



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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1st July, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Monitoring and Evaluation Officer (Level 6) – two (2) years Contract** in the **Forestry Department**, salary range \$2,220,352–\$2,760,984 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Senior Director, Planning and Evaluation, the incumbent is responsible for undertaking activities to strengthen the monitoring, evaluating and reporting of/on plans, programmes, and initiatives within the Agency. The incumbent will also assist in the design and is responsible for the co-ordination and implementation of the Monitoring and Evaluation (M&E) Framework and Plan for Forest Management Plans (FMP) and mechanisms to standardize M&E approaches across the Agency.

Key Responsibilities

Management and Administrative:

- Develops, identifies appropriate results framework indicators and targets related to Sustainable Forest Management (SFM); collects baseline data for the relevant indicators; choose the means of measurement; and define targets, key risks, and assumptions linked to these indicators;
- Develops and implements Monitoring and Evaluation Plan for FMPs;
- Assists in the development and revision of the programme design, programme logic model and theory of change for core programmes in the Agency;
- Assists in the development and/or finalization of Performance Monitoring Framework (PMF), and incorporates PMF into the online M&E solution;
- Reviews the quality of existing data in the core programme areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation;
- Assists in developing monitoring and evaluation design, question, criteria, and indicator selection;
- Assists in the implementation of the Agency's M&E Agenda.

Technical Professional:

- Maintains and administer the M&E Database;
- Collects data on a regular basis to measure achievement against the performance indicators;
- Monitors the input of data into the online system by stakeholders and conducts data quality checks;
- Supports programme progress reporting, mid-term review and final evaluation;
- Identifies lessons learned and develops case studies to capture qualitative outputs of programmes, projects, and initiatives. Provides advice to the Senior Director on improving programme performance using M&E findings;
- Provides technical advice on new data collection regimes;
- Reviews project/activity/programme statements of work and programme descriptions to ensure that methods to measure performance results are adequate and feasible;
- Assists with M&E training initiatives to strengthen capabilities within the Agency.;
- Performs field visits to ensure the quality and accuracy of collected or reported data where necessary;
- Collaborates with internal and external stakeholders in the development of PMFs;
- Prepares progress reports on the efficiency and usage of the M&E online Database;
- Prepares performance M&E reports for FMPs and prepares presentations based on M&E data as required;

- Participates in technical reviews and provides comments on draft documents to ensure that monitoring and Evaluation Plans and reports meet the Agency's requirements;
- Represents the Agency at local, regional, and international meetings, conferences, seminars, workshops, Ministries and committees and other functions as required;
- Communicates and co-ordinates with Primary Implementing Entities (PIEs) and internal stakeholders on information regarding M&E Working Group.

Required Knowledge, Skills and Competencies

- Experience in survey design and implementation
- Experience in evaluation, monitoring and results-based management;
- Experience in logic modelling/logical framework analysis
- Good understanding of quantitative and qualitative data collection and analysis
- Experience in participatory approaches. Sound data analytics skills and database management skills;
- Ability to capture, sift and present critical information in a user-friendly manner

Minimum Required Qualification and Experience

- First Degree in Social Sciences (eg. Project Management, Programme evaluation, Statistics, Management) or related discipline;
- At least two (2) years' work experience conducting monitoring and evaluation activities;
- Certificate in Project management will be considered an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 14th July, 2021 to:**

**Senior Director
Human Resource Management and Development
Forestry Department
173 Constant Spring Road
Kingston 8**

Email: hrmd.fd@gmail.com

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**