



## Office of the Services Commissions

(Central Government)

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### CIRCULAR No. 26

OSC Ref. C. 5850<sup>17</sup>

30<sup>th</sup> January, 2026

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/be assigned to the following posts in the **Ministry of Economic Growth and Infrastructure Development**:

1. **Senior Director, Strategic Planning, Performance Monitoring, Evaluation & Risk Management (GMG/SEG 5) (Not vacant)**, salary range \$7,716,512 - \$10,377,851 per annum.
2. **Director, Land Administration Management (SOG/ST 8) - (Not Vacant)**, salary range \$7,716,512 - \$10,377,851 per annum.
3. **Director, Housing Policy & Research (GMG/SEG 4) (Vacant)**, salary range \$6,333,301 - \$8,517,586 per annum.
4. **Senior Director, Human Resource Management and Development (GMG/SEG 4) (Vacant)**, salary range \$6,333,301 - \$8,517,586 per annum.
5. **Senior Performance Monitoring & Evaluation Officer (GMG/SEG 3) (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.

#### 1. Senior Director, Strategic Planning, Performance Monitoring, Evaluation & Risk Management (GMG/SEG 5)

##### Job Purpose

Reporting directly to the Director, Corporate Services, the Senior Director is required to provide guidance and leadership for the management and operation of the integrated strategic planning, performance management, risk management and the compliance processes and systems across the Ministry and its portfolio Agencies/Entities. The incumbent should ensure that strategies are developed with goals reflecting the Ministry and national policy outcomes, ensuring adherence and compliance with applicable statutes and guidelines are maintained by the Ministry and its agencies and performance is monitored and evaluated to the expected standards and requirements.

##### Key Responsibilities

###### **Management/Administrative:**

- Spearheads the Ministry's strategic planning process;
- Prepares and monitors the Unit's Corporate/Operational Plan and Budget ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Represent the Ministry at meetings, conferences and other functions as planned or directed;
- Oversees the establishment and maintenance of the Ministry's monitoring and evaluation process;
- Provides technical advice to Permanent Secretary, Unit, Agencies and other relevant personnel on planning and performance management.

###### **Technical/Professional:**

- Leads the corporate planning and performance monitoring process in the Ministry and its Agencies;
- Develops and ensures implementation of guidelines to facilitate the development, monitoring and evaluation of the various planning functions (strategic, operational, budget);
- Ensures the implementation of these plans and their consistency with the Government's strategic objectives;
- Forecasts and analyses external variables of strategic importance to the Ministry and integrates these into the planning process;

- Oversees the assessment of the Corporate and Operational Plans for Units within the Ministry and Agencies to ensure conformity with established policies, directives and overall strategic objectives;
- Ensures full alignment of operational plans around corporate strategic objectives and priorities;
- Establishes the proper governance structure that facilitates and supports the roll out of Corporate Plans and the desired deliverables;
- Evaluates the impact of projects and activities implemented and monitors same to ensure that the desired objectives have been achieved;
- Analyses the impact of policies and relevant programmes of the Ministry;
- Review, analyze and evaluate management reports and progress reports from the Ministry and its Agencies to ensure implementation and impact in accordance with specific objectives;
- Establishes programmes, metrics, standards and/or dashboards to collect, organize, monitor, and evaluate performance data;
- Facilitates the development of an operational performance dashboard/mechanism that illustrates both Ministry programmes and performance against set targets;
- Leads the development of a Ministry- wide Score Card;
- Develops and communicates Key Performance Indicators (KPIs) guidelines to Unit Heads;
- Monitors and evaluate the performance of programmes to ensure that targets are met or re-scheduled in a timely manner;
- Conducts root cause analysis and provide feedback to management on a periodic basis in order to carry out corrective actions, if any;
- Directs the preparation and implementation of various monitoring and control methods for reporting on actual performance throughout the year against approved plans;
- Leads in the preparation of monthly, quarterly and annual reports on the Ministry's overall performance and its portfolio Agencies;
- Facilitates the provision of a Strategic Management Information Technology System to enhance the decision-making process;
- Promotes the use of information technology as an agent to transform and modernize the Ministry's operations and strategies;
- Establishes and maintain linkages with similar international organizations to keep abreast of external trends and policy environment that impact directly on the portfolio responsibilities of the Ministry.

