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(CENTRAL GOVERNMENT)
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CIRCULAR No. 202
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27th May, 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 following **vacant** posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Project Development and Evaluation Officer (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Performance Monitoring and Evaluation Officer (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

1. Project Development and Evaluation Officer (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Projects and Evaluation, the incumbent plans and organizes the work of the Division and also provides strategic direction, support and oversight in respect of project development and evaluation activities. This involves scanning the internal and external environment to identify opportunities for programmes and projects which will enable the Ministry to achieve its strategic objectives.

Additionally, he/she leads in the evaluation of on-going or completed projects to determine the level of achievement of project objectives; development of effectiveness, efficiency, impact and sustainability, as well as to document lessons learned so as to facilitate the decision-making process of the project stakeholders including donors and national partners.

There is also a requirement for the Director to represent the Ministry at meetings, seminars and conferences and to participate in negotiations with international funding agencies to obtain financing for major projects and forge and/or strengthen relationships with our international partners.

Key Responsibilities

Management/ Administrative:

- Participates in the various planning functions (Strategic, Corporate and Operational Plans), ensuring the alignment of these Plans and their consistency with the Government's strategic objectives;
- Develops Operational, Work Plans and Budgets for the Division;
- Participates in the Ministry's strategic planning process;
- Plans, organizes and manages work assigned; develops work schedules, programs, work activities and recommends improved methods and changes as required;
- Prepares and presents relevant papers and studies at conferences/seminars/workshops;
- Ensures that the work of the Division is carried out according to plan and that agreed targets are achieved;
- Represents the MIIC at meetings, negotiations, conferences and other fora and makes the necessary speeches and presentations as required.

Technical/Professional:

- Scans the internal and external environment to identify opportunities for programmes and projects;
- Guides in the preparation of project proposals, including project design, objectives, scope and costing;
- Oversees the development of project documents/proposals and business plans for local and international funding, including technical marketing and financial analysis;
- Directs the conduct of the Return on Investments (ROI) to determine the economic and/or social value of projects;

- Determines financing sources for projects and participates in negotiations to obtain funding approval;
- Reviews reports on baseline studies conducted for externally funded projects;
- Oversees the evaluation of on-going and completed projects and the documentation of lessons learned in order to:
 - ✓ Facilitate the decision-making process of the project stakeholders including donors and national partners
 - ✓ Provide key stakeholders with information needed to guide the project strategy towards achieving set goals and objectives
 - ✓ Provide early warning of activities and processes that need corrective action
 - ✓ Help empower project partners by creating opportunities for them to reflect critically on the project's direction and decide on improvements
 - ✓ Build understanding, motivation and capacity amongst those involved in the project
 - ✓ Assess progress to enable reporting requirements to be met;
- Monitors the evaluation process to ensure that:
 - ✓ Internationally accepted best practices and solid ethical principles are adhered to
 - ✓ The evaluation process is an inclusive and participatory exercise that should not only be receptive to comments from any of the stakeholders concerning factual inaccuracies in the reports, but also maintains total independence;
- Co-ordinates the circulation of draft evaluation reports among key stakeholders to facilitate input for a balanced perspective;
- Reviews final report before submission to donors and other relevant stakeholders.

Human Resource:

- Provides leadership and guidance to staff through effective objective setting, effective planning, delegation, communication, training, mentoring and coaching.
- Identifies the training and developmental needs of staff and ensures that they are adequately addressed;
- Participates in the recruitment of staff for the Division. Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Ministry;
- Recommends disciplinary action in keeping with established human resource policies and guidelines;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the objectives of the Ministry;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills
- Excellent negotiating skills
- Excellent team-building and staff development skills
- Ability to analyze and interpret information for decision-making
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Excellent problem solving and conflict management skills
- Keen attention to detail

Technical:

- Strong knowledge of Microsoft Office
- Excellent knowledge of project development and evaluation
- Good knowledge of risk management techniques
- Ability to work effectively with international donor partners and other stakeholders
- Excellent knowledge of Project Management principles and practices
- Excellent knowledge of Return on Investment (ROI) and cost benefit analyses

Minimum Required Qualification and Experience

- Master's Degree in Management, Business, Economics, Agriculture or equivalent qualifications in a related discipline;
- Supervisory/Management training;
- Training in Project Management;

- Five (5) years' experience in a comparable working environment;

OR

- Bachelor of Science Degree in Management, Business, Economics Agriculture or equivalent qualifications in a related discipline;
- Supervisory/Management training;
- Training in Project Management;
- Seven (7) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- Will be required to work beyond the normal working hours and on weekends and Public Holidays;
- Multiple deadlines to be met;
- Will be required to travel locally and overseas.

2. Performance Monitoring and Evaluation Officer (GMG/SEG 2)

Job Purpose

Under the general direction of the Senior Director, Policy, Planning, Projects and Research Division (PPPRD), the incumbent is responsible for developing, implementing and maintaining systems and procedures that integrate the Corporate/Strategic Planning, Budgeting and Performance Monitoring processes within the Ministry and its Portfolio Agencies, ensuring alignment with Government's priorities.

The post is responsible for projecting the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects. The incumbent participates in the management and implementation of the Performance Monitoring and Evaluation System (PMES) within the Ministry and its Agencies consistent with the Vision 2030: National Development Plan, Government Strategic Priorities and the Ministry's strategic priorities.

