

MINISTRY OF FINANCE AND PUBLIC SERVICE

JOB SPECIFICATION & DESCRIPTION

POST NUMBER:	77999
JOB TITLE:	Principal Director Public Expenditure Performance Monitoring and Evaluation
JOB GRADE:	GMG / SEG 6
DIVISION:	Public Expenditure Public Expenditure Division (PEX)
BRANCH:	Public Expenditure Performance Monitoring and Evaluation

SUPERVISION RECEIVED FROM: Deputy Financial Secretary PEX

NATURE OF SUPERVISION: Periodic Supervision based on broad procedures.
(Weekly or Monthly Reviews)

SUPERVISION GIVEN TO:

(a) DIRECTLY:

Senior Director, Public Investment Project Implementation Monitoring and Evaluation
Senior Director, Programmes Performance Monitoring and Evaluation
Senior Director, Quality Assurance, Audit and Technical Support
Senior Director Public Sector Investment Programme (PSIP) Strategic Coordination and Analysis
Administrator

(b) INDIRECTLY: Directors Project Implementation Monitoring & Evaluation

Directors Programmes Performance Monitoring
Director Quality Assurance and Auditing
Director Technical Support and Collaboration
Senior Public Sector Investment Programme (PSIP) Strategic Coordination Analysts

1. JOB PURPOSE (one line reason for job existing)

Under the general direction of the Deputy Financial Secretary (PEX) the Principal Director Public Expenditure Performance Monitoring and Evaluation is responsible for the establishment and maintenance of a results-based monitoring and evaluation system that supports the medium term results based budgeting process within the Central Government and the public investment management system (PIMS) within the specified public sector (SPS), through the systematic (a) monitoring and evaluation of program and project

activities, outputs, and outcomes; (b) collection and reporting of physical and financial performance data to inform budgetary decision-making; and (c) monitoring and evaluation of MDAs M&E systems, mechanisms and processes used in the collection, processing and validation of data and their presentation to users;

2. STRATEGIC OBJECTIVES (statements of intent of what the post seeks to achieve)

- 1) To support capacity strengthening in results-oriented monitoring and evaluation across the Central Government through collaboration with other central M&E agencies; [
- 2) To institute systematic monitoring and evaluation of the recurrent programmes of MDAs and the public investment projects within the Specified Public Sector, during the implementation against approved plans;
- 3) To ensure that that M&E mechanisms and processes used by MDAs in collection, processing and validation of budgetary data are consistent and meet the required quality standards;
- 4) To ensure that relevant stakeholders are provided with accurate, relevant and timely performance data on MDAs operations and on public investment projects under implementation within the Specified Public Sector to inform decision making;
- 5) To ensure the efficient and effective execution of the monitoring and evaluation mandate of the PEX division;
- 6) To facilitate the systematic monitoring and evaluation of the PEX systems (BPMS, PIMIS, Investment Map Jamaica) that support budget planning, preparation, management, execution and reporting processes;
- 7) To ensure that issues affecting compliance with operating rules, governance arrangements and legal framework are identified, reported and corrective actions taken;
- 8) To contribute to improved efficiency, transparency, accountability and management in the use of public resources;
- 9) To support budget transparency by sharing findings from monitoring with key stakeholders;
- 10) To facilitate the strategic integration of the Public Investment Management Information System and the Public Investment Map into the operations of the Public Sector
- 11) To ensure the on-going development and management of select business and administrative functions for the Public Investment Management Information System and the Public Investment Map.

- 12) To manage and maintain GOJ's comprehensive rolling 5 Year medium term public investment plan against the socio-economic objectives as established in the PSIP Policy Paper.