**Human Resource:**

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Develops/execute succession planning arrangements for good management transition within the organization;
- Develops and review the Branch's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support, as needed;
- Participates in the recruitment and selection of staff for the Branch;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division, the Ministry and the Government;
- Initiates disciplinary proceedings, where appropriate;
- Develops a job enrichment strategy for the Branch in collaboration with HR;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular staff meetings and ad hoc meetings, as necessary to discuss job scheduling and any other issues/problems that affect the Branch to provide solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Division;
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme.

## **Required Knowledge, Skills and Competencies**

### **Core:**

- Excellent oral and written communication
- Customer and quality focused
- Presentation skills
- Teamwork and cooperation
- Negotiating skills
- Interpersonal skills and People Management skills
- Ability to work under pressure
- Planning and organizing
- Problem-solving
- Leadership skills

### **Functional/Technical:**

- Excellent knowledge of Housing Policies and Legislation
- Knowledge of the Real Estate Industry
- Sound understanding of Community Development and Governance and Community Development practices
- Knowledge of Compliance and Credit Management
- Use of relevant computer applications – MS Word, Excel etc.

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Social Sciences, Public Administration or any other relevant degree from an accredited Tertiary Institution
- At least four (4) years experience.
- At least two (2) years experience at the Middle Management level.

## **2. Director, Land Administration Management (SOG/ST 8)**

### **Job Purpose**

To direct and oversee the effective implementation of programmes and processes to support the Ministry's Land Administration and Management Plan, ensuring compliance with established policies, regulation and legislation.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Develops, reviews and implements the systems and processes providing the framework for management of Ministry's properties and implementation of the Government's Land Administration and Management Plan;
- Provides advice/recommendations to Ministry officials and political directorate on the National Land Policy and the impact of land policies and legislation on the administration of Ministry lands;
- Prepares the Division's Corporate and Operational Plans And Budgets;
- Prepares operational reports;
- Delegates and oversees the functions of reports;
- Vets land related Cabinet Submissions;
- Vets and signs letters for consultations on land related draft Cabinet Submissions;
- Submit recommendations on properties identified for acquisition and divestment by the Ministry;
- Negotiates acquisition and divestment of properties;
- Submits Draft Cabinet Submissions to the Land Acquisition Review Committee;
- Presents Draft Cabinet Submissions and respond to queries at the sitting of the Land Acquisition Review Committee;
- Submits approved Draft Cabinet Submissions to the Chief Technical Director for Minister's approval;
- Submit Cabinet Decisions on properties to be acquired compulsorily to the Commissioner of Lands;
- Submits approved files to Legal Unit on properties approved for acquisition and divestment by private treaty;
- Vets and sends application submissions to the Land Divestment Committee;
- Makes submission on decisions of the Land Divestment Committee for Minister's approval;

- Processes requests regarding identification of lots, plans, titles and ownership and submits report;
- Manages lease portfolio;
- Devises and establishes frameworks for the development and implementation of a Land Inventory, Land Information System and Geographic Information System for the Ministry;
- Investigates and make recommendations on properties requested for declaration under the Local Improvement (Community Amenities) Act;
- Participates in the recruitment and induction of divisional staff;
- Establishes employee performance targets and motivates staff towards optimum levels of performance;
- Promotes the welfare and development of staff through employee performance appraisals, recommendations for appointment, promotion and training;
- Initiates disciplinary proceedings, where appropriate;
- Performs other related functions assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Good management and supervisory skills
- Excellent negotiating skills
- Good communication and interpersonal skills
- Teamwork and cooperation
- Working knowledge in the use of computer applications
- People Management skills
- Problem Solving and Decision-Making skills
- Meticulous and astute

#### **Technical:**

- Excellent knowledge in Estate Management or Land Valuation.
- Knowledge of Urban Planning.
- Knowledge of Budgeting procedures

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Estate Management. Related Masters Degree is an asset.
- Ten (10) years working experience with a Government Estate Management Agency, Valuation or Real Estate Company.
- Five (5) years working experience at the Middle or Senior Management level.

