



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 133 **OSC Ref. C.4858⁵⁵**

6th July, 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 be assigned to the following posts in the **Strategic Planning, Performance and Risk Management Branch (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining:**

1. **Senior Performance Monitoring and Evaluation Analyst (GMG/SEG 3)** – salary \$5,198,035 per annum.
2. **Strategic Planning Analyst (GMG/SEG 2)** - salary \$4,266,270 per annum.

1. **Senior Performance Monitoring and Evaluation Analyst (GMG/SEG 2)**

Job Purpose

Under the general direction of the Director, Strategic Planning, Performance Monitoring and Evaluation, the Senior Performance Monitoring and Evaluation Analyst is responsible for developing, implementing and maintaining systems and procedures that integrate the Corporate/Strategic Planning, Budgeting and Performance Monitoring processes within the Ministry and its Portfolio Agencies, ensuring alignment with Government's priorities.

The post is responsible for projecting the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects. The incumbent participates in the management and implementation of the Performance Monitoring and Evaluation System (PMES) within the Ministry and its Agencies, consistent with the Vision 2030: National Development Plan, Government Strategic Priorities and the Ministry's strategic priorities.

There is a requirement to develop partnerships and establish effective working relationships with the Heads of Portfolio Agencies and staff to ensure that plans and operations relate to overall Ministry and National Policies.

The post supports and facilitates performance planning, monitoring and evaluation, with a view to improving organizational learning, goal achievement, fiscal prudence and risk management.

Key Responsibilities

Management/Administrative:

- Plans, organizes and manages the work schedule for the Performance Monitoring and Evaluation Analyst and the Monitoring Officers;
- Establishes performance standards for officers supervised and delegates accordingly, with required guidance;
- Prepares Status and Situational Reports;
- Conducts performance reviews of subordinates;
- Participates and makes representations, as required, in meetings, workshops, conferences and other fora, on Strategic Planning and Performance Management issues, as required;
- Participates in the Ministry's Strategic Planning Meetings;
- Represents the Ministry at meetings, conferences, workshops, etc.;
- Recommends improvements and modifications to the planning format;
- Monitors and evaluates the gender mainstreaming activities in the Ministry and its portfolio Agencies, as the Gender Focal Point of the Ministry;
- Formulates and updates Procedure Manuals and documents, as required.

Technical and Professional:

- Monitors the preparation of Corporate Plans and ensures the integration of targets, indicators and other performance measures in the planning and budgeting process;

- Facilitates, in collaboration with the senior officials of the Ministry, its Departments and Agencies, the preparation of the integrated Corporate Plans and Programmes, in accordance with Government's directives, priorities and the Ministry's Mission;
- Facilitates stakeholder participation in the preparation of the Ministry's Strategic Plan and also the Corporate/Strategic Plans for the Ministry's Portfolio Agencies;
- Oversees the conduct of research, studies and surveys relating to socio-economic outcomes of services and activities, and ensures the coordination and development of reports and papers;
- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects;
- Analyses Corporate/Strategic/Business Plans from the Agencies and summarizes this information for inclusion into MICAF's Strategic Business Plan;
- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects;
- Analyses Operational Plans from the agencies and summarizes this information into the Ministry's Operational Plan;
- Liaises continuously with the Cabinet Office to ensure that the Strategic Plan is driven by stated national policy objectives;
- Coordinates and prepares the Ministry's Strategic/Medium Term Plan, in conjunction with Senior Director;
- Coordinates and prepares the Ministry's Annual Operational Plan;
- Collaborates with the Policy Team and all other Divisions to develop the Ministry's Plans and Policies;
- Provides technical support and guidance to the Divisions, Departments and Agencies in the preparation of their Corporate/Business and Operational Plans;
- Coordinates Performance Review Meetings of the Ministry and Agencies, in collaboration with the Hon. Minister and the Permanent Secretary;
- Provides information to relevant stakeholders for speeches, reports, briefs, etc.;
- Collaborates and assists in the preparation of the Ministry's Technical, Annual and Bi-annual Reports;
- Liaises with the Performance Management and Evaluation Unit (PMEU), Cabinet Office and the Ministry of Finance and the Public Service, in respect of the Ministry's Strategic Plan;
- Establishes effective working relationships with the Heads of Portfolio Agencies and staff to ensure that plans and operations relate to overall Ministry and National Policies, and to obtain information and support;
- Participates in the preparation of a plethora of briefs and technical papers;
- Provides comments and contributes to requests from other Ministries and stakeholders;
- Assesses and reports on plans from Departments and Agencies, to ensure conformity with established policies, directives and overall Strategic Objectives;
- Provides timely technical advice and accurate well written reports;
- Conducts verification and background checks to ensure credibility and reliability of reports, documents and related data;
- Participates in the monitoring and evaluation of projects undertaken by the Ministry and ensures reporting requirements are met;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption, where necessary, to enhance the Ministry's planning and policy development functions;
- Participates in the development and coordination of the PAAC Report for presentation to Houses of Parliament;
- Undertakes research and prepares updates, briefs and notes for the IMF Report, through the Ministry of Finance and Public Service;
- Prepares Capital Budget Submission, as needed;
- Coordinates activities for Planning Retreats;
- Manages the implementation of the Performance Monitoring and Evaluation System (PMES).

