



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 219**

**OSC Ref. C.4859<sup>18</sup>**

**15<sup>th</sup> May, 2023**

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 Director, Performance Management and Appraisal System (GMG/SEG 2)**, in the **Human Resource Department, University Hospital of the West Indies**, salary range \$3,770,761 - \$5,071,254 per annum.

### **Job Purpose**

Under the general guidance of the Senior Director of Human Resource Management and Development, the Director, Performance Management and Appraisal System will plan and undertake by working with and through staff members at all levels, the activities necessary to support the development, maintenance, monitoring and internal assessment of the Performance Management and Appraisal System (PMAS), within the University Hospital of the West Indies. The Director ensures that the stipulated framework and guidelines are developed to ensure proper linkage between the PMAS and Organisational Performance Management and Reward and Recognition Systems are adopted/adapted, instituted and observed in principle and practice.

### **Key Responsibilities**

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

- Participates in the Corporate and Operational Planning activities at UHWI in an effort to gain a full understanding of the Mission and Objectives of UHWI. Also to 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 an Annual Work Plan for the oversight of the operation of the PMAS at UHWI.

#### ***System Development and Change Management:***

- Ensures knowledge of the PMAS through the design and conduct of PMAS Sensitization Sessions within UHWI;
- Develops and executes PMAS related change management initiatives in collaboration with the Director of Training and Manpower;
- Leads in the development and maintenance of an organization-wide Competency Framework to support performance management, recruitment, and selection, and reinforce UHWI's core values;
- Works with the Director Organizational Development to develop and ensure approval of output focused Job Descriptions for the PMAS development exercise, in collaboration with other HRM 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 and maintains customized PMAS Manuals, Templates, Forms, policies and procedures for UHWI in keeping with the Guideline PMAS;
- Develops PMAS related Terms of Reference(s) as necessary and manages contracted PMAS Technical Consultants (when utilized) against agreed Terms of Reference(s);
- Develops customized PMAS material for Employee Orientation Sessions
- Participates in the delivery of training for newly appointed managers and supervisors with respect to their responsibilities under the PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff including managers and supervisors;
- Agrees the timetable for PMAS related activities over a given Financial Year and ensures that all staff are advised;
- Works with managers and supervisors to ensure that PMAS Work Plans are completed for all relevant staff members within the agreed timeframe;
- 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 action 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;
- Provides Secretariat support to the Employee Performance Management and Appraisal Team (EPMAT);
- Ensures that staff eligible for an increment/award are identified, and the relevant HR officers and payroll notified in the stipulated timeframe;
- 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;
- Plans and co-ordinates the arrangement of Recognition and Reward activities/events at the Corporate level;
- Prepares Confidential Detailed PMAS Report on appraisal results for identified authorised users;
- Provides PMAS Status Reports for the PMIT monthly as required;
- Prepares Special PMAS related reports as required;
- Leads, prioritises and monitors the day-to-day operation of the PMAS Section to ensure the effective management of all inputs, and that goals and objectives are being met;
- Oversees and participates in the review and evaluation of the work of staff members on a regular basis;
- Agrees Annual Development Plans for all staff members and ensures their effective implementation;
- Reviews and approves the Individual Work Plans of direct reports;
- Reviews and appraises performance of direct reports;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.

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

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

- Demonstrated Initiative
- Results oriented
- Strong customer orientation
- Effective problem solving skills
- Effective oral and written communication skills
- Strong interpersonal skills
- Integrity

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

- Comprehensive and sound knowledge of the PMAS as established in the Guidelines issued by the Office of the Cabinet
- Proficient use of computer applications (Word, PowerPoint, Excel)
- Strong presentation skills
- Strong coaching skills
- Strong impact and influence skills to guide managers and other staff through the extensive performance culture change the PMAS represents
- Sound analytical thinking
- Methodical
- Strong change management skills
- Knowledge of Change Management techniques

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

- First Degree in Human Resource Management or related discipline;;
- Four (4) years' experience in Performance Management Appraisal System (PMAS) with specialized training in employee performance management techniques;
- Two (2) years' experience in actively participating in business planning at the operational/functional level .

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

- Participation in retreats/meetings outside of normal working hours may be required from time to time.

Applications accompanied by résumés should be submitted **no later than Monday, 29<sup>th</sup> May, 2023 to:**

Senior Director, Human Resource Management and Development  
University Hospital of the West Indies  
Mona  
Kingston 7

Email: [hrd@uhwi.gov.jm](mailto:hrd@uhwi.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.**

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)  
for Chief Personnel Officer