### **3. Director, Housing Policy & Research (GMG/SEG 4)**

#### **Job Purpose**

The incumbent is required to provide support to the Senior Director and lead the development, amendment and implementation of housing policies, strategies, action plans and legislation. The incumbent is also required to recommend new policy initiatives and legislative provisions and assess congruence with international agreements. In addition, this job involves providing oversight for the undertaking of all research activities to inform the development of effective policies, legislation, programmes, and strategies. This position also provides oversight and technical support for the development of Cabinet Submissions, Cabinet Notes, Ministry Papers, and other position papers as well as providing technical and general information to the Minister, Permanent Secretary and Chief Technical Director, as directed.

#### **Key Responsibilities**

##### ***Management/Administrative***

- Develops and co-ordinates the preparation of the Section's Corporate/Operational Plans, Budget, and Individual Work Plans;
- Organizes meetings, seminars, workshops, and international conferences;
- Prepares and oversees preparation of reports to the Ministers, Permanent Secretary, Chief Technical Director, Agencies, local and international organizations, as directed;
- Co-ordinates actions arising from decisions of Steering Committees;
- Represents the Ministry at local, regional, and international meetings, conferences, workshops, and seminars/fora, for example the National Homelessness Committee, Caribbean Urban Forum, UN-Habitat Sessions and MINURVI;
- Assists with the recruitment of suitable staff;

- Conduct staff performance evaluation.

**Technical/Professional:**

- Develops, reviews and amends policies to effectively address housing needs and other related issues, for example the National Housing Policy and Implementation Plan, Housing Public/ Private Partnership Policy;
- Develops, reviews and amends legislation and regulatory proposals, for example the Housing Act, Rent Restriction Act and Mortgage Insurance Act, Architect Registration Act and the Port Royal Brotherhood Act;
- Facilitates, encourages, and conducts stakeholders' consultation in the formation of policies and legislations via public meetings;
- Undertakes risk assessments to inform policy and legislations;
- Liaises with Ministries, Departments and Agencies (MDAs) e.g. National Housing Trust (NHT), Housing Agency of Jamaica Limited (HAJL), Jamaica Mortgage Bank (JMB) etc. to achieve co-ordination, collaboration, and integration of Government policies;
- Provides policy advice to the Minister(s), Permanent Secretary and Chief Technical Director through briefs, reports, and meetings;
- Prepares highly technical documentation such as Cabinet Submissions, Cabinet Notes, Ministry Papers etc.
- Reviews and finalizes Cabinet Submissions, Cabinet Notes, Ministry Papers etc. drafted by Policy Officers;
- Attends Cabinet Committee Meetings (Infrastructure, Legislative etc.) to justify Submissions for Cabinet's approval, as required;
- Prepares the Ministry's Policy Register and Legislative Agenda to inform GOJ's National Registry;
- Facilitates the preparation of Country Reports for UN Habitat / UN ECLAC / MINURVI, for submission to the Ministry of Foreign Affairs and Foreign Trade as well as the Ministry's delegation to those meetings;
- Co-ordinates and undertakes research on the country's human settlement agenda to inform policies, legislations, and position papers at the local, regional, and international levels;
- Co-ordinates the undertaking of socio-economic and market surveys, via primary data collection methodologies;
- Co-ordinates and undertakes research to provide responses to questions posed in the Houses of Parliament;
- Reviews Draft Socio-Economic Reports and provides comments to inform finalization of reports prepared by the Research Team;
- Participates in the Ministry's programme development and service delivery exercises;
- Undertakes requisite activities (research, documentation of information and design of programmes) to facilitate the implementation of signed international agreements relating to housing;
- Investigates and responds to public queries regarding settlement issues and problems;
- Co-ordinates, develops, and facilitates technical assistance for special projects being undertaken by the Section;
- Reviews Annual Reports and other progress reports submitted by Portfolio Agencies to inform submissions to Cabinet and tabling of reports in the Houses of Parliament, as necessary;
- Participates in the review of proposals submitted to the Ministry to undertake housing developments and provides written comments where necessary;
- Coordinates, prepares, and finalizes technical advice/response to request for comments from MDAs on policies, legislation, Cabinet Submissions, Notes, and other official documents being drafted, to inform finalization of same;
- Assist in the provision of policy direction to Agencies (e.g. HAJL, JMB, UDC) Factories Corporation of Jamaica, Agro-Investment Corporation) under the ambit of the Ministry and other stakeholders;
- Participate in media interviews relating to the Housing Sector;
- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Develops and review the Section's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support, as needed;
- Participates in the recruitment and selection of staff for the Branch;

- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division, the Ministry, and the Government;
- Initiates disciplinary proceedings, where appropriate;
- Develops a job enrichment strategy for the Branch in collaboration with HR;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular staff meetings and ad hoc meetings, as necessary to discuss job scheduling and any other issues/problems that affect the Unit to provide solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Unit.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Excellent leadership skills
- Excellent research and analytical skills
- Good interpersonal and people management skills
- Ability to analyze and interpret changes in the economic, political and social environment
- Excellent written and oral communication skills
- Excellent planning and organizing skills
- Excellent problem-solving skills
- Initiative
- Ability to lead and work as a team
- Ability to cope under pressured working condition and meet deadlines

#### **Technical:**

- Excellent knowledge of Government's policy formulation, parliamentary procedures, legislative process, GOJ's Policies and Procurement Guidelines.
- Knowledge of programme monitoring and evaluation processes
- Knowledge of the operations of Government and Portfolio Agencies
- Knowledge of economic and social policies
- Sound knowledge of international trends and the changing environment.
- Risk Assessment skills
- Sound knowledge of planning and policy development
- Competence in the preparation of Cabinet Submissions, Notes, Ministry Papers, and Position Papers
- Sound knowledge of research methodologies
- Excellent analytical skills
- Competence in the preparation of technical reports
- Competence in the use of relevant computer applications including various analytical tool.
- Strong research and consultative skills

### **Minimum Required Qualification and Experience**

- Master's Degree in Planning, Development Studies or Earth Sciences
- Training in Policy Formulation and Management would be an asset
- Training in Supervisory Management would be an asset
- Four (4) years related work experience.

#### **OR**

- Bachelor's Degree in any one of the following; Development Studies, Urban and Regional Planning, Policy Development or related field
- Training in Policy Formulation and Management would be an asset
- At least six (6) years' experience in a similar capacity

#### **4. Senior Director, Human Resource Management and Development (GMG/SEG 4)**

##### **Job Purpose**

Reporting to the Principal Director, Corporate Services, the incumbent has responsibility for the overall administration and coordination of human resource management and development functions to ensure effective service delivery to internal and external customers.

The incumbent ensures that human resource management, training and development, employee relations, welfare, performance management and organization development functions are executed in alignment with the Ministry's Vision and Mission and in compliance with the Government's HR policies, circulars and regulations.

##### **Key Responsibilities**

###### ***Management/Administrative***

- Provides technical advice, guidance and interpretation on human resource management and development policies, procedures and matters to executive management, senior management, middle management and staff across the Ministry;
- Serves as a member of the Ministry's Executive Team, providing leadership and strategic guidance to support the overall direction of the Ministry;
- Develops, reviews and updates Standard Operating Procedures (SOPs) and processes to ensure they remain current, efficient and compliant with relevant GoJ regulations;
- Prepares and submits activity reports, performance reports, ad-hoc, and other required submissions to inform decision-making;
- Establishes sub-committees and work groups to support the delivery of human resource services;
- Establishes and sustains effective working relationships with Trade Unions and Staff Associations to support harmonious workplace relations;
- Collaborates with key stakeholders, including the Ministry of Finance and the Public Service (MoFPS) – Strategic Human Resource Management Division, Accountant General's Department (AGD), and other relevant bodies, on staff benefit matters and workforce-related policies;
- Represents the Ministry at meetings, conferences, and other fora;
- Develops the HRM&D's Branch cash flow projections and budget;
- Develops the HRM&D's Branch Strategic Business, Operational, and Procurement Plans in alignment with the Ministry's strategic objectives and conducts periodic reviews to ensure continued relevance and successful implementation of the Plans;
- Ensures the delivery of HRM&D services are in a manner that upholds the Ministry's credibility;
- Fosters a positive organisational culture and collaborative environment that promotes trust, transparency, and cooperation in the delivery of human resource service;
- Develops Individual Work Plan in alignment with the Branch's Operational Plan;
- Conducts staff appraisals for direct reports.

