



**CIVIL SERVICE OF JAMAICA**

**Ministry of Science, Energy and Technology**

**Job Description and Specification**

|             |   |
|-------------|---|
| JOB TITLE:  | Performance Monitoring Officer (New)                    |
| JOB GRADE:  | GMG/AM 4  |
| POST #:     | 68630   |
| DIVISION:   | Policy, Planning, Development and Evaluation            |
| REPORTS TO: | Director, Corporate Planning and Performance Monitoring |
| MANAGES:    | None  |

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date created/revised

## **JOB PURPOSE**

Under the general direction of the Director, Corporate Planning and Performance Monitoring, the incumbent is responsible for the monitoring and reporting of the Ministry's performance management process by undertaking detailed, independent analysis of the performance of assigned portfolio agencies towards delivering desired Ministry and national policy outcomes, as well as for compliance with applicable laws, regulations and policies. The Officer will further support the process by assisting in the development of the Ministry's Strategic/Business, Corporate and Operational Plans and provide advice and guidance on how the delivery of results against plans can be improved and so secure the desired outcomes.

## **KEY OUTPUTS**

- Sound qualitative and quantitative performance analyses.
- Performance monitoring and evaluation tools developed and applied.
- Government of Jamaica's Corporate Planning, Medium Term, Financial Planning, Operational Planning and Budgeting processes and procedure promoted and adhered to.
- Performance reports prepared.
- Risk management and mitigation framework developed and applied.
- Presentations to divisions, departments and agencies on improving their operational and corporate planning processes, and obtaining targeted and improved results from their performance monitoring systems.
- Performance management techniques and their application to the Ministry's Mission & Vision and strategic objectives.
- Performance monitoring systems implemented and supported for all segments of the Ministry.

## **KEY RESPONSIBILITY AREAS**

### **Technical/Professional**

- Participates in the preparation and review of the Ministry's Strategic and Corporate plans.
- Monitors the achievement of objectives and targets in the Ministry's Strategic Plan and Corporate Plan and reports regularly on performance.
- Develops standards and guidelines to monitor the Ministry's performance.
- Reviews Divisions'/Units' Operational Plans to ensure that they are aligned to the overall Strategic Plan and budget allocation of the Ministry.
- Reviews the relevance and strength of performance indicators proposed by Divisions/Units in their Operational Plans; works with Divisions/Units to develop realistic performance indicators and targets for inclusion in Operational Plans as required.
- Collaborates with the Cabinet Support and Management Division, Cabinet Office to develop a risk management framework for corporate and operational planning in the Ministry.

- Evaluates the Divisions’/Units’ Operational Plans to ensure that they have taken into account the risks to successful implementation and identified mitigating actions; makes recommendations that would be necessary to address these changes as required.
- Participates in the Ministry’s quarterly performance monitoring process, reviews quarterly performance reports of divisions / agencies and identifies trends and areas where performance can be improved.
- Prepares periodic reports on the implementation of policies outlining policy gaps.

**Administrative**

- Participates in the Division’s performance monitoring and corporate planning sessions.
- Prepares reports for the Director, Corporate Planning and Performance Monitoring as required.
- Executes the functions of Desk Officer for entities assigned.
- Other duties as may be assigned from time to time.

**INTERNAL AND EXTERNAL CONTACTS**

*Internal*

| <i>Contact</i>   | <i>Purpose</i>  |
|--|---|
| Principal Director, Policy Planning Development and Evaluation | Guidance and work assignment  |
| Director, Corporate Planning and Performance Monitoring        | Sharing and receiving information on behalf of the Principal Director and Director, Corporate Planning and Performance Monitoring |
| All staff members in MSTEM                                     |   |

*External*

| <i>Contact</i>                       | <i>Purpose</i>  |
|--------------------------------------|---|
| Ministries, Departments and Agencies | Sharing and receiving information on behalf of the Principal Director and Director, Corporate Planning and Performance Monitoring |
| Other entities                       | Receiving information on behalf of the Principal Director   |

**PERFORMANCE STANDARDS**

- Effective working relations with other Divisions/Units and external associates.
- Reports are well-researched, well written and logically presented.
- Planning meetings are provided with clear and understandable documents to enable the Principal Director, Director, Corporate Planning and Performance Monitoring and other senior managers to make decisions in a timely manner.

- Recommended performance management options are logical, appropriate and evidence-based.
- Sound and timely advice provided as required.
- Monitoring activities are carried out in accordance with established guidelines and feedback is timely and of a high calibre to inform improved performance.
- Monitoring mechanisms are effective ensuring goals or specified objectives are accomplished in accordance with prescribed priorities, time limitation and funding conditions.
- Established deadlines and targets are consistently met.
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.

### **REQUIRED COMPETENCIES**

*The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade ‘1’ being the lowest and ‘3’ or ‘4’ the highest:*

| <b>Core</b>                                   | <b>Level</b> | <b>Functional</b>   | <b>Level</b> |
|---|--------------|---|--------------|
| Oral communication – public speaking skills   | 4            | Strategic vision  | 3            |
| Written communication – report writing skills | 4            | Analytical thinking   | 3            |
| Customer and quality focus                    | 3            | Problem solving and decision making   | 4            |
| Team work and cooperation                     | 4            | Leadership  | 3            |
| Integrity                                     | 4            | Initiative  | 4            |
| Compliance                                    | 3            | Planning and organizing   | 3            |
| Interpersonal skills                          | 4            | Goal/result oriented  | 3            |
| Change management                             | 3            | Managing external relationships   | 4            |
| -   | -            | Use of technology – relevant computer applications  | 3            |
|   |              | <ul style="list-style-type: none"> <li>• Experience in evaluation, monitoring and result based management</li> <li>• Demonstrated understanding of corporate planning and budgetary process in the public sector</li> <li>• Good chairing and presentation skills</li> <li>• Broad knowledge of government policy and planning processes</li> </ul> | 4            |

| Core | Level | Functional   | Level |
|------|-------|--|-------|
|      |       | <ul style="list-style-type: none"> <li>• Ability to analyze and interpret financial and other corporate information for decision making.</li> <li>• Ability to manage limited resources in order to achieve challenging output targets.</li> </ul> |       |

**MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE**

- Bachelor of Science Degree in Public Policy, Public Sector Management/ Governance or equivalent from an accredited tertiary institution;
- Training in Performance Management, Performance Evaluation and or Strategic/Corporate Planning;
- At least three (3) years' experience working within a similar capacity.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Normal office environment.
- Extended hours may be required to meet work deadlines.
- Ability to travel locally and overseas on work related business.
- Ability to work under pressure.
- The job is substantially office-based. However, the post holder is required to attend meetings outside the office and visit entities within the ministry's portfolios. Field visits may expose the incumbent to dust, noise, heat, vibration and other conditions.

**AUTHORITY**

- None