3. KEY OUTPUTS (results, deliverables)

- Strengthened M&E mechanisms that facilitate the systematic collection processing and validation of budgetary and performance data on specified indicators for MDAs recurrent programmes and the public investment projects within the specified public sector during implementation.
- Monitoring and evaluation data on the performance of the Central Government Recurrent Programmes and the public investment projects (PIPs) within the specified public sector.
- High quality qualitative and quantitative performance data that is consistent with the established standards to support evidence based decision making, expenditure prioritisation and analysis;
- Quality assessment and compliance audits data on the budgetary M&E systems and procedures that support the monitoring and evaluation of central government operations and public investment projects within the Specified Public Sector;
- Harmonised results-based Monitoring and Evaluation (M&E) system that is linked to policy and planning and budgeting is harmonised across central agencies and line MDAs;
- Reliable, timely quantitative and qualitative performance information on the results being delivered by programmes and projects that support evidenced-based budgetary decision-making;
- Effective supervision of use of the Public Investment Management Information System and the Public Investment Map within the Public Sector
- Timely review, update and development of select business and administrative functions for the Public Investment Management Information System and the Public Investment Map.
- The PSIP for tabling before both Houses of Parliament by the Minister of Finance upon presentation of the annual Estimates of Revenue and Expenditure, in keeping with Section 48 (2)(b) of the FAA Act
- A comprehensive Public Investment Performance Report, consistent with the requirements specified in the Fourth Schedule of the FAA act, that is produced and published periodically by the Minister of Finance;

5. PERFORMANCE STANDARDS (how success will be measured)

- Prudent project monitoring and reporting arrangements are in place to support the strengthening of value for money and fiduciary integrity within the public sector.
- Standards, procedures and guidelines are established to govern the budgetary results-based M&E systems and processes within the Central government and the monitoring and evaluation of public investment projects within the Specified Public Sector;
- An effective monitoring system is in place that maintains records on both physical and financial progress, including estimates of work in progress, and produces periodic project-monitoring reports;
- Monitoring and evaluation reports on the performance of the central government and the public investment projects within the specified public sector are produced in accordance with established standards;
- High quality qualitative and quantitative performance M&E data are produced in accordance with budgetary M&E standards;
- Mechanisms for the systematic collection of data on specified indicators for recurrent programmes and public investment projects within the specified public sector are instituted within the relevant entities of the specified public sector.
- Mechanisms that facilitate the evaluation of MDA recurrent programmes and public investment projects within the specified public sector are instituted within the relevant entities of the specified public sector.
- Staff managed in accordance with the GOJ human resource management guidelines and other established practices; and performance appraisals and reviews done and submitted in accordance with agreed timeframes and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.
- The Public Investment Management Information System and Public Investment Map are utilized consistently by Public Sector Entities to produce and display physical and financial data used for performance management
- Time and accurate preparation of the comprehensive PSIP Report presented to parliament during the tabling of the National Budget as required by the FAA Act

6. JOB DUTIES & RESPONSIBILITIES

TECHNICAL/ PROFESSIONAL RESPONSIBILITIES

- 1) Supports the DFS PEX in advancing the integration of performance information within medium term results-based budgeting to facilitate evidenced based decision-making through the provision of quality performance data.
- 2) Collaborates with MDAs in implementing effective mechanisms for monitoring programmes and projects.
- 3) Directs the Branch in the provision of technical advice on data use, interpretation and analysis to assess project results, improve project quality, identify trends, and inform future decision-making processes;
- 4) Oversees the development of Results Based M&E standards, systems and processes and the conduct of quality audits and research to support continuous improvement and harmonization of the budgetary M&E system;
- 5) Collaborates with MDAs and other central agencies in undertaking ongoing systematic Spending Reviews aimed at scrutinizing and assessing targeted areas of the Central Government Expenditure Budget.
- 6) Collaborates with MDAs and other central agencies in to strengthen the Budgetary M&E function across relevant entities within the specified public sector.
- 7) Leads the Branch in conducting training and building capacity in MDAs to enable institutionalisation of performance monitoring and evaluation as a budgeting tool and ensure that departments and agencies understand its role in results-based budgeting;
- 8) Collaborates with other central agencies in instituting M&E knowledge management processes within the central government through institutional learning processes, the convening of communities of practice and other organizational learning practices and tracking best practices in monitoring and evaluation;
- 9) Directs analysis of M&E findings, best practices and lessons learned and the dissemination of same to national, regional and international stakeholders.
- 10) Supports the Cabinet Office and the Planning Institute in the promotion of a positive M&E culture in Central Government;
- 11) Collaborates with other central agencies on prioritizing and selecting programmes and projects and allocating Government expenditure, consistent with the National Development Agenda and in line with the medium-term fiscal management strategy.
- 12) Supports MDAs in elaborating, piloting and validating quantitative and qualitative monitoring tools as well as designing the corresponding data collection procedures;
- 13) Leads efforts in reviewing existing evaluation approaches and ensure that rigorous and impact-oriented evaluation design are utilised by MDAs;
- 14) Facilitates the collection, consolidation, validation and interpretation of data obtained through monitoring and evaluation and ensures that useful and timely information is generating for the benefit of stakeholders;

