



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 372**

### **OSC Ref. C.6632**

3<sup>rd</sup> November, 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 **Senior Performance Monitoring and Evaluation Officer (GMG/SEG 3) – (Not Vacant)** in the **Strategic Planning, Performance Management, Evaluation and Modernisation Branch, Ministry of Housing, Urban Renewal, Environment and Climate Change**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Senior Director, Strategic Planning, Performance Monitoring and Evaluation, the incumbent is responsible for assisting with the monitoring and evaluation of Ministry Policies, Programmes and Projects, to ascertain the achievement of established objectives and performance standards.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Develops a Monitoring and Evaluation Plan, guided by the Ministry's Strategic Plan, as the framework for the monitoring and evaluation of the Ministry's programmes and projects;
- Develops Performance Indicators for use in the assessment of the Ministry's programmes and projects;
- Prepares Operational Reports;
- Convenes and participates in meetings, conferences and seminars relevant to role and function of the Division.

#### ***Technical/Professional:***

- Monitors and assesses the Ministry's policies, programmes and projects against established objectives and performance criteria;
- Conducts qualitative and quantitative analysis of the Ministry's programmes, policies and projects;
- Assists in the Strategic Planning process of the Ministry with Team Members;
- Liaises with the Finance and Accounts Division in the ongoing monitoring of expenditure;
- Designs and conducts research on the impact, relevance and effectiveness of the Ministry policies, Departments/Agencies, programmes and projects, to inform and update the Ministry's policies, planning exercise;
- Prepares reports/findings on all monitoring and evaluation exercises;
- Assists in the preparation of official papers and submissions on monitoring and evaluation results to advise the Ministry and the Government and inform and update planning and policy development;
- Evaluates and updates measures designed to improve the methods and standards used in developing performance indicators for Ministry programmes and projects;
- Liaises with Monitoring and Evaluation Divisions within Central Government, project analysis and monitoring organizations, as well as the Contractor and Auditor General towards the strengthening of the monitoring and evaluation process;
- Develops and maintains a monitoring and evaluation system;
- Provides technical advice to Internal and External Stakeholders.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Good presentation skills
- Excellent leadership and problem-solving skills
- Ability to work in a team
- Initiative
- Confidentiality

#### ***Technical:***

- Excellent knowledge in monitoring and evaluation techniques and methods
- Excellent research and analysis skills

### **Minimum Required Qualification and Experience**

- Bachelors Degree in Social Sciences with a strong project management/research component;
- Post-graduate training in Monitoring and Evaluation;
- Four (4) years related working experience;
- Project management experience;
- Experienced in Budget Preparation and Analysis;
- Experienced in the use of standard computer applications (Microsoft Word, Excel and Winproj.).

### **Special Condition Associated with the Job**

- May be required to work long hours to meet deadlines.

Applications accompanied by résumés should be submitted **no later than Tuesday, 15<sup>th</sup> November, 2021 to:**

**Senior Director, Human Resource Management and Development**  
**Ministry of Economic Growth and Job Creation/**  
**Ministry of Housing, Urban Renewal, Environment and Climate**  
**Change**  
**7<sup>th</sup> Floor, the Towers**  
**25 Dominica Drive**  
**Kingston**

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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**