Human Resource:

- Monitors and evaluates the performance of the Administrator, Performance Monitoring and Evaluation Analysts and the Planning and Research Analyst;
- Interprets Policy and advises staff supervised, on Government Regulations and Guidelines;
- Recommends and/or initiates corrective action, where necessary, to improve performance;
- Participates in the recruitment of staff;
- Provides leadership and guidance through effective planning, delegation, communication, training and mentoring;
- Make recommendations on promotions, leave, itinerary, disciplinary issues and other human resource matters.

Other Related Duties:

- Keeps abreast of developments in Corporate/Strategic/Business Planning.
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skills
- Ability to exercise initiative
- Ability to work collaboratively with others
- Professional capability development skills
- Confidentiality and integrity

Functional:

- Sound strategic planning skills
- Sound knowledge and expertise in monitoring Business and Corporate governance matters
- Sound knowledge of Government Monitoring and Evaluation processes
- Good working knowledge of risk analysis and mitigation strategies, and procedures
- Good strategic networking skills
- Excellent knowledge of Public Sector Management principles
- Knowledge of Budget Preparation and Analysis
- Good facilitation and presentation skills
- Excellent problem solving and analytical skills
- Excellent organizational skills
- Strong negotiating skills
- Effective management of external relationships
- Proficient in the use of relevant computer applications

Minimum Required Qualification and Experience

- Master's Degree in Management, Public Administration or Economics or any related Social Science Degree;
 - Seven (7) years' experience in Economics, Strategic and Operational Planning and Programme Monitoring and Evaluation;
- OR**
- Bachelor's Degree in Management, Public Administration or Economics or any related Social Science Degree;
 - Eight (8) years related experience;
 - Specialized training in Planning and/or Project Management, Economic Analysis and Statistics.

Special Condition Associated with the Job

- The incumbent will sometimes be required to conduct site visits for the Ministry's programmes, projects and other initiatives.

2. Strategic Planning Analyst (GMG/SEG 3)

Job Purpose

Under the general direction of the Senior Strategic Planning Analyst, the Strategic Planning Analyst is required to execute strategies to monitor the performance of the Ministry's Programmes and Projects, its Agencies and Commodity Boards. As such, the Strategic Planning Analyst monitors and reports on the implementation of MoAF&M's programmes, plans various projects, objectives and targets. The Strategic Planning Analyst, as part of the overall Strategic Planning, Performance and Risk Management Branch (SPPRMB), contributes to the preparation, monitoring and evaluation of the Ministry's, Agencies', External Departments' and Outstations' overall Strategic Business Plans.

Key Responsibilities

Management/Administrative:

- Prepares Annual, Quarterly and Monthly Reports and Analysis of findings, as required;
- Attends meetings, seminars and workshops on behalf of the Division;
- Prepares and delivers presentations in relation to portfolio area;
- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;

- Contribute to the development and implementation succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework.

Technical/Professional:

- Assesses levels of impact implementation of Strategies/Action Plans on the public;
- Develops, administers and analyzes Questionnaires and Surveys to stakeholders, in relation to Projects being implemented;
- Liaises with clients to receive input about the nature of the research to be carried out;
- Defines and refines research objectives based on liaisons and level of information required;
- Prepares draft Cabinet Notes;
- Designs research instruments and administers to relevant groups in project communities;
- Uses appropriate and creative methodology to design and manage a research project - may involve the use of quantitative and/or qualitative methods and may include both pilot and development work;
- Applies a variety of research techniques to gather relevant information, including document analysis, surveys, case studies;
- Conducts information and data retrieval searches and input, using electronic databases;
- Analyzes and evaluates research and interprets data, ensuring that key issues are identified;
- Gathers information by carrying out fieldwork;
- Compiles and analyses data to strengthen the capacity of statistical databases;
- Verifies and checks background to ensure credibility and reliability of reports, and mainstreams for gender and climate change issues, etc.;
- Assists with the development of macro-economic modelling/research capabilities to facilitate monitoring/recommendations for Sectors under the Ministry's portfolio;
- Assists with the monitoring and evaluation of projects undertaken by the Ministry and ensures reporting requirements are met;
- Keeps abreast of trends and changes in planning and policy development, and makes recommendations for their adoption, where necessary, to enhance the Ministry's planning and policy development functions;
- Identifies sources, liaises with external Organizations, and conducts relevant research;
- Presents and disseminates results, both orally and in writing;
- Offers research-based briefings and advice in writing and prepare action plans;
- Performs other related duties from time to time, as assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good analytical thinking skills
- Good teamwork and cooperation skills
- Good research and analytical skills
- Excellent presentation skills
- Good customer and quality focus skills
- Good interpersonal and networking skills

Technical/Functional:

- Excellent research skills
- Knowledge of monitoring and evaluation techniques
- Knowledge of relevant computer applications
- Knowledge of research methods
- Ability to build consensus and promote collaboration
- Ability to build and sustain partnerships with Programme/Project Managers within the Ministry, Agencies and Departments

Minimum Required Qualification and Experience

- Bachelor's Degree in Economics, Financial Management, Management Studies, Public Administration or any related Social Science discipline;
- Training in research methods and techniques;
- One (1) year's related experience.

Special Condition Associated with the Job

- Will be required to conduct site visits and surveys for programmes, projects and other initiatives.

Applications, accompanied by résumés, should be submitted **no later than Friday, 17th July, 2026, to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston**

Email: jobopportunities@moa.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)**