



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 283 **OSC Ref. C.5849¹¹**

10th November, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Performance Management Officer (GMG/AM 4)** in the **Ministry of Justice**, salary range \$1,410,802 – \$1,677,000 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Director, Organizational Development, the incumbent is accountable for the development and implementation of the Ministry's competency based Human Resource Management System, including the competency model for all salary groups and levels. He/she is also responsible for the administration of the performance appraisal process and tools, conducting training for staff and managers on performance management and monitoring of the performance appraisal cycle aligned with the Government of Jamaica (GOJ) performance management process and principles.

Key Responsibilities

- Develops and implements operational policies, plans, guidelines, standards, processes and procedures for the delivery of the Ministry's Human Resource Performance Management Programme consistent with the Ministry's strategic policy objectives and GOJ processes and principles;
- Provides a comprehensive approach to setting performance commitments, objectives, expected behaviours, assessing results and providing continuous feedback and coaching for all employees and managers ensuring individual work is aligned with the Ministry and Government-wide Strategic and Operational goals so that strong performance is recognized and unsatisfactory performance can be addressed;
- Advises management on trends, and recommendations with regard to the Performance Management processes and tools;
- Develops detailed process and procedures including tools and guidelines to implement a full Human Resource Performance Management Programme administered on an annual basis in compliance with GOJ requirements;
- Collaborates with the Director Strategic Planning and Performance Management, Director Organisational Development, MOJ Managers, and HRM Training Specialists to develop appropriate tools and processes;
- Administers the annual performance review and appraisal process ensuring staff and managers complete required documentation such as annual performance agreements, mid-year reviews and end of year evaluations;
- Monitors compliance with MOJ and GOJ directives and standards, assists managers to take corrective measures to be in compliance, and develops systems to capture information;
- Analyses information and performance documents to provide a corporate profile of skill strengths and development needs to support the development of Training and Development Plans;
- Provides coaching to managers and staff in the establishment of appropriate performance standards and measures; develops aides and tools, such as handbooks and training workshops to support managers and staff implementation of performance management;
- Develops and implements knowledge management strategies and processes to ensure consistent capture of intellectual capital to support effective service delivery and improve development of programmes;
- Performs other related functions assigned from time to time by the Director.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Ability to work in a team
- Good people management skills
- Customer and Quality Focus
- Good time management skills

Technical:

- Proficient in relevant computer applications
- Knowledge of the Staff Orders and Public Service Regulations (1961)
- Knowledge of the GOJ Performance Management and Appraisal System

Minimum Required Qualification and Experience

- Bachelors Degree from a recognized University, with specialization in Human Resource Management, Business or Public Administration or in any other field relevant to the work to be performed;
- Three (3) years' experience in any Human Resource discipline.

Applications accompanied by résumés, along with the names, telephone numbers and email addresses of two (2) references (one must be a former/current supervisor), should be submitted **no later than Friday, 20th November, 2020 to:**

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road
Kingston 10**

Email: careers@moj.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**