



**CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF FINANCE & THE PUBLIC SERVICE**

<b>JOB TITLE:</b>	Performance Monitoring and Evaluation Analyst
<b>JOB GRADE:</b>	GMG/SEG 2
<b>POST NUMBER:</b>	72259
<b>DEPARTMENT/DIVISION:</b>	Corporate Planning & Administration
<b>REPORTS TO:</b>	Director, Strategic Planning, Performance, Monitoring & Evaluation
<b>ACCOUNTABLE TO:</b>	Director, Strategic Planning, Performance, Monitoring & Evaluation
<b>MANAGES:</b>	<b>Directly:</b> N/A <b>Indirectly:</b> N/A

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

## **1. STRATEGIC OBJECTIVES OF THE DIVISION**

- To coordinate and implement the strategic management process of the Ministry in keeping with the policy directives set out by Cabinet Office and the MoFPS.
- To initiate and assist in the coordination of reform activities in the MoFPS that will improve its overall effectiveness, particularly in the area of service delivery to its valued clients and stakeholders.

## **2. JOB PURPOSE**

Under the general direction of the Director, Strategic Planning, Performance, Monitoring & Evaluation, the Performance Monitoring Analyst is responsible for assisting with the development and management of the performance management of the Ministry's policies, programmes and projects to ascertain the attainment of established objectives and performance standards.

## **3. KEY OUTPUTS**

- Ministry/Departments/Agencies Performance reports produced
- Trend Analysis conducted
- Research conducted and findings compiled
- Quantitative and qualitative analysis conducted
- Annual/Quarterly/Periodic Reports prepared
- Advice and interpretation provided
- Individual Work plan developed

## **4. KEY RESPONSIBILITY AREAS**

### **Technical/Professional Responsibilities**

- Contributes in the development of a Monitoring and Evaluation Results Measurement (RM) Framework, guided by the Ministry's Strategic Plan as the machinery for the monitoring and evaluation of ministry's and its portfolio agencies' plans, programmes and projects;
- Assists with the formulation of Performance Indicators for use in the assessment of the ministry's and its portfolio agencies' policies, programmes and projects;
- Monitors and evaluates newly implemented plans, policies and procedures to analyze effectiveness and progress;
- Liaises with all departments/ branches/units and portfolio agencies to gather status data, conducts analyses and makes recommendations;

- Provides support in the setting of Operational Objectives to guide the operations of the Monitoring and Evaluation function;
- Organizes and convenes Strategic Planning Coaching sessions for assigned programmatic areas;
- Assists with the design and conducts secondary research in to the impact, relevance and effectiveness of the Ministry's policies, departments/agencies, programmes and projects to inform and update the Ministry's policies, planning process;
- Establishes evaluation schedules and guides Heads of Divisions/Units and Programme Managers on the importance of the evaluation exercise in the decision making process;
- Evaluates Divisions/Branches/Sections/Units Strategic Corporate and operational plans against set performance targets ensuring that these plans are based on key outputs and objectives, and are linked to budget forecasts;
- Advises Heads of Divisions/Branches/Sections/Units on significant variance from targets in strategic corporate and operational plans and programmes, and recommends alternative strategies;
- Monitors projects/ programmes and the implementation of decisions taken in respect of policy issues, and offers solutions for the handling of constraints and procedural bottlenecks;
- Supports the monitoring of the quality and completeness of data for the documenting of project performance, ensure data within the project for evidence –based decision making, and solve data problems when they arise;
- Collaborates with key stakeholders in the development, implementation and maintenance standard operating procedural manuals on the Performance Management process;
- Monitors and assesses the ministry policies, programmes and projects against established objectives and performance criteria;
- Conducts qualitative and quantitative analysis of Ministry's programmes, policies and projects;
- Contributes 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; and propose adjustments where appropriate;
- Liaises with the Risk Management Unit in the sharing of data/information to aid in the mitigating of prospective risks;
- Prepares reports/findings on all monitoring and evaluation exercises;
- Prepares official papers and submissions on monitoring and evaluation results in order to inform and update planning and policy development;
- Evaluates and updates measures designed to improve the methods and standards used in developing performance indicators for the ministry's policies, programmes and projects;
- Liaises with monitoring and evaluation divisions within central government and related entities, to support the strengthening of the performance management and evaluation process;
- Provide technical advice to internal and external stakeholders;

- Develops, implements and maintains standard operating procedural manuals on the Performance Management and Evaluation process.

### **Management/Administrative Responsibilities**

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

### **Human Resources Responsibilities**

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

### **Customer Service Responsibilities**

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.

### **Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

## **5. PERFORMANCE STANDARDS**

- The Monitoring and Evaluation Plan provides a sound framework for effective monitoring and evaluation of ministry policies, programmes and projects
- Performance indicators are measurable, reliable and valid
- Performance monitoring and evaluation exercises are conducted in accordance with established procedures
- Plans, policies, programmes and operations of the Ministry are monitored and assessed according to agreed timelines to ensure conformity to Ministry objectives and established standards of performance
- Performance Monitoring and evaluation findings provide sound bases for decision-making

- Performance monitoring and evaluation reports are prepared and provided within allotted timeframes
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data
- Individual work plans conform to established procedures and implemented accorded to establish rules
- Reports are evidence-based and submitted in a timely manner
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

## 6. **AUTHORITY**

- Recommends performance indicators
- Recommends performance monitoring and evaluation strategies
- Recommends strategic direction of Branch.

## 7. **INTERNAL AND EXTERNAL CONTACTS** (specify purpose of significant contacts)

### **Internal Contacts**

<b>Contact</b>	<b>Purpose</b>
Senior Director, Strategic Planning, Performance and Project Management  Director, Strategic Planning, Performance, Monitoring & Evaluation	<ul style="list-style-type: none"> <li>• Receive guidance on policy, and report the results of the monitoring of the MoFPS</li> </ul>
DFS/Divisional Heads, Unit Heads  Assignees	<ul style="list-style-type: none"> <li>• To discuss strategic/operational plans, monitoring/evaluation of performance and discussions on reform issues</li> <li>• To conduct coaching sessions</li> </ul>
General Staff	<ul style="list-style-type: none"> <li>• To receive and provide information</li> </ul>

### **External Contacts**

<b>Contact</b>	<b>Purpose</b>
Performance Monitoring and Evaluation Unit, Cabinet Office	<ul style="list-style-type: none"> <li>• To collaborate on strategic/operational planning and reform issues</li> </ul>
Planning Institute of Jamaica	<ul style="list-style-type: none"> <li>• Receiving and giving information</li> </ul>

Statistical Institute of Jamaica Tax Administration Jamaica Jamaica Customs Agency Accountant General's Department	on monitoring/evaluation issues
Corporate Planners in MDAs and Statutory Bodies	<ul style="list-style-type: none"> <li>To collaborate on matters of mutual interest through networking</li> </ul>

## **8. REQUIRED COMPETENCIES**

### **Core**

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

### **Technical**

- Sound understanding of performance management frameworks and tools in the delivery of business objectives
- Sound understanding of Research Methodology, Monitoring and Evaluation Processes
- Excellent capability to track project benefits realization and lessons learnt activities to feed into on-going improvements
- Ability to monitor and report on programme/project budgets
- Proficiency in the use of statistical (SPSS) and other relevant computer applications
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or other project tool

## **9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management;
- Three (3) years related experience.

**10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and overseas to attend conferences, seminars and meetings.