



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 331
OSC Ref. C. 6555¹⁵

20th July, 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 following **vacant** posts in the **Policy, Planning, Projects and Research Division, Ministry of Industry, Investment and Commerce**:

1. **Performance Monitoring and Evaluation Officer (GMG/SEG 2)**, salary range \$3,770,761 – \$5,071,254 per annum.
2. **Project Co-ordinator (GMG/SEG 1)**, salary range \$3,094,839 – \$4,162,214 per annum.

1. 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, conferences and other fora on strategic planning and performance management issues as required;
- Participates in 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/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 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 Hon. Minister and the Permanent Secretary;
- Provides information to relevant stakeholders for speeches, reports, 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 co-ordination 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);
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Ability to exercise initiative
- Ability to work as a part of a team

Functional:

- Excellent oral and written communication
- Good interpersonal and facilitation skills
- Good presentation skills
- Excellent problem solving and analytical skills
- Excellent organizational 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;
- Eight (8) years related experience;
- Specialized training in Planning and/or Project Management, Economic Analysis and Statistics.

Special Conditions Associated with the Job

- The job involves a typical office working environment with no adverse working conditions. However, the incumbent will sometimes be required to conduct site visits for the Ministry's programmes, projects and other initiatives.

2. Project Co-ordinator (GMG/SEG 1)

Job Purpose

Under the direction of the Director, Projects and Evaluation, the Project Co-ordinator, is responsible for planning, monitoring and evaluating the implementation of projects within the MIIC and its Agencies. The incumbent will provide support and oversight to project development and evaluation activities which are being conducted by the Ministry of Industry, Investment and Commerce and its Agencies. This involves the identification of opportunities for programmes and projects which will enable the Ministry to achieve its strategic objectives.

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 strategic objectives;
- Develops operational, Work Plans and Budgets for the Unit;
- Monitors the implementation of the plans and programmes for the Branch to ensure that work is carried out as planned and within Budget;
- Participates in the Ministry's Strategic Planning Process;
- Plans, organizes and manages work assigned, develops work schedules, programmes, work activities and recommends improved methods and changes as required;
- Ensures compliance with laws, regulations, policies and procedures governing activities and the operations of the MIIC;
- Undertakes necessary assessments and plans and organizes training sessions and developmental workshops on Branch functions and activities;
- Prepares and presents relevant papers and studies at conferences/seminars/workshops;
- Ensures that the work of the Branch 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:

- Develops Annual Programme of work for Unit for approval by Senior Director;
- Submits Monthly Reports of progress of Work Plan;
- Develops operating Budget for Unit;
- Designs technical programmes and relevant Budgets;
- Makes recommendations to the Senior Director in respect of budgetary support projects that are being developed;
- Develops guidelines and standards for negotiating contracts for engagement of consultants to assist with project development;
- Participates in Project Design Meetings and proposes improvements if necessary;
- Evaluates potential problems and technical hitches and develops solutions;
- Plans and manages team goals, project schedules and new information;
- Supervises current projects and co-ordinates all Team Members to keep workflow on track;
- Manages project-related paperwork by ensuring all necessary materials are current, properly filed and stored;
- Directs project correspondences by preparing and reviewing project proposals, memos, Meeting Minutes and emails;
- Communicates with clients to identify and define project requirements, scope and objectives;
- Monitors and evaluates the progress of projects that are being implemented;

- Maintains effective Recording and Management Information system to provide timely information for project evaluation;
- Prepares Annual Budgets and Corporate Plans for the Unit;
- Performs any other related duties that may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Well-developed analytical skills
- Sound decision making skills
- Strong leadership attributes
- Strong customer relations skills
- Good interpersonal skills
- Effective team player

Technical:

- Strong grasp of managerial and financial accounting principles
- Proficiency in Word Processing, Spread Sheet applications, Power Point and Database management
- Sound knowledge in the effective use of the internet and the World Wide Web
- Excellent knowledge of the Ministry's policies and procedures
- General knowledge of the operations of Government rules, regulations and procedures

Minimum Required Qualification and Experience

- Bachelor's Degree in Management, Public Administration or Economics or any related Social Science Degree and Eight (5) years related experience;
- Specialized training in Planning and/or Project Management, Economic Analysis and Statistics

Special Conditions Associated with the Job

- The job involves a typical office working environment with no adverse working conditions. However, the incumbent will sometimes be required to conduct site visits for the Ministry's programmes, projects and other initiatives.

Applications accompanied by résumés should be submitted **no later than Thursday, 3rd August, 2023 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.



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