###### ***Strategic HR Policy***

- Leads the formulation, development and review of HRM&D strategies, policies and frameworks for the Ministry, ensuring alignment with the Public Service Regulations, Staff Orders, and other relevant laws, guidelines, and Government priorities;
- Develops, implements, and enforces policies, systems, and procedures that promote occupational health and safety within the workplace;
- Interprets, implements and monitors new and revised GoJ HR policies into frameworks, ensuring equity, consistency and compliance;
- Monitors and evaluates the implementation of HRM&D programmes, identifying gaps and initiating corrective actions to improve;
- Keeps abreast of emerging HR trends, best practices, and industry developments and analyses their relevance for potential adoption to strengthen existing policies and procedures.

###### ***Delegation of HR Functions***

- Manages all Human Resource Executive Committee (HREC) matters and ensures timely submission of recommendations to the Permanent Secretary;
- Liaises with the Permanent Secretary and the Principal Director, Corporate Services, to address matters arising from HREC decisions and submissions;
- Ensures the accurate preparation and review of all submissions related to staff appointments, promotions, retirements, disciplinary actions, study leave requests, and grants, in alignment with established policies and standards;
- Oversees the timely preparation and dispatch of all decision letters resulting from HREC deliberations;

- Provides responses to audit queries from the Office of the Services Commission;
- Reviews and submits Quarterly Delegation Reports to the Office of the Services Commission (OSC);
- Supports the management of disciplinary matters, including providing administrative support to the Disciplinary Committee.

#### ***HRM, Employee Relations, Occupational Health and Safety***

- Develops and implements a strategic workforce plan aimed at profiling existing employees and forecasting the Ministry's short and long-term staffing needs;
- Analyzes workforce trends, including staff turnover, exit interviews feedback, and emerging challenges such as an aging workforce, and recommends strategies to improve retention, performance, and operational effectiveness.
- Ensures the effective administration of employee benefits (eg. retirement, compensation), entitlements (eg. leave), discipline and grievance procedures, industrial relations, welfare and separation processes in compliance with GoJ regulations, ensuring fairness and consistency;
- Ensures that the recruitment and selection process effectively attracts, selects, and retains qualified and competent employees, in compliance with relevant GoJ policies, procedures and guidelines;
- Designs, evaluates and enhances selection tools and methodologies to strengthen recruitment strategies and improve hiring outcomes;
- Participates in recruitment and selection activities within the Ministry, including interviews for senior-level positions, and provides recommendations on staffing arrangements;
- Evaluates the current utilisation of human resources and develops strategies to optimise workforce efficiency;
- Mediates internal disputes and facilitates conflict resolution to maintain a supportive and cohesive work environment;
- Ensures the timely investigation, reporting and resolution of workplace accidents, incidents, and emergencies impacting employees;
- Manages and monitors human resource information systems to ensure efficiency;
- Monitors employee satisfaction within the Ministry and recommends and implements strategies to address identified gaps.

#### ***Human Resource Development***

- Designs and implements programmes such as mentorship, coaching, and knowledge-transfer initiatives to retain institutional knowledge and develop talent pipelines;
- Recommends and implements strategies to achieve and maintain optimal human resource capacity development;
- Oversees the development and execution of a comprehensive training plan to address the Ministry's workforce development needs;
- Develops and implements a succession planning framework and programme to ensure employee growth, development and career advancement;
- Implements and manages a skills and competency database and framework, identifying positions and requisite talents;
- Administers an employee development programme that maximizes employee potential and ensures opportunities for growth.

