

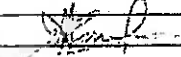


### POSITION DESCRIPTION

Ministry of Infrastructure, General Investments and Strategic Policy			
<b>2. Position Title:</b>	Deputy Secretary	<b>3. Salary Level:</b>	L4
<b>4. Division:</b>	Administration		
<b>5. Reports To:</b>	Secretary	<b>6. Direct Reports:</b>	Secretary
<b>7. Primary Objective of the Position:</b>	The Deputy Secretary provides high-level leadership assistance regarding the management and strategic direction in the delivery of a substantial and diverse policy portfolio, enhancing the strategic direction of the Ministry to ensure delivery of Government's strategic policy agenda and initiatives.		

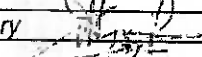
<b>Financial:</b>	Nil	<b>Legal</b>	All Relevant Legislation Administered by the MICT
<b>Internal Stakeholders:</b>	<ul style="list-style-type: none"> <li>All Divisional HODs</li> <li>MICT's SOEs</li> </ul>	<b>External Stakeholders:</b>	<ul style="list-style-type: none"> <li>All Ministries</li> <li>All Government Agencies</li> <li>PSC</li> <li>NGOs</li> <li>Shipping Lines</li> <li>Airline Industry</li> <li>ISPs</li> </ul>
<b>To be referred to Manager:</b>	<ul style="list-style-type: none"> <li>New Activities with Cost implications</li> <li>Preparation of Cabinet Papers</li> <li>Staff Disciplinary Recommendations</li> </ul>	<b>To be referred to Manager:</b>	<ul style="list-style-type: none"> <li>Sharing of the Ministry's strategic direction</li> <li>Finalisation of advises to stakeholders</li> <li>Establishment of policy and regulatory frameworks</li> </ul>

This position description provides a comprehensive, but not exhaustive outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

<b>Approved by:</b> Secretary 	<b>Date of Issue:</b> 13 <sup>th</sup> May 2022
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Key Result Area/Major Responsibility	Major Activities/Duties	Performance Measures/Outcomes
Ministry Annual Budget	<ul style="list-style-type: none"> <li>• Apply a thorough understanding of recurrent and development budget terminology, policies, and processes to planning, forecasting and budget preparation and management</li> <li>• Understand and promote the role of sound financial management and its impact on organisational effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Annual Budget submitted on time (due date will be communicated by Secretary)</li> <li>• Sound budget advice is provided on a timely basis (quarterly or as needed by Secretary)</li> </ul>
Strategic Planning	<ul style="list-style-type: none"> <li>• Identify and overcome barriers to collaboration with internal and external stakeholders</li> <li>• Ensure effective governance systems are in place to guarantee quality analysis and reform</li> <li>• Provide strategic policy advice to the Secretary in respect to major administrative issues, National Condition of Service, and the Ministry's other policy issues</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic policy initiatives are delivered</li> </ul>
People Management	<ul style="list-style-type: none"> <li>• Generate enthusiasm and commitment to goals and assist in cascading understanding throughout the Ministry</li> <li>• Communicate the parameters and expectations surrounding ministerial strategies</li> <li>• Assist in the creation of culture of confidence and trust in future direction of the Ministry</li> </ul>	<ul style="list-style-type: none"> <li>• Staff productivity, engagement and innovation continues to grow</li> </ul>

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**Position Qualification Requirement**  
(PQR)

**Level of Academic Qualification:**

- Master's degree in a relevant discipline

**Mandatory Work Experience:**

- 5 years managerial and/or administrative experience at a senior management level

Or

- 7 years managerial experience at a middle management level

**Key Attributes:**

**Personal Attributes:**

- Display Resilience and Courage
- Act with Integrity
- Manage Self
- Value Diversity

**Relationships:**

- Communicate Effectively
- Commit to Customer Service
- Work Collaboratively

**Results:**

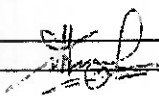
- Plan and Prioritise
- Deliver Results
- Think Critically
- Demonstrate Accountability

**People Management**

- Inspire Direction and Purpose
- Manage and Develop People

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	<ul style="list-style-type: none"> <li>• Establish and promote a culture which encourages initiative and emphasises the value of continuous improvement</li> <li>• Ensure performance development frameworks are in place to manage staff performance, drive development of the ministry and undertake succession planning</li> <li>• Instil a sense of urgency around addressing and resolving team and individual performance issues</li> </ul>	
Customer Service	<ul style="list-style-type: none"> <li>• Create a culture which embraces high quality customer service across the ministry, ensuring that management of systems and processes drive service delivery outcomes</li> <li>• Ensure that responsiveness to customer needs is central to the ministry's strategic planning processes</li> <li>• With the collaboration of all HODs, manage overall performance standards for service delivery across the ministry and monitor compliance</li> </ul>	

<p><b>KEY SKILLS</b></p>	
<ul style="list-style-type: none"> <li>• Applying effective influencing skills to achieve outcomes in an environment where implementation might be reliant on other divisions and/or government ministries/agencies but there is no line authority over these other ministries/agencies</li> <li>• Anticipating and responding to issues likely to affect the delivery or priority of the Ministry's relevant objectives. This might mean working outside normal working hours from time to time.</li> </ul>	

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