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CIRCULAR No. 212 **11th November, 2026**
OSC Ref. C.4858[55]

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 the **vacant** post of **Performance Monitoring & Evaluation Analyst (GMG/SEG 2)** in the **Strategic Planning, Performance and Risk Management Branch *(Hope Gardens) Kingston***, **Ministry of Agriculture and Fisheries**, salary**:** $4,479,584 per annum.

Job Purpose

Under the general direction of the Senior Performance Monitoring & Evaluation Analyst (GMG/SEG 3), the Performance Monitoring and Evaluation Analyst (GMG/SEG 2), is required to execute strategies to monitor and evaluate the performance of the Ministry, its Agencies and Commodity Boards. The incumbent monitors and reports on the implementation of business plan objectives/targets and provide advice and guidance to improve delivery of results against plans. There is the requirement to contribute to the preparation, monitoring and evaluation of the Ministry's, Agencies', External Departments' and Outstations overall Strategic Business Plans.

The post exercises responsibility for conceptualizing and recommending strategic performance monitoring and evaluation solutions in order to improve the efficiency and effectiveness of the Ministry's operations.

Key Responsibilities

Management/Administrative

- Participates in the monitoring and evaluation of programmes of the Ministry, writes reports and documents, analyzes findings, and submits findings and recommendations;
- Participates in the development of Performance indicators for use in the assessment of MoA's programmes and projects;
- Provide technical support to internal and external stakeholders;
- Represents the Ministry at meetings, conferences and seminars, as required;
- Provide guidelines and advice to staff and external clients; and
- Participates in the development and conduct of presentations and training sessions.

Strategic Planning

- Participates in the strategic planning process and in the preparation and review of the Strategic Business Plan for the Ministry;
- Monitors the achievement of objectives and targets in the Ministry's, Agencies', External Departments' and Outstations' Strategic Business Plan and reports periodically on performance; and
- Informs the Director of areas where objectives and targets may be missed so that action can be taken by the PS.

Capacity Building/Quality Controlling in Planning and Performance Reporting

- Promotes the standards and guidelines for planning and performance monitoring;
- Records, analyses and disseminates data including statistical information and ensures the easy access and retrieval of information;
- Participates in the periodic review of the Ministry's planning and performance framework; makes recommendations for improvement and implements recommendations as appropriate;
- Contributes to the development of Strategic Business Plans, in keeping with the Government's planning and performance framework and guidelines;
- Reviews the Strategic Business Plans for the Ministry's, Agencies, Departments and Outstations to ensure that they are aligned with the overall strategic plan and priorities of Government and budget allocations and include strategies for the long-term implementation of policies and programmes emanating from Cabinet Decisions;

- Reviews the relevance and robustness of performance indicators proposed by Directors, Agency/ Department Heads and Programme/Project Managers in their plans; and work with them to develop realistic performance indicators and targets for inclusion in the business plan as required;
- Provides advice and guidance on the implementation of the PMES, and the development of business plans and performance indicators;
- Supports efforts by the Corporate Planners to build capacity within the Ministry, Departments and Agencies to plan and monitor performance effectively and in the establishment of cross-portfolio integrated plans and budgets.

Risk Management

- Collaborates with the Ministry of Finance to develop a risk management and mitigation framework for business planning; monitors its application in the planning process for the Ministry, its Agencies and External Departments;
- Evaluates business plans and all other relevant documents related to programmes, projects and policies to ensure that they have taken into account risks to successful implementation and identified mitigating actions; work with the Directors, Agency/Department Heads and Programme/Project Managers to develop recommendations on interventions that would be necessary to address these changes as required.

Results Monitoring, Evaluation and Reporting

- Participates in the development of a performance monitoring and evaluation strategy for the MOA;
- Collaborates with PIOJ, MOFPS and other relevant agencies in identifying common data needs and develop the appropriate framework to facilitate the sharing of data between organizations in order to reduce duplication of requests to the Ministry;
- Conducts research to indicate benchmark studies to determine best practices with a view to underpinning performance monitoring and evaluation solutions;
- Collaborates with other Divisional staff on the establishment of a framework for the collection and collation of data, taking into account the need for timely information to be submitted to policy decision-makers;
- Establishes standards for data collection and analysis and works with the Ministry, Agencies and Departments to ensure that data is collected and analysed in line with these standards;
- Reviews performance reports of the Ministry and other performance data; analyses data to identify trends and areas where performance can be improved; indicates where there are performance issues and remedial action needs to be taken;
- Monitors the achievement of Citizens Charter and Customer Service Implementation Plan targets by the Ministry;
- Prepares periodic reports on the implementation of Cabinet Decisions and identifies policy gap;
- Contributes to the development of a database of performance measures, data and benchmarks;
- Collaborates with the Policy Unit in the development of policy performance indicators and programme evaluation criteria and methods based on evaluation of performance against targets as required.

<u>Required Knowledge, Skills and Competencies</u>

Core:

- Ability to build and sustain partnerships with members of staff and senior managers within the Ministry, Agencies and Departments
- Ability to build consensus and promote collaboration
- Demonstrated analytical skills
- Demonstrated problem-solving and decision-making skills
- Good advocacy and negotiating skills
- Strong interpersonal skills
- Strong team working and cooperation
- Excellent written and oral communication skills
- Excellent presentation skills
- Good quality and customer focus skills
- Good assessment skills

Technical:

- Ability to analyze multiple data streams to provide business intelligence that clearly illustrates impact, performance and trends
- Ability to interpret spreadsheets and statistical data
- Experience in evaluation, monitoring and results-based management
- Demonstrated understanding of the planning and budgetary process in the Public Sector

Minimum Required Qualification and Experience

- Bachelor's Degree in Economics, Financial Management, Management Studies, Public Administration or any related Social Science discipline.
- Exposure to Training in Strategic Planning, Performance Monitoring and Evaluation and/or Performance Management.
- At least four (4) years related experience working within a strategic planning or performance evaluation-related field.

Special Conditions Associated with the Job

- Required to conduct site visits and surveys for programmes, projects and other initiatives.

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 24th November, 2026, to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

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