



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

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

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 Director, Planning, Performance Monitoring and Evaluation, the Manager, Performance Monitoring and Evaluation is responsible to develop and manage the monitoring and evaluation agenda and plans for the Ministry of Health against targets towards the achieving of the Ministry's strategic objectives.

2. KEY OUTPUTS (Results, Deliverables)

- Monitoring and Evaluation framework developed;
- Monitoring and evaluation manual and toolkits developed;
- Performance, Monitoring and Evaluation Reports prepared and submitted;
- Summary progress reports prepared and submitted;
- Advice to the Senior Management Team on the monitoring and evaluation needs of the Ministry;
- Key performance indicators developed in collaboration with the International Development Partners and local stakeholders;
- Individual Work plan prepared;
- Presentations of reports to relevant stakeholders.

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;
- Makes recommendations to impact the Ministry's performance monitoring and evaluation process;

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- Develops and implements mechanisms for the monitoring and 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;
- Represents the Ministry of Health at local, regional and international meetings, conferences, seminars and workshops;
- Prepares individual work plan in accordance with the Operational Plan of the division.

B.) Technical/Professional Responsibilities;

- Leads the development of the overall framework for Monitoring and Evaluation within the Ministry in accordance with the strategic/Business plan;
- Agrees key sector outcomes, outputs, performance indicators for inclusion in the Ministry's plans;
- Guide the process for identifying the key performance indicators and parameters for monitoring project performance and achievement of targets;
- Leads the development/refinement of strategic performance indicators and tools to measure the achievement of the Ministry's strategic objectives;
- Develops systems and tools for monitoring and evaluating health programmes and projects;
- Guides the implementation of the overall framework for Monitoring and Evaluation within the Ministry in accordance with strategic/Business plans;
- Participates in strategic reviews for the Ministry and its entities;
- Plan, develop, and implement integrated performance monitoring and evaluation strategies in support of programmes and projects;
- Provides monitoring and evaluation support to Divisions and Agencies to guide their operational strategies;
- Support project accountability by monitoring activities funded through donor agencies;

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- Evaluate the performance of the Ministry and its entities in achieving policy and programme outcomes;
- Guide the preparation of donor reports, tracking earmarked resources and agreements;
- Coordinate quarterly portfolio performance reviews and produce reports;
- Produce in collaboration with the relevant units and Divisions, an annual portfolio performance report for submission to the Cabinet Office and to the relevant stakeholders.

C.) Human Resource Management

- Provides leadership to staff through effective objective/goal setting, delegation, and communication;
- Identifies and manages the developmental and welfare needs of staff;
- Fosters teamwork, a harmonious working environment and promote collaborative working across Divisions/Units;
- Promotes the building of institutional knowledge by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommend movement when appropriate;
- Manage the leave entitlements and participate in the administration of staff benefits in keeping with established human resource policies;
- Recommends disciplinary action in keeping with established human resource policies;
- Implement and maintain the established HR management standards;
- Conduct performance appraisal of staff as required ;
- Conduct ad hoc staff meetings as necessary.

D.) Other Responsibilities:

- Performs any other related duties as assigned by the Director, Policy, Planning

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and Development and Director, Planning, Performance Monitoring and Evaluation from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Monitoring and Evaluation framework developed in keeping with set guidelines;
- Monitoring and evaluation manual and toolkits developed in a timely manner;
- Performance, Monitoring and Evaluation Reports prepared to inform decision making by the Ministry and relevant stakeholders
- Summary progress reports prepared and submitted within agreed time frame;
- Advice to the Senior Management Team on the monitoring and evaluation needs of the Ministry are technically sound and relevant;
- Key performance indicators developed in collaboration with the International Development Partners and local stakeholders produced within given deadlines;
- Individual Work plan prepared aligned with Divisional and Ministry's Plans;
- Presentations of reports to relevant stakeholders are accurate, comprehensive and sound and produced within agreed time frame.

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

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	framework for monitoring and evaluation and key indicators; Provide information and advice on the monitoring and evaluation process; 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
Performance, Monitoring and Evaluation Officer	Provide, obtain and share information
Planning Officer	Provide, obtain and share information

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;
- In-depth knowledge of Monitoring and Evaluation techniques;
- 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;
- Five (5) 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:

- Determine approaches to the implementation of the performance monitoring and evaluation agenda

10. WORKING CONDITIONS

- Normal office conditions;