



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

Ministry/Entity: Ministry of Health

JOB TITLE:	Director, Performance Management Appraisal System (New)	
JOB GRADE	GMG/SEG	To be determined
POST NUMBER:		
DIVISION/BRANCH:	Corporate Services Division/Human Resource Management & Development Branch	
REPORTS TO:	Director, Human Resource Management and Development	
MANAGES:	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

1. JOB PURPOSE (Reason for Existence)

Under the general direction of the Director, Human Resource Management and Development, the Director, Performance Management Appraisal System, leads the implementation and manages the Performance Management and Appraisal System (PMAS) within the Ministry of Health.

2. KEY OUTPUTS (Results, Deliverables)

- PMAS implementation master plan for Ministry developed;
- PMAS change management plan developed;
- Competency Framework developed;
- Training sessions conducted;
- PMAS Status Reports produced;
- Work Plan sessions facilitated;
- Unit's and individual Work Plans developed and reviewed;
- Internal PMAS assessment report produced.
- Recognition and reward activities/events at the Ministry level arranged;

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Provides day to day leadership and direction to the Performance Management Appraisal Unit;
- Participates in the development of the operational plan and budget for the Branch,
- Reviews/monitors the Unit and individual Work Plans;
- Provides appropriate relevant training, staff development and management support;
- Ensures that all required processes, systems and controls are in place within the unit to enable achievement of its objectives effectively and efficiently;

- Provides Secretariat support to the Employee Performance Management and Appraisal Team (EPMAT).
- Participates in the quarterly and annual Performances Review to assess the achievements of the Ministry of Health;

B.) Technical,/Professional Responsibilities

- Develops in collaboration with other HRM colleagues and the (EPMAT), a master (project) plan for the development of the PMAS in the Ministry;
- Develops PMAS related change management initiatives in collaboration with the Director Organisational Development other HRM colleagues, directors and supervisors in the Ministry;
- Leads in the development and maintenance of an organisation-wide competency framework to support performance management, recruitment, and selection, and reinforce the Ministry's core values;
- Facilitates Work Plan sessions as necessary;
- Develops customised PMAS material for employee orientation sessions in the Ministry;
- In collaboration with the Corporate Planner, reviews samples of Division/Branch/Unit and individual work plans throughout the Ministry to ensure quality of content (alignment and completeness in specification);
- Develops customised PMAS manuals, templates, forms, policies and procedures for the Ministry in keeping with the PMAS Guidelines;
- Conducts training for newly appointed directors/managers and supervisors with respect to their responsibilities under the PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff including directors/managers and supervisors; Agrees the timetable for PMAS related activities over a given financial year and ensure that all staff in the Ministry are advised;
- Works with directors/managers and supervisors to ensure that PMAS work plans are completed for all relevant staff members;
- Monitors compliance with the conduct of interim/annual evaluations and provides guidance as necessary;
- Ensures that performance appraisals for all relevant staff members are completed on an annual basis;
- Analyses 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;
- Reviews reports for inappropriate reporting and takes corrective action;
- Monitors the implementation by directors/managers of remedial and corrective action to address poor performance;

- Monitors the implementation of staff development plans as an important aspect of performance management;
- Ensures that performance appraisal records are properly maintained;
- Prepares final Confidential Detailed PMAS report on appraisal results for identified authorized users;
- Prepares final PMAS status reports for the Employee Performance Management Appraisal Team (EPMAT) and the Performance Management Implementation Team (PMIT) monthly and/or otherwise required;
- Conducts post- implementation evaluation of the PMAS in order to monitor and assess its impact on the Ministry, to strengthen areas of weakness and to identify lessons learnt;

Recognition and Reward

- Ensures that staff eligible for an increment/award are identified, and the relevant HR officers and payroll notified in the stipulated timeframe;
- 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;
- Leads the design in the development of a creative and valuable recognition and reward programme that boosts employees' morale, as well as celebrates and encourages high performance;
- Plans and coordinates the arrangement of recognition and reward activities/events at the corporate level;

C.) Human Resource Responsibilities

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Reviews and approves the individual work plans of staff supervised;
- Supervises and evaluates the performance of staff to ensure that work output is consistent with the work plan;
- Contributes to the development and welfare of direct reports through the effective use of the performance management system and makes recommendations for training and career development where necessary;
- Ensures that training and other needs of employees are adequately identified and addressed;

- Disseminates information to staff re changes in policies, procedures and other matters to ensure that high levels of compliance are maintained;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Branch's and Ministry's goals;
- Foster an atmosphere of trust, high ethical and confidentiality standards;
- Ensures staff are aware of and adheres to the policies, procedures and regulations of the division and the Ministry;
- Participates as required in disciplinary proceedings involving staff;
- Participates in the recruitment of staff for the Branch;
- Recommends vacation leave and approves sick and department leave for staff, and participate in the administration of staff benefits, in keeping with the established human resource policies;
- Provides staff with sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Conducts monthly and other ad hoc staff meetings.

D.) Other Responsibilities

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

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Plans are prepared/developed in established format, within agreed timeframe and supports the established objectives of the PMAS and the specific needs of the Ministry;
- Competency Framework developed agreed and maintained;
- 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;
- Reports are accurately produced in accordance with the established format and submitted within the timeframe required;
- Branches Work Plan sessions facilitated and conducted in accordance with established guidelines;
- Unit's and Individual work plans developed, implemented and reviewed in

accordance with established guidelines and timeframes;

- Internal PMAS assessment report produced in accordance with established guidelines;
- Recognition and reward activities/events at the Ministry level arranged in a timely manner;
- Staff in the Department are satisfied with the quality of support received;
- Confidentiality and integrity are exercised at all times;

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Corporate Services	Obtains/gives advice, receive directives and guidance, provide feedback.
Director, Human Resource Management & Development	Obtains/gives advice, receive directives. and guidance, work assignments, provide feedback
Director, Organisational Development	To obtain/share information and collaborate on work initiatives to support the development of a performance culture
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.
EPMATand PMIT	Presentation/discussion of reports

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
Other PMAS colleagues in Ministries, Departments and Agencies	To obtain information, seek guidance

6. REQUIRED COMPETENCIES:

Director, Performance Management Appraisal System, Corporate Services Division/ Human Resource Management and Development Branch, Ministry of Health. Prepared by: HR Consultant, June 30, 2016

Core

- Ability to communicate effectively in writing and orally;
- Strong human relations and interpersonal skills;
- Strong decision-making, problem-solving and critical thinking skills;
- Strong leadership, networking and relationship-building skills;
- Good skills in teamwork and cooperation;
- Strong analytical, and problem solving skills;
- Strong planning and time management skills;
- Strong research skills
- Strong goal/result orientation
- Keen listener;
- Excellent 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;
- Formal training in Human Resource Management;
- Training in the operation of the GOJ Guidelines Performance Management and Appraisal System would be an distinct asset;
- Four (4) years' experience in a Human Resource Management or Business Planning Environment.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:

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

9. AUTHORITY TO:

- Recommend PMAS related corrective action specific to situations arising in the Ministry.

10. WORKING CONDITIONS

- Normal office conditions