



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 62**  
**OSC Ref. C.6555<sup>16</sup>**

**1<sup>st</sup> February, 2024**

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 Monitoring and Evaluation Officer (GMG/SEG 2)** in the **Policy, Planning, Projects and Research Division, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$3,770,761 - \$5,071,254 per annum.

**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/Administration:***

- Plans, organizes and manages the work schedule for the Performance Monitoring 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 coordination and development of reports and papers;
- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects;
- Analyses 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;
- Analyses 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;
- Performs any other related duties that may be assigned from time to time;
- Co-ordinates activities for Planning Retreats;
- Manages the implementation of the Performance Monitoring and Evaluation System (PMES).

#### ***Human Resources***

- 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.

#### ***Other:***

- Keep abreast of developments in Corporate/Strategic/Business Planning;
- Performs any other related duties which 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/Technical:***

- 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 and
- Three (3) years related experience
- Training and/or experience in Project Management would be an asset

**Special Condition 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.

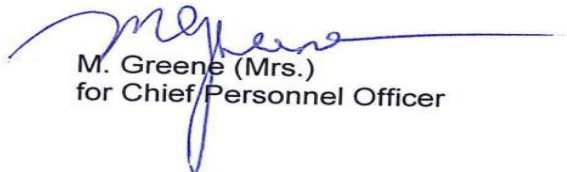
Applications accompanied by résumés should be submitted **no later than Thursday, 15<sup>th</sup> February, 2024 to:**

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

Email: [hrm@miic.gov.jm](mailto: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