

MINISTRY OF FINANCE AND THE PUBLIC SERVICE

JOB SPECIFICATION & DESCRIPTION

POST NUMBER:	58157
JOB GRADE:	SOG/ST 7
JOB TITLE:	Senior Public Investment Project Implementation Monitoring and Evaluation Analyst,
DIVISION:	Public Expenditure Division (PEX)
BRANCH:	Public Expenditure Performance Monitoring and Evaluation

SUPERVISION RECEIVED FROM: Director, Public Investment Project Implementation Monitoring and Evaluation

NATURE OF SUPERVISION: Periodic Supervision (Weekly or Monthly Reviews)

SUPERVISION GIVEN TO:

- a) DIRECTLY: N/A
- b) INDIRECTLY:

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

Under the general direction of the Director, Director, Public Investment Project Implementation Monitoring and Evaluation, the Senior Public Investment Project Implementation Monitoring and Evaluation Analyst is responsible for tracking, validating, measuring and reporting physical/ financial performance, and outputs and outcomes of public investment projects at their developmental and implementation phases within the Specified Public Sector to ensure that the projects maintain their focus at the design and implementation phases, deliver their planned objectives within the approved time, cost and budget;

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

- To support the promulgation of results-based monitoring and evaluation (M&E) as a continuous function of project implementation within the Specified Public Sector (SPS);
- To support budgetary decision-making; support analysis, and information reporting by producing accurate, relevant and timely physical and financial data on public investment projects under implementation within the Specified Public Sector;

- To contribute to improved project effectiveness and to validate data that informs decisions on ongoing public investment projects;
- To support end of project evaluations and determine the impact of selected public investment projects;
- To support the pre-investment process (as required); review concepts and proposals submitted to PIAB as a control mechanism, and provide advice on new public investment projects for consideration by the Public Investment Management Committee (PIMC);
- To support the Project Implementation Monitoring and Evaluation Unit in contributing to the achievement of the strategic objectives of the Performance Monitoring and Evaluation Branch.

3. KEY OUTPUTS (results, deliverables)

- Institutionalized systematic tracking, measuring and validation of the physical/ financial performance, and outputs and outcomes of public investment projects under implementation within the Specified Public Sector;
- Ensure the availability of consistent, reliable, high quality and validated data within PIMIS on actual physical, financial and operational performance on Public Investment Projects under implementation within the specified public sector projects;
- Monthly, quarterly and annual status updates on public investment projects within the Public Sector Investment Programme produced for key stakeholders;
- Project Monitoring Framework: for planning, managing and documenting the data collection and validation process
- Periodic performance reports arising from project review meetings convened;
- Provide comments on Aide Memoires and Records of Discussion arising from Missions with International Development Partners or from meeting with other Stakeholders;
- Project monitoring reports on the financial and physical performance of projects;
- Post-implementation Evaluation Reports on completed public investment projects.
- Resources allocated to implement pre-investment activities that will lead to the development of PIP project proposals and business cases for submission to the PIMC for appraisal;

4. FINAL OUTPUT (final results corresponding to job purpose)

- Ensure the availability of reliable, high quality validated data within PIMIS on actual physical, financial and operational performance of Public Investment Projects under implementation within the Specified Public Sector;
- Evidence-based resource allocation supported by the tracking, measuring of performance of public investment projects against corporate plans and budgets targets and their Monitoring and Evaluation Framework;

- Improved outcomes of public investment projects through closer oversight and monitoring which would results in projects delivering their planned outputs within the expected time, cost and budget;
- Prepare project reports to keep key stakeholders informed of the financial and physical progress of public investment projects under implementation.
- Prepare evaluation reports to determine if objectives were attained and identify lessons learned that would inform the planning of future public investment projects.

5. PERFORMANCE STANDARDS (how success will be measured)

- The tracking and reporting of the financial and physical performance of public investment projects facilitates improved budgetary decision –making;
- The monitoring of public investment projects within the Specified Public Sector is systematically carried out within the agreed timelines;
- Recommendations/proposals on the performance of public investment projects are submitted to the Director, in a timely and consistent manner;
- Comprehensive Project Monitoring reports, reviews and analyses are produced within the agreed timeframe and meet the required quality and standards;
- Breaches and infractions identified during project implementation are reported to the Director within the agreed timeframe;
- Procurement schedules are reviewed to determine the state of implementation readiness and the corresponding budgetary requirements.
- Midterm and/or post-implementation evaluations of targeted projects are completed, and reports submitted within stipulated timelines;
- Technical advice provided to Director is sound, and done in a timely manner;

6. JOB DUTIES & RESPONSIBILITIES

TECHNICAL/ PROFESSIONAL RESPONSIBILITIES

- 1) Supports the Director in enforcing the use of the Public Investment Management Information System (PIMIS) by the Specified Public Sector in the monitoring and evaluation of public investment projects to facilitate the systematic collection, analysis and use of project information;
- 2) Monitors the performance of public investment projects against plans and track their compliance with established standards and regulations;
- 3) Validates data uploaded to the PIMIS by project managers and other authorised project management functionaries in respect of project within the PSIP;
- 4) Supports ex post evaluation of PIPs in order to provide an objective assessment of the impact of public investment projects;