- 15) Provides a forum for the review and discussion of M&E findings, decisions and follow-up with MDAs senior management;
- 16) Fosters collaboration and consultation with key stakeholders involved in the monitoring of central government operations and public investment projects, such as the Cabinet Office, the Planning Institute of Jamaica and the Auditor General;
- 17) Leads the actions/processes required for measuring government activities, tracking performance indicators across sectors and over time, evaluating programs; providing useful feed-backs on the intermediate outcomes and outputs of projects and programmes, detecting implementation difficulties, and in case of deviations from the originally envisaged objectives, identifying remedial actions;
- 18) Ensures the production of reliable, high quality data to support decisions on policy, programs/projects and the allocation of scarce resources through the tracking, measuring and reporting on actual financial and operational performance of the public investment projects under implementation within the specified public sector and the recurrent programmes of MDAs against their corporate plans and budgets;
- 19) Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required on matters related to monitoring and evaluation;
- 20) Directs/participates in the training of MDAs staff in M&E best practices and ensures compliance with established policies and procedures;
- 21) Collaborates with other central agencies in ensuring that all evaluation studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with relevant stakeholders;
- 22) Collaborates with other central agencies on initiatives that foster a joint learning process that identifies how M&E analysis could be improved further to achieve greater impact;
- 23) Keeps abreast of legal requirements and government reporting regulations and advising the DFS on requirements for the enactment of appropriate legislation/regulations in the area of Monitoring and Evaluation;
- 24) Establishes mechanisms for communicating with project management and other appropriate stakeholders regarding the actions that are recommended to tackle the specific or systemic weaknesses project implementation identified in monitoring;
- 25) Facilitates stakeholder workshops and consultations to identify weaknesses, and risks, to identify opportunities for improvement;
- 26) Provide leadership for the strategic integration of the PIMIS and Public Investment Map across the Public Sector.

- 27) Lead the preparation of the Comprehensive PSIP Report presented to parliament during the tabling of the National Budget as required by the FAA Act

MANAGEMENT AND HUMAN RESOURCE RESPONSIBILITIES

- Plans, organises and directs the work associated with the function and resources of the Branch including the development of the corporate, operational and individual work plans, and annual budget to reflect the Branch's strategic priority areas;
- Undertakes HRMD-related duties including selection, performance management, training and discipline for the Branch's staff in accordance with the Ministry's policies and procedures.
- Develops and manages the performance of direct report(s), including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback and arranging for training;
- Conducts periodic reviews and final annual assessment of direct report(s) in accordance with respective work plans, of supervisees, based on agreed performance assessment criteria and prepares performance reports;
- Convenes regular staff meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems that affect the Branch's operations so as to provide solutions to achieve the objectives;
- Ensures that there are sufficient and appropriate physical resources to undertake the operations efficiently and effectively;
- Maintains effective working relations with external and internal stakeholders and customers, thus ensuring that the PEX Division provides a consistently high level of engagement

7. AUTHORITY (decisions you have the power to make or recommend)

- Recommends actions to be taken arising from the monitoring and evaluation of public investment projects and MDAs operations;
- Recommends human resource management activities for direct reports;
- Recommends changes to PFM regulatory framework arising from findings emanating from monitoring and evaluation;
- Supports direct report(s), through the transfer of skills, setting of performance targets, monitoring performance, providing feedback and recommending training and capacity building where necessary;

- Develops and manages the performance of direct report(s), including transferring knowledge and skills, setting performance targets, monitoring performance, providing feedback and recommending training;
- Maintains effective working relations with external and internal stakeholders and customers, thus ensuring that the PEX Division provides a consistently high level of engagement;
- Plans, organises and directs the work associated with the function and resources of the Section including the development of the corporate, operational and individual work plans, and annual budget to reflect the Branch's strategic priority areas;
- Conducts periodic reviews and final annual assessment of direct report(s) in accordance with respective work plans, of supervisees, based on agreed performance assessment criteria and prepares performance reports;
- Convenes regular staff meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems that affect the Branch's operations so as to provide solutions to achieve the objectives;
- Prepares for the approval of the DFS PEX information to be included in reports and documents to be published in the public domain.

