



CORPORATE PLANNING & MONITORING OFFICER

The Betting, Gaming & Lotteries Commission (BGLC), the statutory body responsible for regulating Jamaica's gaming industry, is seeking a results-oriented and strategic professional to join its team as **Corporate Planning & Monitoring Officer**.

THE ROLE

Reporting to the Manager, Strategic Planning, Monitoring & Research, the Officer will lead and coordinate the corporate planning and performance monitoring processes. The role ensures strategic and operational alignment across Divisions, monitors key deliverables, and supports the Commission's strategic goals in compliance with Government of Jamaica (GoJ) planning and reporting requirements.

KEY RESPONSIBILITIES

- Lead the development, alignment, and submission of the Commission's Corporate and Operational Plans in accordance with GoJ policy priorities.
- Coordinate the annual Strategic Planning Retreat, engaging Divisions in goal setting and target development.
- Monitor the implementation of strategic initiatives and key performance indicators across all Divisions.
- Analyze data and prepare quarterly, semi-annual, and annual performance reports for submission to the Ministry of Finance and the Cabinet Office.
- Collaborate with Divisional Heads and technical officers to establish and refine performance metrics and ensure timely updates on project and programme status.
- Facilitate quarterly performance review meetings with the Executive Director and management teams, documenting actions and follow-up requirements.
- Develop and implement planning tools, procedures, and training materials to strengthen strategic planning capacity across the Commission.
- Evaluate internal and external environmental factors that may impact the organization's strategy and recommend realignment where necessary.
- Liaise with key stakeholders including the Ministry of Finance, Cabinet Office, consultants, and strategic partners to support planning and reporting requirements.
- Ensure consistency in corporate planning processes through the integration of ICT tools for monitoring and evaluation.

QUALIFICATIONS & EXPERIENCE

- Bachelor's Degree in Business/Public Administration, Management Studies or a related discipline.
- Specialized training/certification in Corporate/Strategic Planning, Monitoring & Evaluation techniques.
- At least three (3) years' experience in a similar role.
- Strong knowledge of GoJ planning and budgeting frameworks.
- Proven experience in preparing strategic planning documents, reports, and data analysis.

CORE COMPETENCIES

- Expertise in strategic planning and performance monitoring
- Strong analytical, research, and reporting skills
- Sound knowledge of project and risk management principles
- Excellent communication, presentation, and interpersonal skills
- High proficiency in Microsoft Office and relevant planning tools

WORKING CONDITIONS

- Standard office environment
- May require extended hours or local travel to support strategic planning sessions and reporting deadlines

APPLICATION PROCESS

Interested applicants must submit a detailed résumé and cover letter addressed to:

Director, Human Resources & Administration
Human Resources & Administration Division
Betting Gaming & Lotteries Commission
78cef Hagley Park Road
Kingston 10

Email: hrm@bgjc.gov.jm

Subject Line: Job Application – Corporate Planning & Monitoring Officer

Application Deadline: July 31, 2025

Kindly note that a reliable motor vehicle is a requirement for this role.

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