



**CIVIL SERVICE OF JAMAICA**

**JOB DESCRIPTION AND SPECIFICATION**

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Performance Monitoring and Evaluation Officer</b>
<b>JOB GRADE:</b>	<b>GMG/SEG</b>
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Policy Planning and Development Division/ Planning, Performance Monitoring and Evaluation Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Manager, Performance Monitoring and Evaluation
<b>MANAGES:</b>	-

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

\_\_\_\_\_

## **1. JOB PURPOSE (Reason for Existence)**

Reporting to the Manager, Performance Monitoring and Evaluation, the Performance Monitoring and Evaluation Officer is responsible for the monitoring and ensuring high quality and timely inputs, also will support monitoring and evaluation across all programme areas and the implementation of the organisational monitoring and evaluation strategy.

## **2. KEY OUTPUTS (Results, Deliverables)**

- Monitoring and Evaluation framework developed;
- Key Performance Indicators (KPI's) developed;
- Monitoring and evaluation methods and toolkits developed;
- Performance analysis conducted
- Performance, Monitoring and Evaluation Reports prepared and submitted;
- Advice provided;
- Donor reports prepared and submitted;
- Individual work plan aligned with Divisional and Ministry's Plans

## **3. KEY RESPONSIBILITIES (Activities, Tasks)**

### **A.) Management/Administrative Responsibilities**

- Participates in the development of the Operational Plan for the Planning, Performance Monitoring and Evaluation Branch;
  - Recommends improvement of the monitoring and evaluation frame work;
  - Assists in developing and implementing mechanisms for the monitoring and

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evaluating process for the Ministry;

- Reviews and provide guidance for the review of relevant documents;
- Provides technical advice to the Ministry and its agencies and departments on aspects of the performance monitoring and evaluation process;
- Prepares individual work plan in accordance with the Operational Plan of the division.

#### **B.) Technical/Professional Responsibilities;**

- Develops framework for Monitoring and Evaluation (M&E) within the Ministry in accordance with the strategic/Business plan;
- Collaborates with the Manager, Performance Monitoring and Evaluation agree key sector outcomes, outputs, performance indicators for inclusion in the Ministry's plans;
- Develops monitoring and impact indicators and tools to measure project success and the achievement of the Ministry's strategic objectives;
- Ensures that performance objectives of the head office (Ministry), Regional Health Authorities, other agencies and departments are aligned with Central Ministry's priorities and monitor achievement of targets;
- Develop and strengthen monitoring and evaluation procedures;
- Supports ongoing programme monitoring and evaluation by ensuring timely collection, compilation, analysis and reporting of data;
- Establishes and maintains an overall M&E reporting system, including overall data collection and reporting strategies across various programmatic initiatives to ensure standard M &E procedures and guidelines;
- Prepares M&E related documents for dissemination, including annual analytical reports and evaluation report to Manager, Performance Monitoring and Evaluation;
- Monitors and evaluate overall progress on achievement of results;
- Analyses and report on the extent and significance of variations between results and targets;

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- Conducts data analysis to determine current performance, forecasts and future performance trends in order to recommend improvements and/or corrective action;
- Communicates the results of performance analysis and measurement to the Manager, Performance Monitoring and Evaluation;
- Identifies opportunities to provide and present monitoring and evaluation findings and data to colleagues to contribute to decision-making and strategic planning process;
- Collates and analyses monitoring and evaluation data and analysed against outcomes to draw implications;
- Ensures information from monitoring and evaluation activities is properly analysed and written up for reporting;
- Develops M&E reference guides, assessment tools, data collection forms and other M&E related documents and materials;
- Participates in external events in order to undertake monitoring and evaluation related data collection or share findings;
- Participates in annual reviews and planning workshops
- Assists the Manager, Performance Monitoring and Evaluation in preparing M&E section of quarterly and annual reports by compiling and presenting and ensuring the quality and consistency of data presented in reports;
- Interface with stakeholders on M&E issues, including external programme evaluations, data quality and the analysis and interpretation of programme results;
- Prepares donor reports, tracking earmarked resources and agreements;
- Stay abreast of developments in the field of M&E by attending relevant conferences and/or workshops and using attained knowledge to review programme operations accordingly.

### **C.) Other Responsibilities:**

- Performs any other related duties as assigned from time to time.

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

- Monitoring and Evaluation framework developed in keeping with set guidelines;
- Performance Indicators and targets developed and linked to priorities are developed within set guidelines;
- Methods and tools to monitor performance data developed in accordance with established standards and timeframe;
- Performance data analysed for use in decision making process;
- Performance, Monitoring and Evaluation Reports prepared and submitted to inform decision making by the Ministry and relevant stakeholders;
- Performance, Monitoring and Evaluation Reports prepared and submitted;
- Advice provided are technically sound and relevant
- Donor reports prepared are comprehensive, accurate and submitted within established timeframes;
- Individual work plan prepared aligned with Divisional and Ministry's Plans

#### 5. INTERNAL AND EXTERNAL CONTACTS

##### i) Internal

Director, Policy, Planning and Development	Receive instructions on priorities and expected results; Provide guidance in the development of framework for monitoring and evaluation and key indicators; Provide information and advice on the monitoring and evaluation process
Director, Planning, Performance Monitoring and Evaluation	Receive instructions on priorities and expected results; Provide guidance in the development of framework for monitoring and evaluation and key indicators;

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	Provide information and advice on the monitoring and evaluation process;
Manager, Performance Monitoring and Evaluation	Receive instructions on priorities and expected results; Receives guidance and information on monitoring and evaluation processes; Work assignments
Chief Medical Officer and other Senior Managers	Provide information on the monitoring and evaluation process. Receive feedback
Chief Executive Officers in the Regional Health Authorities, Agencies and Departments	Provide information on the monitoring and evaluation process. Receive feedback

ii) External Contact

Contact	Purpose of Communication
Principal Director, Programme Monitoring and Evaluation Unit (PMEU) Cabinet Office	To obtain updates on monitoring and evaluation To submit information, data and reports
PIOJ, STATIN	To provide/share information, and analytical reports
Stakeholders/Donors	To provide/share information, and analytical reports To collaborate on project activities
International Development Partners and other International Agencies	To provide/share information, and analytical reports To collaborate on project activities

## 6. REQUIRED COMPETENCIES

### Core

- Strong presentation, oral and written communication skills;
- Good interpersonal skills and people management;
- Good Analytical and problem solving skills;
- Good decision-making and critical thinking skills;
- Good leadership, networking and relationship-building skills;
- Good planning, organizing, time management and reasoning skills;

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- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Good skills in teamwork and cooperation;
- Ability to work on own initiative;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships;
- Ability to analyse and interpret data/information;
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

#### **Technical**

- Sound knowledge of Government's regulations and procedures;
- Strong knowledge of the Ministry's policy and planning processes;
- Knowledge of strategic and business planning, processes and procedures;
- Knowledge and experience in monitoring and evaluation methodologies;
- Knowledge of research methodology;
- Proficiency in the use of relevant computer software and computer applications.

## **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- A BSc degree in Economics, Management or the Social Sciences;
- Training in performance monitoring and evaluation or research;
- Four (4) years related experience in performance monitoring and evaluation or research;
- Any equivalent combination of education and experience

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

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

## **9. AUTHORITY TO:**

- Recommend approaches to the execution of Performance Management Interventions;

## **10. WORKING CONDITIONS**

- Normal office conditions;

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