



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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9th June, 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 be assigned to the post of **Performance Analyst (GMG/SEG 3) - (Not Vacant)** in the **Performance Management Evaluation Branch, Office of the Cabinet**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Senior Performance Analyst, the Performance Analyst is responsible for strategic planning at the Department/Agency level, performance reporting at the Ministry, Department/Agency level, maintenance of the Reporting Database, evaluation library and the management of the online Community of Practice. The Performance Analyst, as part of the overall Performance Management and Evaluation Branch (PMEB), will contribute to the implementation of the Government's Results-Based Management System.

Key Responsibilities

Strategic Planning:

- Contributes to the preparation of the Whole-of-Government Strategic Business Plan;
- Participates in the periodic review of the Whole-of-Government's Planning and Performance Framework and prepares findings as required by the Senior Performance Analyst;
- Provides guidance to Departments/Agencies in the development of Strategic Business and Operational Plans;
- Assists with the facilitation of Strategic Planning Sessions in assigned MDAs;
- Provides feedback on Strategic Business and Operational Plans of assigned MDAs and submits to the Senior Performance Analyst;
- Provides analytical feedback on Implementation Plans for policy initiatives, programmes and projects of MDAs and submits to the Senior Performance Analyst;
- Supports the implementation of the Government's Performance Monitoring and Evaluation System (PMES) in assigned MDAs;
- Participates in the implementation of M&E Frameworks/Performance Measurement Frameworks in assigned MDAs;
- Participates in the PMEB's planning of its annual outcomes, outputs and performance measures (initiatives, targets, indicators and budget);
- Monitors the PMEB's Annual Planning, Monitoring and Reporting Calendar and advise the Senior Performance Analyst on actions that should be undertaken;
- Conducts research to support the development of standards and guidelines for planning and performance monitoring, evaluation and reporting across Government;
- Participates in the periodic review of the Government's Planning and Performance Framework;
- Assists with the planning and facilitation of Technical Workshops for MDAs areas of strategic planning and performance measurement, monitoring, evaluation and reporting;
- Co-ordinates the Corporate Planners' Network Meetings for Ministries, Departments and Agencies.

Results Monitoring, Evaluation and Reporting:

- Maintains a repository of evaluation resources to facilitate sharing of evaluation knowledge;
- Maintains a system to record management responses to all evaluations conducted (Evaluation Library);
- Participates in data collection/administering of questionnaires to support evaluation exercises;
- Prepares reviews on Quarterly and Annual Performance Reports of assigned MDAs and submits to the Chief Performance Management Analyst;
- Prepares drafts of the PMEB's Weekly, Quarterly and Annual Reports;

- Monitors the yearly activities/outputs outlined in the PMEB's Operational Plan and advises the Senior Performance Analyst on the progress made against quarterly targets.

Monitoring and Evaluation (M&E) Community of Practice Network:

- Assists with the posting of online relevant content to support the objectives of the Community of Practice;
- Provides input for the utilization of reports on the Community of Practice.

Secretariat for PMES/MTEF Implementation Steering Committee:

- Assists with the co-ordination of committee meetings.

Required Knowledge, Skills and Competencies

- Ability to build consensus and promote collaboration across Government
- Demonstrated analytical and problem-solving skills
- Good advocacy and negotiating skills
- Strong interpersonal and team working skills
- Excellent oral and written communication skills
- Excellent presentation skills
- Ability to interpret spreadsheets and statistical data
- Demonstrated understanding of the planning and budgetary process in the public sector

Minimum Required Qualification and Experience

- Degree in Economics, Financial Management, Management Studies or any related social science discipline;
- Exposure to Training in Strategic Planning, Performance Monitoring and Evaluation and/or Performance Management;
- At least three years experience of working within a Strategic Planning or Performance Evaluation related field.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd June , 2022 to:**

**Senior Director
Human Resource Development and Management (HRDM) Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.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**