- 5) Utilises approved tracking mechanism to ensure that Public Investment Project managers are in compliance with established standards and regulations of the Public Investment Management System (PIMS);
- 6) Conducts budget-linked assessments of public investment projects to inform the budget process and enhance budget planning, preparation and management;
- 7) Uses information from project performance to advise the Director/Senior Director of monthly financial requirements and any budgetary adjustments required during the budget management phase;
- 8) Supports the Director in the activities being implemented to facilitate institutionalisation and maintenance of results-based M&E capacities in Central Government;
- 9) Conducts analyses of projects to determine whether the projects are on target to achieving their intended outputs, outcomes and impact;
- 10) Uses Earned Value analysis as a monitoring tool to forecast total cost and date of completion, based on trend analysis or application of the project's "burn rate" of projects under implementation;
- 11) Supports MDAs in the development of their key performance indicators (KPIs) to enable the measurement of achievements against stated objectives;
- 12) Provides technical advice on project performance to inform the budget planning, preparation and management process;
- 13) Undertakes data validation on the performance metrics of PIPs from the monitoring and evaluation process; interprets the data ensures its availability in a timely manner;
- 14) Provides guidance on monthly cash flow and funding requirements to assist in determining monthly warrant allocations for public investment projects;
- 15) Utilises the Project Appraisal Document (PAD) produced by the PIAB for each Public Investment Project approved by the PIMC, to inform the Monitoring and Evaluation Plan of new PIPs;
- 16) Supports the Budget Planning and Preparation Branch in establishing realistic medium term expenditure ceilings for the PSIP;
- 17) Reviews project concepts, and work plans and recommends the level of resources required by entities at the pre-investment stage of the project cycle to support development of PIPs project proposals and business cases
- 18) Support and/or conducts basic project completion reviews to include examination of projects after project end date to determine whether the project was finished within the original (and amended) budget and time frame, and whether the outputs were delivered as specified;
- 19) Monitors MDAs efforts at corrective actions to ensure that findings and recommendations (weaknesses and or deficiencies) to improve project performance are implemented;
- 20) Assesses requests from project implementation entities for changes to PIPs for impact on project budget, project milestone schedule/scope, and critical resources and advise the Director on the recommendations to be provided to the MDAs and the Public Investment Management Committee (PIMC);
- 21) Identifies risks and makes recommendations for mitigation strategies and corrective actions when these risks materialise;

- 22) Assists the Director in organising and conducting mid-term and post-project evaluations and prepare periodic progress reports on projects with the support of relevant stakeholders;
- 23) Prepares Project Monitoring Reports for key stakeholders in the agreed format in line with informational requirements and within required timelines;
- 24) Represents the Unit on various committees and at meetings, workshops and other activities, as required.

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

Recommends the actions to be taken/ implemented based on findings from implementation monitoring.

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

N/A

9. CONTACTS (Liaises with)

A) INTERNAL (WITHIN DIVISION/DEPARTMENT)

CONTACT (TITLE)	PURPOSE OF COMMUNICATIONS
Senior Director Monitoring and Evaluation	Receiving direction and guidance on overall strategic direction
Director Project Monitoring and Evaluation	Providing advice and/or information and/or recommended solutions to particular issues raised by external clients.
PEX M&E Directors, Budget Preparation and Management Analysts	Sharing of M&E information clarification of information and sharing of advice
Budget Systems Administration and Information Management and Reporting staff	Providing monitoring information
Staff in the Economic Management and Public Enterprises divisions	Exchanging of information

B) EXTERNAL

CONTACT (TITLE)	PURPOSE OF COMMUNICATIONS
PIP Management Teams within the SPS	Collecting and sharing information
Planning Institute of Jamaica	Sharing of information.

10. MINIMUM REQUIREMENTS TO START

QUALIFICATIONS & EXPERIENCE

- Masters' degree in Economics, Development Studies, Business Administration, Public Sector Management, Project Management or a related field;
- Four (4) years' work experience in monitoring and evaluation;

OR

- Bachelors' degree in Economics, Business Administration, Public Sector Management, Project Management or a related field;
- Six (6) years' work experience in monitoring and evaluation;

SPECIFIC KNOWLEDGE & SKILLS

- Knowledge of the Financial Administration and Audit (FAA) Act,
- Sound knowledge of GOJ policies procedures, rules and regulations
- Knowledge and familiarity with the legislative, regulatory and governance framework of the Public Investment Management System
- Sound appreciation of risks identification and strategies for mitigation
- Excellent critical reasoning, quantitative and qualitative analysis skills
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports

COMPETENCIES

- 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.
- Initiative & Judgment – Possess the ability to exercise initiative and sound judgment.
- Interpersonal Skills - Possess the ability to interact co-operatively with others and able to build long term internal and external relationships.
- Planning and Organizing – Possess the ability to plan, organize and structure time efficiently; meticulous, quality conscious and thorough in approach to organizational activities.
- Quality of Output - Deliver output of a consistently high quality;

- Teamwork - Be a team player;
- Strong customer relations skills;
- Proficiency in the use of relevant computer applications;

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

- Working conditions with numerous critical deadlines.
- May be required to work long hours and on weekends and public holidays
- Frequent visits to project sites and site meetings involving a range of project personnel

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