



**CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION**

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Performance Management Officer	<b>(New)</b>
<b>JOB GRADE</b>	<b>GMG/AM</b>	<b>To be determined</b>
<b>POST NUMBER:</b>		
<b>DIVISION/BRANCH:</b>	Corporate Services Division/Human Resource Management & Development Branch	
<b>REPORTS TO:</b>	Director, Performance Management Appraisal System	
<b>MANAGES:</b>	N/A	

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

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## 1. JOB PURPOSE (Reason for Existence)

Under the direction of the Director, Performance Management Appraisal System, the Performance Management Officer undertakes duties related to the maintenance of the Performance Management and Appraisal System (PMAS) within the Ministry of Health.

## 2. KEY OUTPUTS (Results, Deliverables)

- PMAS change management plan implemented;
- Work Plan sessions facilitated;
- Training sessions conducted;
- Recognition and reward activities/events at the Ministry level arranged;
- PMAS Status Reports produced;
- Draft Internal PMAS assessment report produced.

## 3. KEY RESPONSIBILITIES (Activities, Tasks)

### A.) Management/Administrative Responsibilities

- Participates in the development of the unit's work plan;
- Assists with the preparation of the unit's budget;
- Prepares and submits activity reports as required.

### B.) Technical/Professional Responsibilities

- Implements PMAS related change management initiatives in collaboration with the Director Performance Management Appraisal System other HRM colleagues, directors and supervisors in the Ministry;
- Assists in developing customised PMAS material for employee orientation sessions in the Ministry;
- In collaboration with the Corporate Planner and the Director, Performance Management Appraisal System, reviews samples of Division/Branch/Unit and individual work plans throughout the Ministry to ensure quality of content (alignment and completeness in specification);

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- Facilitates Work Plan sessions as necessary;
- Maintains customised PMAS manuals, templates, forms, policies and procedures for the Ministry in keeping with the PMAS Guidelines;
- Participates in the delivery of training for newly appointed directors/managers and supervisors with respect to their responsibilities under the PMAS;
- Assists in providing coaching, guidance and information on PMAS related issues to all staff including directors/managers and supervisors;
- Works with directors/managers and supervisors to ensure that PMAS work plans are completed for all relevant staff members within the agreed timeframe;
- Disseminates notification to directors/managers and supervisors with regard to the preparation of quarterly/annual /periodic Performance Evaluation Reports;
- Assists in analysing performance appraisals, extract and disseminate relevant information to Human Resource Management Unit and Finance and Accounts Division for follow up actions on behalf of employees;
- Extracts required employee records for the audit of the system and provides other support as required for the post implementation evaluation of the system;
- Maintains the performance appraisal records;
- Provides PMAS status reports monthly or as required;
- Provides PMAS draft internal assessment reports on a quarterly basis.

#### **Recognition and Reward**

- Participates in the work of the Internal Recognition and Reward Committee to provide support to the process of determining eligibility for recognition and reward;
- Provides guidance to directors/managers on giving recognition and rewards at the Divisional/Branch or Unit level;
- Maintains a confidential register of performance ratings and applicable pay awards/sanctions;
- Assists in planning and coordinating the arrangement of recognition and reward activities/events at the corporate level;

#### **B.) Other Responsibilities**

- Performs other related duties that may from time to time be assigned.

#### **4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- PMAS Change Management Plan implemented within agreed timeframe and supports the established objectives of the PMAS and the specific needs of the Ministry;

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- Work Plan sessions facilitated and conducted in accordance with established guidelines;
- Individual work plans implemented in accordance with established guidelines and timeframes
- PMAS documents, guidance and training provided are in accordance with the established principles as outlined in the Guidelines issued by the Office of the Cabinet;
- Recognition and reward activities/events at the Ministry level arranged in a timely manner;
- Reports are accurately produced in accordance with the established format and submitted within the timeframe required;
- Draft Internal PMAS assessment report produced in accordance with established guidelines and within the timeframe required;
- Confidentiality and integrity are exercised at all times;

## 5. INTERNAL AND EXTERNAL CONTACTS:

### i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Human Resource Management & Development	Obtains/gives advice, receive directives, issues relating to PMAS, provide feedback.
Director, Performance Management Appraisal System	Obtains/gives advice, receive directives, work assignment, provide reports, information and feedback.
Other Divisional Heads and staff	To obtain/share information and collaborate on work initiatives to support the development of a performance culture
Finance and Accounts Division	Follow up on the implementation of incentives and rewards or otherwise on behalf of staff members.

### ii) External Contacts

Contact	Purpose of Communication
Office of the Cabinet	To receive guidance and provide information
Ministry of Finance and the Public Service (SHRMD)	To obtain information, seek guidance

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Other Performance Management Officers in Ministries, Departments and Agencies	To obtain/share information, seek guidance
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## 6. REQUIRED COMPETENCIES:

### **Core**

- Ability to communicate effectively in writing and orally;
- Good human relations and interpersonal skills;
- Strong decision-making, problem-solving and critical thinking skills;
- Good networking and relationship-building skills;
- Good skills in teamwork and cooperation;
- Good analytical, and problem solving skills;
- Good planning and time management skills;
- Strong research skills
- Strong goal/result orientation
- Keen listener;
- Good integrity/ethics exercised in the performance of duties.

### **Technical**

- Sound knowledge of Government's regulations, policies and procedures;
- Strong knowledge of Human Resource Management principles and practices;
- Knowledge of government administrative systems and operations management
- Proficiency in data management tools
- Proficiency in the use of relevant computer software.

## 7. MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

- First degree in Public Administration/Management Studies or its equivalent;

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- Formal training in Human Resource Management;
- Three (3) years' experience in Human Resource Management which should include two years in a similar position;
- Any other equivalent combination of qualification and experience

**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:**

- Required to work beyond normal working hours whenever the need arises;

**9. AUTHORITY TO:**

- Nil.

**10. WORKING CONDITIONS**

- Normal office conditions