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**CIRCULAR No. 158**  
**OSC Ref. C. 4515/S3<sup>2</sup>**

**19<sup>th</sup> April, 2022**

### **RE-ADVERTISEMENT**

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 and Appraisal Systems Officer (GMG/SEG 1)** in the **Human Resource Management and Administration Division, Court Administration Division (CAD)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the general supervision of the Senior Director, Human Resource Management and Administration, the incumbent will plan and undertake, by working with and through colleagues, Human Resource (HR) Officers, managers, supervisors and staff, the activities necessary to support the development, maintenance and monitoring of the Performance Management and Appraisal System (PMAS), within the Judiciary.

#### **Key Responsibilities**

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

- Participates in the Corporate and Operational Planning activities of the CMS to gain a full understanding of the Mission and Objectives of the Judiciary, to inform the activities of the Human Resource (HR) Division in providing guidance to line managers and staff in completing their Divisional/Unit and Individual PMAS Work Plans and other related requirements of the PMAS;
- Develops Work Plan for the implementation of/oversight of the PMAS and its operation for each Financial Year;
- Develops, in collaboration with other HR colleagues and the Employee Performance Management and Appraisal Tool (EPMAT), plans for the further enhancement of the PMAS;
- Conducts PMAS Sensitization Sessions within the Courts in collaboration with other HR colleagues;
- Develops and executes PMAS related Change Management initiatives in collaboration with other HR colleagues, the EPMAT, managers and supervisors;
- Develops and ensures approval of Output Focused Job Descriptions for the required posts in collaboration with other HR colleagues, managers and employees;
- Facilitates Unit Work Plan sessions as necessary;
- Reviews samples of Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Develops customized manuals and forms for the Courts, in keeping with the guidelines for the PMAS.

##### ***Human Resource:***

- Develops customized PMAS material for Employee Orientation Sessions in the Courts;
- Provides training for newly appointed managers, supervisors with respect to their responsibilities under the PMAS;
- Provides guidance and information on PMAS related issues to all staff including managers and supervisors.

##### ***Administrative:***

#### **Monitoring and Compliance**

- Ensures that all staff are aware of the timetable for PMAS related activities over a given Financial Year;
- Prepares comprehensive PMAS Compliance Reports for the EPMAT;

- Maintains current Register of employees, their Appraising Managers and Reviewing Managers;
- Ensures that all managers and supervisors are in receipt of all PMAS manuals, handbooks, templates, policies and procedures required to operate with the system;
- Ensures that PMAS Work Plans are received for all relevant staff members in a timely manner;
- Monitors compliance with the conduct of interim evaluations and provides guidance as necessary;
- Ensures that Performance Appraisals for all relevant staff members are completed on an annual basis;
- Monitors the implementation by managers, of remedial and corrective actions to address poor performance;
- Monitors the implementation of Development Plans as an important aspect of Performance Management;
- Ensures that Performance Appraisal records are properly maintained;
- Maintains a confidential register of performance ratings and applicable pay awards/sanctions;
- Extracts required employee records for the audit of the system and provides other support as required for the post implementation evaluation of the system.

### **Recognition and Reward**

- Ensures that staff who are eligible for increments/awards are identified and the relevant HR Officers and payroll notified in good time;
- Participates in the work of the internal Recognition and Reward Committee to provide support to the process of determining eligibility for recognition and reward;
- Provides guidance to managers on giving recognition and rewards at the Divisional or Unit level;
- Co-ordinates the arrangement of recognition and reward activities/events at the Corporate level.

### **Reporting**

- Prepares Confidential Summary PMAS Report on appraisal results for identified authorized users;
- Prepares Confidential Detailed PMAS Report on appraisal results for identified authorized users;
- Prepares PMAS Status Reports for the EPMAT and the Performance Management Implementation Team (PMIT) monthly and/or as otherwise required;
- Prepares special PMAS related reports as required.

### **Required knowledge, Skills and Competencies**

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

- Comprehensive and sound knowledge of the PMAS as established in the guidelines issues by the Office of the Cabinet
- Sound knowledge of the Resident Magistrate's Court Act and other relevant legislation
- Sound knowledge of the Staff Orders and the Public Service Regulations
- Proficient in the use of relevant Computer Applications (Microsoft – Excel)

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

- Good customer service and coaching skills
- Strong impact and influence skills to guide managers and other staff through the extensive performance culture change the PMAS represents
- Good presentation skills
- Good oral and written communication skills
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to manage own time effectively
- Ability to analyze and solve problems
- Ability to work in a team

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

- First Degree in Management, Human Resource Management or equivalent qualifications;
- Three (3) years' experience at a supervisory level in a Human Resource Management or Business Planning environment;

- Training in the operation of the Government of Jamaica's Guidelines governing Performance Management and Appraisal System would be a distinct asset.

Applications accompanied by résumés should be submitted **no later than Monday, 2<sup>nd</sup> May, 2022 to:**

Senior Director  
Human Resource Management and Administration  
Court Administration Division  
Supreme Court  
The Towers, 8<sup>th</sup> Floor  
25 Dominica Drive  
Kingston 5

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