

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Prime Minister’s Office (Strategic Policy Unit)

Post: Director, Strategic Policy Unit

Salary: Rs 111,000 (01 00 99)

Effective Date: 26 February 2016

- Qualifications:**
- A. A Master’s Degree in Economics from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) reckon at least 10 years’ post-qualification experience in strategic policy issues;
 - (ii) possess excellent administrative, managerial, leadership, organisational and problem-solving skills;
 - (iii) possess credibility and integrity;
 - (iv) have an in-depth knowledge of domestic, regional and international economic, social, human resource, fiscal, financial and monetary policies and strategies;
 - (v) be proactive in developing innovative and creative solutions relating to national economic and social issues;
 - (vi) possess excellent interpersonal and communication skills; and
 - (vii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

26 February 2016

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NOTE

For the first intake, by appointment of the Director (Economic and Finance) formerly Deputy Director-General, of the ex-Ministry of Economic Planning and Development, who is already serving at the Prime Minister's Office (Strategic Policy Unit) and has been performing the duties of Director, Strategic Policy Unit and who –

- (i) has opted for the revised emoluments and terms and conditions set out in the Pay Research Bureau Report 2013; and
- (ii) opts to join the grade of Director, Strategic Policy Unit on the establishment of the Strategic Policy Unit at the Prime Minister's Office.

**Role and
Responsibilities:**

To be responsible for the proper administration and management of the Strategic Policy Unit and for advising Government on strategic planning at national/sectoral level.

Duties:

1. To be responsible to the Secretary to Cabinet and Head of the Civil Service for the performance of the following duties –
 - (a) to ensure a holistic and cohesive approach in National Strategic Plan formulation by developing and maintaining an effective communication strategy with Executing Ministries, Development Partners, Private Sectors and Civil Societies;
 - (b) to monitor and evaluate the implementation of Government socio-economic, macro-economic and sectoral action plans/policies/strategies/programmes/projects and review policy options, as appropriate;
 - (c) to identify, investigate and analyse emerging socio-economic and international issues that could impact on the nation and prepare strategic papers thereon;

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- (d) to assess the feasibility of new ventures and areas of activities for promoting national development;
 - (e) to ensure the co-ordination of assistance from international, bilateral and multilateral sources;
 - (f) to carry out investigations/prepare intelligence reports on specific issues whenever required, and as directed by the Secretary to Cabinet and Head of the Civil Service;
 - (g) to prepare periodic reports on the economy;
 - (h) to co-ordinate and direct research; and
 - (i) to coach and guide staff under his supervision.
2. To use ICT in the performance of his duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director, Strategic Policy Unit in the roles ascribed to him.

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