#### ***Organisational Development and Performance Management***

- Ensures effective and efficient performance management frameworks and systems are in place which promotes equity and maintains compliance;
- Monitors and oversees the administration of the Performance Management and Appraisal System (PMAS) across the Ministry;
- Reviews the Ministry's organizational structure against manpower requirements, and implements adjustments, where necessary;
- Ensures that all organisational changes align with the Ministry's strategic objectives and operational needs;
- Recommends the development and adjustment of Job Descriptions and Terms of Reference (ToR) to ensure positions remain relevant and effective;
- Ensures that the organisational structure supports policy frameworks and associated strategies, recommending improvements where needed.;
- Leads business process re-engineering and modernization initiatives to improve efficiency, effectiveness and service delivery.

#### ***Human Resource***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, and initiates corrective actions, when necessary;
- Participates in the recruitment of staff and recommends transfers, promotions, terminations, and leave in accordance with established human resource policies and procedures;

- Provides leadership and guidance to officers through effective planning, delegation, communication, training, mentoring, and coaching;
- Facilitates the welfare and development of Staff in the Branch;
- Establishes and maintains a system fostering a culture of teamwork, employee empowerment, and commitment;
- Contributes to the development and implementation of a succession planning framework in collaboration with the HRM&D Branch.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Excellent problem solving and decision-making abilities
- Planning and organizing
- Stakeholder management
- Strategic thinking and analytical skills
- Report writing
- Innovation
- Teamwork and co-operation
- Interpersonal skills
- Confidentiality
- Excellent oral and written communication skills
- Leadership and people management skills
- Integrity
- Excellent mentoring and coaching skills

#### **Technical:**

- Sound knowledge of new and diverse talent and training methodologies
- Skills in succession planning
- Sound expertise in selection, recruitment, and onboarding and understanding of retention and performance strategies
- Sound knowledge of HRM&D practices, procedures and principles within the Public Service
- Excellent knowledge of the Public Service Regulations, Staff Orders, relevant HR circulars and other related GoJ policies
- Knowledge of Organizational Development and Change Management
- Knowledge of Grievance Procedures and employee welfare programmes
- Dispute Resolution
- Ability to manage, monitor and utilize HRIS (including MyHR+, PEPAS)
- Knowledge of Microsoft Office Suite and other office productivity tools

### **Minimum Required Qualification and Experience**

- Graduate Degree in Public Administration, Psychology, Industrial Relations, Human Resource Management or Human Resource Development.
- At least five (5) years' experience in Human Resource Management field at a Senior Management Level

#### **OR**

- Bachelor's Degree in Public Administration, Psychology, Industrial Relations, Human Resource Management or Human Resource Development .
- At least seven (7) years' experience in Human Resource Management field at a Senior Management Level

### **Special Conditions of the Job**

- Extended hours may be required to meet project deadlines.
- Ability to work under pressure and with minimum supervision
- Typical office working conditions/environment.

## **5. Senior Performance Monitoring & Evaluation Officer (GMG/SEG 3)**

### **Job Purpose**

To assist in the monitoring and evaluation of the Ministry's 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 Branch.

#### ***Technical/ Professional:***

- Monitors and assesses Ministry's 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 in collaboration 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;
- Design 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 to advise the Ministry and the Government and inform and update 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 organisations as well as Contractor and Auditor General towards the strengthening of the monitoring and evaluation process;
- Develops and maintain a Monitoring and Evaluation System;
- Provides technical advice to internal and external stakeholders.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good communication and presentation skills
- Excellent interpersonal skills
- Leadership skills
- Teamwork and Cooperation skills
- Result and goal oriented
- Problem solving skills

#### ***Technical:***

- Excellent knowledge in 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

Applications accompanied by résumés should be submitted no later than Thursday, 12<sup>th</sup> February, 2026 to:

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

Email: [human.resources@megjc.gov.jm](mailto: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.**



**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**