, and training programs are implemented effectively and aligned with the Bureau's strategic goals.
9. Lead, constantly review and improve the Technology processes of the Bureau, ensuring that the organization's technology infrastructure, systems, and applications are designed, implemented, and maintained to support the Bureau's operations and business objectives, while also ensuring data security and privacy.
10. Lead, constantly review and improve the Procurement processes of the Bureau, ensuring that the organization's procurement policies and procedures are followed, and that the Bureau's purchases of goods and services are made efficiently, cost-effectively, and in compliance with applicable regulations and ethical standards.

11. Lead, constantly review and improve the Records and Information Management processes of the Bureau, ensuring that the client and other records are stored securely and with easy access.
12. Lead, constantly review and improve the Strategic Services processes of the Bureau, ensuring that the organization's strategic planning, performance management, risk management, and business intelligence activities are carried out effectively, and that the Bureau's operations are aligned with its mission, vision, and core values.
13. Lead, constantly review and improve the Facilities and Office Services processes of the Bureau, ensuring that the organization's facilities and workspace are provided in a safe, efficient, and comfortable manner, and that the Bureau's employees have the resources they need to perform their jobs effectively.
14. Provide advice on corporate services as required.

#### ***Monitoring and Reporting***

15. Contribute to the preparation of the SLB monthly performance report in the Balanced Scorecard format, then attend the monthly management meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for performance variances related to marketing and business development.
16. Lead the preparation of the Corporate Services monthly performance report in the Balanced Scorecard format, then lead the monthly divisional strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.
17. Attend Board and Board Committee Meeting to update on key Strategic Initiatives, performance targets and other key matters relating to Marketing and Business Development.

#### **Qualifications and Experience**

- ✓ Master's in Business Administration or equivalent.
- ✓ Diploma in Leadership or equivalent.
- ✓ Eight (8) years' experience in a public sector organization with at least four (4) years in a managerial position.

#### **Specific Knowledge**

- ✓ Understanding and working knowledge of general and financial management principles.
- ✓ Understanding and working knowledge of funding and management of tertiary education systems.
- ✓ Understanding and working knowledge of GOJ's accounting principles, practices, procedures and techniques.
- ✓ Understanding and working knowledge of local financial and economic environment.
- ✓ Understanding and working knowledge of GOJ Human Resource framework.
- ✓ Understanding and working knowledge of GOJ Corporate Planning framework
- ✓ Unstinting and working knowledge of Strategic Planning

#### **Skills, Behaviours and Competencies Required**

- ✓ Oral and Written Communication
- ✓ Customer and Quality Focused

- ✓ Strategic Vision
- ✓ Analytical Thinking
- ✓ Goal/Results Oriented
- ✓ Problem solving and Decision Making
- ✓ Planning and Organizing
- ✓ Leadership
- ✓ Change Management
- ✓ Interpersonal Skills
- ✓ People Management
- ✓ Job Knowledge

**Remuneration Package**

- Basic Salary \$9,401,821.00 – \$12,644,404.00

Applications along with résumés should be forwarded no later than **Wednesday, January 15, 2025** to:

**Manager, Human Resource & Administration Department  
Students' Loan Bureau  
Sagicor Sigma Building  
63-67 Knutsford Boulevard  
Kingston 5**

E-mail: [careers@slbj.com](mailto:careers@slbj.com)

*We thank all applicants for their expressions of interest, however, only shortlisted candidates will be contacted.*

