



**HOUSING AGENCY OF JAMAICA LIMITED  
(HAJL)**

Invites applications for the following position

**CORPORATE STRATEGIC ANALYST/PLANNER**

**Job Summary:**

Reporting to the Managing Director, the role of the Corporate Strategic Analyst/Planner is to provide strategic and technical expertise to Management, to lead and prepare calculated business analysis and operational plans, annual reports, performance reports and other corporate reports in conformity with the Government of Jamaica's guidelines and in alignment with the Agency's mission, vision, goals and objectives.

The incumbent will have responsibility to:

- Provide strategic and technical expertise to the Agency's management team, to lead and prepare calculated business and operational reports, annual reports, performance reports and other corporate reports in conformity with the Government of Jamaica's guidelines and in alignment with the Agency's mission, vision, goals and objectives.
- Coordinate and organize inputs and analysis of outcomes for annual, quarterly, monthly and other governance reports.
- Design, review and report performance metrics to support Housing and Construction certification and best practices.
- Communicate effectively with internal and external clients; provide robust support to the leadership in respect of targets and achieving timely adjustments for Agency achievement and reports.
- Develop and maintain appropriate corporate alliances with external institutions to facilitate collaboration on research and publications as well as to ensure that the interests of the Agency are properly represented.
- Lead the strategic research team to utilize the available information whilst continuously monitoring and analyzing all external variables of strategic importance to the Agency. Collaborates with the management of the Agency to modify action/s in the planned portfolio to ensure that the organizational objectives are accomplished.

The ideal candidate should have:

**Education/ Experience/Specialized Techniques:**

- B.Sc. in Business Administration/Finance/Accounting/Economics
- Master's Degree in Business Administration/Finance/Accounting/Economics
- At least five (5) years' experience at the management level with experience in strategic planning.
- At least three (3) years' employment in a similar capacity.
- Excellent at business planning, research, analytical, problem-solving and up-to-date computer application skills.
- Superior verbal, written communication and interpersonal skills

- Demonstrate the ability to manage strategically with a sound knowledge of Project Management
- The ability to meet deadlines
- The ability to lead and collaborate effectively in developing Public Sector Corporate Planning Tools
- High energy and commitment to learning in multiple areas of endeavours.

**Specific Knowledge and Techniques:-**

- Knowledge and expertise with Microsoft Suite and other technological applications
- Thorough knowledge of Enterprise Risk Management
- Expert report writing and presentation skills
- Strong investigative skills, with a keen knowledge of financial/economic scrutiny
- Expert policy development skills
- Sound reasoning power/judgement

**Applications and resumes` should be sent to [HRManager@hajl.gov.jm](mailto:HRManager@hajl.gov.jm) no later than Thursday, September 30, 2021 addressed to:**

Senior Manager,  
Human Resources Management and Administration  
Housing Agency of Jamaica Limited  
13 Caledonia Avenue  
Kingston 5

**HAJL thanks all applicants for their interest; however, only those short listed for an interview will be contacted.**