



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 92 **OSC Ref. C. 4664¹⁴**

8th March, 2022

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, Evaluation and Monitoring Officer (GMG/AM 4)** in the **Accountant General's Department (AGD)**, salary range \$1,467,234 – \$1,744,080 per annum and any allowance(s) attached to the post.

Job Purpose

The Performance Management and Rewards Officer in collaboration with all levels of staff is responsible for the planning, implementation, monitoring, evaluation and maintenance of the Performance Management System to ensure the Organization's needs are met. The incumbent evaluates all aspects of the system and recommends improvement to strengthen performance. The incumbent also manages the Reward and Recognition Programme to acknowledge staff members' contribution.

Summary of the broad purpose of the position in relation to Government's goals and strategies to:

- Superintend the Performance Management Cycle/Process;
- Manage the Department's Rewards and Recognition activities;
- Develop and maintain required Performance Management documents, tools and procedures;
- Undertake research and analysis and make recommendations to improve the Performance Management process and Reward and Recognition initiatives;
- Develop, implement and evaluate metrics used to assess the effectiveness of the Performance and Recognition Portfolios;
- Design and conduct Sensitization, Coaching and Training Sessions;
- Manage all communication relating to the Portfolio and promote a performance culture.

Key Responsibilities

Technical:

- Integrates Performance Management principles within the culture of the Department;
- Collaborates with managers, supervisors and team members to develop Unit and Individual Work Plans to ensure alignment with Operational Plan and other related plans as well as the objectives of the Unit and job;
- Reviews and provides feedback to supervisors and/or team members on all sections of the Performance Management and Review Form;
- Co-ordinates Interim and Final Performance Reviews ensuring supervisors and team members complete the required documents;
- Guides and monitors the performance development process for both high and poor performers to improve/strengthen performance and career development;
- Develops tool and guide supervisors in the use of a performance improvement plan to aid in improving poor performance;
- Collaborates with the Training and Development Unit to ensure training and developmental activities are included on the Training and Development Plan and/or other related plans as well as to track fulfilment;
- Assists with the maintenance of the Department's Competency Framework to support Performance Management, recruitment and selection, training, career development and to reinforce the Department's core behaviours;
- Co-ordinates the payment of performance increments for all qualified staff members and inform the relevant HR Officer;
- Implements Performance Management related change management initiatives in collaboration with other HR Officers and stakeholders;
- Maintains a Confidential Register of performance ratings and applicable awards/sanctions;

- Conducts sensitization, coaching and Training Sessions on all phases of the performance cycle;
- Develops, implements and maintains Performance Management and Rewards and Recognition documentations and reports;
- Conducts research and analysis and recommends corrective action(s)/areas for improvement for the Performance Management and Reward and Recognition Portfolios;
- Develops, implements and monitors rewards and recognition activities, strategies and initiatives;
- Collaborates with all levels of staff to embed a culture of performance and recognition;
- Maintains databases/records for the Portfolios;
- Assists the Organizational Development Manager with organizational development activities/initiatives as required;
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem solving and analytical skills
- Good customer focus skills
- Results focus
- Integrity

Technical:

- Strong knowledge and understanding of GOJ Performance Management Process and Practices
- Good Knowledge of Research Methods and Data Analysis Techniques
- Strong knowledge of required legislations, policies and procedures
- Knowledge of Microsoft Office Suite/Proficient in Microsoft Excel
- Good Change Management skills

Minimum Required Qualification and Experience

- A Bachelor's Degree from a recognized institution in the disciplines of Human Resources Management; Human Resources Development or equivalent.

Essential:

- Three (3) years' experience in Human Resource Management, with at least two (2) years in a similar or related capacity.

Desirable:

- Training in the operation of the (GOJ) Guidelines for the Performance Management and Appraisal System.

Applications accompanied by résumés should be submitted **no later than Monday, 21st March, 2022 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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**