



## Office of the Services Commissions

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### **CIRCULAR No. 177** **OSC Ref. C. 5850<sup>16</sup>**

26<sup>th</sup> April, 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 be assigned to the post of **Director, Performance Monitoring and Evaluation (GMG/SEG 4) – (Not Vacant)** in the **Strategic Planning, Evaluation and Risk Management Branch, Ministry of Economic Growth and Job Creation**, salary range \$6,333,301– \$8,517,586 per annum.

#### **Job Purpose**

Under the direct supervision of the Senior Director, the incumbent manages the coordination and development of the Ministry's strategic and operational plans, ensuring alignment with National outcomes and Ministry's mandate; manages the monitoring and evaluation of the Ministry's policies, programmes and projects to properly assess the achievement of strategic objectives and established performance standards.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Develops a Monitoring and Evaluation Plan, guided by the Ministry's Strategic Plan, as the framework for the monitoring and evaluation of the Ministry's programmes and projects;
- Develops Performance Indicators for use in the assessment of the Ministry's programmes and projects;
- Devises a set of Operational Objectives to guide the operations of the Monitoring and Evaluation Unit;
- Develops Individual Work Plans and staff schedules;
- Directs and oversees the functions of direct reports;
- Prepares Operational Reports;
- Convenes and participates in meetings, conferences and seminars relevant to the role and function of the Division;
- Designs and directs secondary research into the impact, relevance and effectiveness of the Ministry's policies and Departments/Agencies' programmes and projects to inform and update the Ministry's policy and planning.

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

- Monitors and assesses the Ministry policies, programmes and projects against established objectives and performance criteria;
- Conducts qualitative and quantitative analysis of the Ministry's programmes, policies and projects;
- Assists in the Strategic Planning process of the Ministry with team members;
- Liaises with the Finance and Accounts Division in the ongoing monitoring of expenditure on programmes and projects, and assesses Capital and Operational Budgets against the Ministry's policies and priorities. Proposes adjustments where appropriate;
- Prepares reports/findings on all monitoring and evaluation exercises;
- Assists in the preparation of official papers and submissions on monitoring and evaluation results in order to advise the Ministry and the Government; and informs and updates planning and policy development;
- Evaluates and updates measures designed to improve the methods and standards used in developing Performance Indicators for the Ministry's programmes and projects;
- Liaises with the Monitoring and Evaluation Divisions within Central Government, project analysis and monitoring organizations, as well as Contractor and Auditor Generals, towards the strengthening of the monitoring and evaluation process;
- Develops and maintains a Monitoring and Evaluation System;
- Provides technical advice to internal and external stakeholders.

##### ***Human Resource:***

- 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;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer,

promotion, termination and leave in accordance with established Human Resource policies and procedures;

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates the welfare and development of direct reports;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on the role of the Division/Unit for the Orientation Programme;
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication and presentation skills;
- Excellent interpersonal skills;
- Good leadership skills;
- Ability to work in a team;
- Strong background in monitoring and evaluation;
- Excellent research and analysis skills;
- Excellent project management experience;
- Experienced in budget preparation and analysis;
- Proficiency in the use of relevant computer applications such as Microsoft Word, Excel and PowerPoint.

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

- Master's Degree in Social Science with a strong project management/research component, preferably with emphasis on Public Sector Management or related discipline;
- Specialized training in Monitoring and Evaluation would be an asset;
- Three (3) years' related experience.

**OR**

- Bachelor's Degree in Management Studies, Public Administration or equivalent qualifications with a strong project management/research component;
- Specialized training in Monitoring and Evaluation would be an asset;
- Five (5) years related working experience with two (2) years in a supervisory position, being involved in Strategic Planning/Performance Monitoring and Evaluation/Project Management.

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

- May be required to work long hours based on exigencies.

Applications accompanied by résumés should be submitted **no later than Thursday, 9<sup>th</sup> May, 2024 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
The Towers, 7<sup>th</sup> Floor  
25 Dominica Drive  
Kingston 5**

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**