8. RESOURCES MANAGED (budget, purchases, other assets)

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| <ul style="list-style-type: none"> • N/A |
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9. CONTACTS (Liaises with)

A) INTERNAL (WITHIN DIVISION/DEPARTMENT)

CONTACT (TITLE)	PURPOSE OF COMMUNICATIONS
DFS Public Expenditure Division (PEX)	To receive direction and guidance on overall strategic direction To provide advice and/or information and/or recommended solutions to particular issues raised by external clients.
PEX Divisional Directors and team	To provide and receive information
DFS Economic Management	To exchange information and provide support in loan negotiations;
DFS Public Enterprises	Share monitoring information on projects being implemented by Self-financed Public Bodies

CONTACT (TITLE)	PURPOSE OF COMMUNICATIONS
Other Divisional Heads/Staff	To exchange information

B) EXTERNAL

CONTACT (TITLE)	PURPOSE OF COMMUNICATIONS
Permanent Secretaries Hheads of Departments and Agencies CEO Public Bodies	To obtain and share information.
Planning Institute of Jamaica	To obtain and share information.
Office of the Cabinet	To exchange information, and respond to queries
Programme and Project Managers;	To obtain feedback
M& E Experts in MDAs	To obtain information and provide feedback; to engage in capacity building

10. MINIMUM REQUIREMENTS TO START

QUALIFICATIONS & EXPERIENCE

- Master's degree in Economics, Development Studies, Business Administration, Public Sector Management
- Degree should include training in Monitoring and Evaluation (M&E) or discrete accredited certification in M&E
- Eight (8) years' work experience at the senior level (with 5 of the 8 years in Senior Management and in Monitoring and Evaluation)

SPECIFIC KNOWLEDGE & SKILLS

- Strong knowledge and understanding of the principles and techniques of monitoring and evaluation.
- Knowledge of data collection methods, statistical analysis, and the use of software to track and analyse data.
- Knowledge of the Financial Administration and Audit (FAA) Act.
- Strong knowledge and familiarity with the legislative, regulatory and governance framework of the Public Investment Management System
- Sound knowledge of GOJ policies and programmes and the machinery of government
- Sound appreciation of risks identification strategies.
- Excellent critical reasoning, quantitative and qualitative analysis skills

- Strong negotiating and persuasive presentation skills.
- Experience in cultivating strategic alliances across government.
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.

COMPETENCIES

- **Leadership** – Possess the ability to provide direction, allocate responsibilities, delegate and motivate staff.
- **Strategic Management** – Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve organization's goals;
- **Planning and Organizing** – Possess the ability to plan, organize and structure time efficiently; meticulous, quality conscious and thorough in approach to organizational activities.
- **Negotiating and Persuading** – Possess the ability to provide ideas, convince others and gain agreement to proposals, plans and activities
- **Problem Solving & Analysis** – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- **Communication** - Possess excellent written and oral communication skills.
- **Interpersonal Skills** - Possess the ability to interact co-operatively with others and able to build long term internal and external relationships.
- **Quality of Output** - Deliver output of a consistently high quality.
- **People Management** – Possess the ability to effectively select and develop employees through training, mentoring and job rotation.
- **Teamwork** - Be a team player.

11. SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)

- Working conditions with numerous critical deadlines.
- May be required on weekends and public holidays
- May be required to travel overseas as MOFPS' representative at meetings and conferences;

This document is validated as an accurate and true description of the job as signified below:	
_____ Signature of Incumbent	_____ Date
_____ Name of Supervisor	_____ Job Title of Supervisor
_____ Signature of Supervisor	_____ Date
The Head of the Division's agreement as signified below has validated this document:	
_____ Name of Head	_____ Job Title of Head
_____ Signature of Head	_____ Date