



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 142 **OSC Ref. C. 5850¹⁷**

10th April, 2025

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 **Senior Performance Monitoring and Evaluation Officer (GMG/SEG 3)** in the **Strategic Planning, Performance Monitoring, Evaluation and Risk Management Branch, Ministry of Economic Growth and Job Creation (MEGJC)**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

The incumbent is responsible for assisting in the monitoring and evaluation of Ministry policies, programmes and projects, to ascertain the achievement of established objectives and 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 ministry programmes and projects;
- Develops Performance Indicators for use in the assessment of Ministry programmes and projects;
- Develops Individual Work Plan based on alignment with Divisional objectives;
- Prepares operational reports;
- Convenes and participates in meetings, conferences and seminars relevant to role and function of the Division.

Technical/Professional:

- Monitors and assesses ministry policies, programmes and projects against established objectives and performance criteria;
- Conducts qualitative and quantitative analysis of 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 Ministry policies and priorities. Proposes adjustments where appropriate;
- Designs and conducts research into the impact, relevance and effectiveness of the Ministry policies, departments/agencies, programmes and projects to inform and update the Ministry's policies, planning;
- 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 ministry programmes and projects;
- Liaises with 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 Resources:

- Participates in the recruitment of staff for the Division/Unit, in accordance with established human resource policies and procedures;
- 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;

- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good presentation skills
- Excellent interpersonal skills
- Good leadership skills
- Teamwork and co-operation skills
- Result and goal oriented
- Good problem-solving skills

Technical

- Excellent knowledge of monitoring and evaluation techniques and methods
- Excellent research and analysis skills
- Project management experience
- Experienced in budget preparation and analysis
- Experienced in the use of standard computer applications (Microsoft Word, Excel and Winproj.)

Minimum Required Qualification and Experience

- Bachelors' Degree in Social Sciences with a strong project management/research component;
- Post-graduate training in Monitoring and Evaluation;
- Four (4) years related working experience.

Special Condition Associated with the Job

- May be required to work long hours to meet deadlines

Applications accompanied by résumés should be submitted **no later than Friday, 25th April, 2025 to:**

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

Email: 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**