There is a requirement to develop partnerships and establish effective working relationships with the Heads of Portfolio Agencies and staff to ensure that plans and operations relate to overall Ministry and National Policies. The post supports and facilitates performance planning, monitoring and evaluation with a view to improving organizational learning, goal achievement, fiscal prudence and risk management.

Key Responsibilities

Management/Administrative:

- Plans, organizes and manages the work schedule for the Performance Monitoring and Evaluation Analyst and the Monitoring Officers;
- Establishes performance standards for officers supervised and delegates accordingly with required guidance;
- Prepares Status and Situational Reports;
- Conducts performance reviews of subordinates;
- Participates and makes representations as required, in meetings, workshops, conference and other fora, on strategic planning and performance management issues, as required;
- Participates in the Ministry's Strategic Planning Meetings;
- Represents the Ministry at meetings, conferences, workshops, etc.;
- Recommends improvements and modifications to the planning format;
- Formulates and updates procedure manuals and documents, as required.

Technical and Professional:

- Monitors the preparation of Corporate Plans and ensures the integration of targets, indicators and other performance measures in the planning and budgeting process;
- Facilitates, in collaboration with the senior officials of the Ministry, its Departments and Agencies, the preparation of the integrated Corporate Plans and Programmes in accordance with Government's directives, priorities and the Ministry's Mission;
- Facilitates stakeholder participation in the preparation of the Ministry's Strategic Plan and also the Corporate/Strategic Plans for the Ministry's Portfolio Agencies;
- Oversees the conduct of research, studies and surveys relating to socio-economic outcomes of services and activities and ensures the co-ordination and development of reports and papers;

- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects;
- Analyzes Corporate/Strategic/Business Plans from the Agencies and summarizes this information for inclusion into MIIC's Strategic Business Plan;
- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects;
- Analyzes Operational Plans from the Agencies and summarizing this information into MIIC's Operational Plan;
- Liaises continuously with the Cabinet Office to ensure that the Strategic Plan is driven by stated national policy objectives;
- Co-ordinates and prepares the Ministry's Strategic/Medium Term Plan in conjunction with the Senior Director;
- Co-ordinates and prepares the Ministry's Annual Operational Plan;
- Collaborates with the Policy Team and all other Divisions to develop the Ministry's plans and policies;
- Provides technical support and guidance to the Divisions, Departments and Agencies in the preparation of their Corporate/Business and Operational Plans;
- Co-ordinates performance review meetings of Ministry and Agencies in collaboration with the Honourable Minister and the Permanent Secretary;
- Provides information to relevant stakeholders for Speeches, Reports and Briefs;
- Collaborates and assists in the preparation of the Ministry's Technical, Annual and Bi-Annual Reports;
- Liaises with the Performance Management and Evaluation Unit (PMEU), Cabinet Office and the Ministry of Finance and the Public Service in respect of the Ministry's Strategic Plan;
- Establishes effective working relationships with the Heads of Portfolio Agencies and staff to ensure that plans and operations relate to overall Ministry and National Policies and to obtain information and support;
- Participates in the preparation of a plethora of Briefs and Technical Papers;
- Provides comments and contributes to requests from other Ministries and stakeholders;
- Assesses and reports on plans from Departments and Agencies to ensure conformity with established policies, directives and overall strategic objectives;
- Provides timely technical advice and accurate well written reports;
- Conducts verification and background checks to ensure credibility and reliability of reports, documents and related data;
- Participates in the monitoring and evaluation of projects undertaken by the Ministry and ensures reporting requirements are met;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption where necessary, to enhance the Ministry's planning and policy development functions;
- Participates in the development and coordination of the PAAC Report for presentation to Houses of Parliament;
- Undertakes research and prepares updates, briefs and notes for the IMF Report through the Ministry of Finance and Public Service;
- Prepares Capital Budget Submission as needed;
- Co-ordinates activities for Planning Retreats;
- Manages the implementation of the Performance Monitoring and Evaluation System (PMES).

Human Resource:

- Monitors and evaluates the performance of the Administrator, Performance Monitoring and Evaluation Analysts and the Planning and Research Analyst;
- Interprets policy and advises staff supervised on Government regulations and guidelines;
- Recommends and/or initiates corrective action, where necessary, to improve performance;
- Participates in the recruitment of staff;
- Provides leadership and guidance through the effective planning, delegation, communication, training, and mentoring;
- Makes recommendations on promotions, leave, itinerary, disciplinary issues and other Human Resource matters;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Ability to exercise initiative
- Ability to work in a team
- Excellent oral and written communication skills
- Good interpersonal and facilitation skills

- Good presentation skills
- Excellent problem-solving and analytical skills
- Excellent organizing skills
- Strong negotiating skills
- Confidentiality and integrity
- Effective management of external relationships
- Computer literate - competency in Microsoft Word, Powerpoint, Excel

Minimum Required Qualification and Experience

- Bachelor's Degree in Management, Public Administration or Economics or any related Social Science Degree and eight (8) years related experience;
- Specialized training in Planning and/or Project Management, Economic Analysis and Statistics.

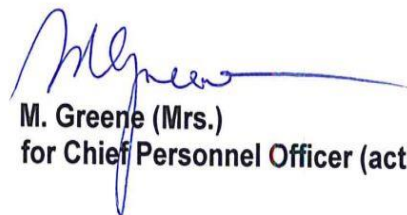
Applications accompanied by résumés should be submitted **no later than Thursday, 9th June, 2022 to:**

**Director
Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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.


**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**