



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 333

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16^h December, 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 **Chief Technical Director, Performance Management and Evaluation (GMG/CTD 1)** in the **Office of the Cabinet**, salary range \$5,715,510 - \$6,793,945 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Cabinet Secretary, the Chief Technical Director, PMEB will be responsible for:

- Managing the planning and performance monitoring process of the Government through the development of “Whole-of Government” Business Plans and Ministry Business and Operational Plans and the “Whole of Government” Annual Reports which reflect the strategic priorities of Government and associated performance accountability of Ministries, Departments and Agencies (MDAs) directly involved in addressing each priority and supports the Government’s Medium-Term Results-Based Budgeting (MTRBB) framework.
- Co-ordinating the business planning function across Government.
- Building capacity in MDAs to undertake planning and performance monitoring.
- Encouraging and fostering a culture of performance planning and monitoring in MDAs.
- Providing strategic management and support to the Permanent Secretaries Board; and
- Managing the monitoring of service delivery standards across Government.

Key Responsibilities

- Leads the Government’s planning process and the preparation of three (3) year’s strategic Government Business Plan;
- Leads the design of a performance management and evaluation system to support budget decision making, sound management and accountability of MDA;
- Supports the identification and interpretation of Government’s strategic priorities into the “Whole- of-Government” Business Plan;
- Harmonizes the Government and Ministry Business Plans with the Medium-Term Results-Based Budgeting framework (MTEF) through active collaboration between the Office of the Cabinet and the Ministry of Finance and the Public Service;
- Co-ordinates Business Planning across Government;
- Provides technical guidance and support to Ministries in the preparation of three (3) year Ministry Business Plans aligned to three (3) year Ministry Medium Term Results-Based Budgeting framework;
- Leads the review and quality monitoring of Ministry Business Plans;
- Directs the monitoring of Ministry performance indicators included in the Government Business Plans and Ministry Business Plans;
- Leads the development and management of appropriate secure and accessible website which guides the preparation of performance information and enables its use for monitoring purposes and presents performance results;
- Leads the preparation of performance reports related to the Government Business Plan;
- Prepares a GoJ “calendar” of evaluation activities and provide methodological support to performance monitoring;
- Issues drafting instructions for the development of required legislation;
- Builds relationships across MDAs to facilitate the necessary levels of communication, co-operation, advocacy and streamlining of business plans aligned to the Government Business Plan;

- Conducts risk analysis and identifies mitigation actions which would be included in Business Plans;
- Disseminates the use of common concepts, tools and standards within the performance framework to ensure consistency in the interpretation of data;
- Leads the development of standardized data systems using similar data definitions, periodicity and quality assurance mechanism;
- Conducts risk analysis and identify mitigation actions which would be included in the plans of MDAs;
- Leads in capacity building in the development of strategic planning and performance monitoring.
- Co-ordinates implementation of Citizens Charter programme and monitoring of performance against Citizens Charter targets;
- Collaborates with the Office of the National Security Advisor in monitoring the implementation of specific national security goals by MDAs;
- Provides strategic and analytical support to the Prioritization Committee in the development of the prioritization proposal and the Government Business Plan;
- Provides support to the Permanent Secretaries Board and report periodically on the progress of implementation of Board Decisions.

Required Knowledge, Skills and Competencies

- Excellent written and oral communication skills.
- Exceptional communication, presentation, and interpersonal skills with all levels within Government.
- Good advocacy and negotiating skills.
- Strong interpersonal and team working skills.
- Strong analytical/quantitative skills.
- Strategic thinking.
- Strong decision-making and problem-solving skills.
- Ability to champion change through influencing and building relationships.
- Ability to build and sustain partnerships with high level officials within and outside of the Public Sector.
- Ability to build consensus and promote collaboration across Government.
- Demonstrable ability to identify and implement best practices.
- Highest standards of ethical and professional behaviour.
- Good knowledge of research methodology.
- Ability to use statistical computer software.

Minimum Required Qualification and Experience

- Master's Degree in Public Administration, Business Administration, Economics, or other related Social Science.
- Exposure to training in performance monitoring and evaluation.
- Eight (8) years' experience in planning, performance monitoring and analysis.
- Five (5) years' experience at a senior managerial level preferably within the Public Sector.

Applications accompanied by résumés should be submitted **no later than Wednesday, 30th December, 2020 to:**

**Chief Personnel Officer
Office of the Services Commissions (Central Government)
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: jmendez@osc.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.

A handwritten signature in blue ink, reading "J Mendez". The signature is fluid and cursive, with a large initial "J" and a stylized "Mendez".

Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer