



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Director, Planning, Performance Monitoring and Evaluation
JOB GRADE:	GMG/SEG 4
POST NUMBER:	27639
DIVISION/BRANCH:	Policy Planning and Development Division/Planning, Performance Monitoring & Evaluation Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Policy, Planning and Development
MANAGES:	Corporate Planner; Manager, Performance Monitoring and Evaluation; Secretary 2

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, Policy Planning and Development, the Director, Planning, Performance Monitoring and Evaluation is responsible for managing and coordinating the development of the Strategic and Business plans, ensuring that plans are prepared to the required quality and standards, monitoring of these plans and also the integration of these plans which reflect strategic priorities for the Ministry and Regional Health Authorities.

2. KEY OUTPUTS (Results, Deliverables)

- Three year Health Sector Plan developed;
- Strategic and Operational plans developed;
- Strategic and Business Plans reviewed and collated;
- **Business Plans disseminated;**
- Annual Report for the Ministry of Health prepared and submitted;
- Inputs for the Economic and Social Survey for the Health Sector presented;
- Planning process guidelines produced;
- Policy recommendations provided;
- Technical advice provided;
- Annual and individual work plans prepared;
- Reports prepared and submitted.
- Human Resource Management functions addressed.

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3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the ministry's strategic and business planning process;
- Prepares quarterly reports on progress against targets set in respect of key performance indicators;
- Oversees the establishment and maintenance of the Ministry's monitoring and evaluation process;
- Contributes to the preparation of the Branch's annual budget and monitors the allocation and expenditure of funds;
- Prepares and monitor the Division's operational plan, ensuring that the work is carried out according to plan and agreed targets achieved;
- Prepares the annual work plan for the Branch in accordance with the Divisional Operational Plan and the Ministry's Business Plan;
- Prepares individual work plan;
- Ensures that the work of the Branch is carried out according to plan and agreed targets achieved;
- Provides technical advice to the Ministry and its agencies and departments on all aspects of strategic and business planning;
- Contributes to the preparation of status reports for the division;
- Prepare progress and status reports on activities at required intervals;
- Represents the ministry at meetings, conferences and other functions as directed.

B.) Technical/Professional Responsibilities;

- Leads in the development of the Strategic and Business plans for the

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Ministry;

- Evaluates Health Plans to ensure that they are consistent with national development goals/priorities;
- Leads the process for producing annual operational plans for the Ministry and monitoring their implementation;
- Leads in the development of integrated, coherent and comprehensive business plans for the ministry's entities;
- Ensures full alignment of operational plans of the Ministry around corporate strategic objectives and priorities of the Central Ministry;
- Assists in the development of planning guidelines, manuals and templates to ensure conformity and consistency in the preparation of plans;
- Directs the preparation and implementation of various monitoring and control methods for reporting on actual performance throughout the year, against approved plans;
- Provides advice and guidance to portfolio entities in the preparation of business plans to ensure that they are prepared in accordance with established guidelines and timeframes;
- Revises the strategic performance indicators of the ministry;
- Directs analysis of Social, Economic and Demographic Data and Statistics in order to determine their likely implications for the Health Sector;
- Conducts evaluation studies and prepares reports on the extent to which the Strategic, Business and Operational Plans have impacted on the development of the Health Sector;
- Integrates health related activities of national and international agencies with those of the Ministry where applicable and feasible;
- Determines the need for research in subjects that have implications for the Health Sector to obtain timely and relevant information in order to identify promotions and available resources;
- Ensures the development and maintenance of a health information system to provide information to facilitate health planning, administration and evaluation.

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- Keeps abreast of trends and changes in planning and development in the health sector and make recommendations for their adoption where necessary to enhance the Ministry's planning and policy development functions

C.) Human Resource Responsibilities

- Ensures the development and welfare needs of staff supervised are identified and addressed;
- Monitors and evaluates the performance of staff supervised and recommends corrective actions where necessary;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Reviews and approves the individual work plans of staff supervised;
- Ensures that work output is consistent with the work plan;
- 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 Division's goals;
- Fosters an atmosphere of trust, high ethical and confidential standard.
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry/Branch//Unit;
- Recommends vacation leave and approves sick and departmental leave for staff supervised in keeping with established Human Resource policies and procedures;
- Participates in the recruitment of staff for the Division/Branch, recommends promotion;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;

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- Conducts monthly and other ad hoc meetings with staff supervised.

D.) Other Responsibilities:

- Performs any other related duties and responsibilities, as assigned by the Director, Policy, Planning and Development from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Three year Health Sector Plan developed and updated on a continuous basis;
- Strategic and Operational plans developed in accordance with guidelines and established standards;
- Strategic and Business Plans reviewed and collated in a timely manner;
- Business Plans disseminated in a timely manner;
- Annual Report for the Ministry of Health prepared and submitted within agreed time frame;
- Inputs for the Economic and Social Survey for the Health Sector presented are in keeping with the Strategic and Business Plans of the Ministry;
- Planning processes implemented in accordance with established guidelines and timeframes;
- Policy recommendations provided in keeping with the strategic objectives of the Ministry;
- Technical advice provided are technically sound and relevant;
- Annual and individual work plans are appropriately prepared within the set deadlines;
- Reports prepared are accurate, comprehensive and submitted within agreed time frame;
- Human Resource Management functions addressed in a timely manner.

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- Confidentiality of information obtained on the job is preserved;
- High level of performance is demonstrated consistently.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Permanent Secretary	Obtain and provide advice, receive directives and guidance, information regarding portfolio and provide feedback
Director, Policy, Planning and Development	Receive instructions on priorities and expected results; Provide guidance in the development of operational and business plans and processes; Provide information and advice on the planning process
Chief Medical Officer and other Senior Managers	Provide, obtain and share information
Corporate Planner	Provide, obtain and share information
Manager, Performance, Monitoring and Evaluation	Provide, obtain and share information
Planning Officer	Provide, obtain and share information
Regional Health Authorities, CEO's in Agencies	Provide, obtain and share information

ii) External Contact

Contact	Purpose of Communication
Office of the Cabinet	Harmonization between business plans and the Medium Term Expenditure Framework
Ministry of Finance and the Public Service	Harmonization between business plans and the Medium Term Expenditure Framework
Planning Institute of Jamaica (PIOJ)	Matters relating to Social, Economic and Demographic Data and Statistics implication for Health Sector

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6. REQUIRED COMPETENCIES

Core

- Excellent presentation, oral and written communication skills;
- Good interpersonal skills and people management;
- Good Analytical, diagnostic 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;
- 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.
- Excellent skills in teamwork and cooperation;
- 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;
- 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;
- Sound knowledge of strategic and business planning, processes and procedures;
- Knowledge of planning techniques;
- Sound knowledge of planning and policy development;
- Knowledge of research methodology;
- Knowledge and experience in monitoring and evaluation methodologies;
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Public Policy, Public Administration or equivalent qualification;
- Specialised training in Strategic and Business Planning Development;
- Minimum of five (5) years experience in Strategic and Business Planning and Management.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

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

9. AUTHORITY TO:

- Recommend changes to the operational and business plans of the Ministry.

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10. WORKING CONDITIONS

- Normal office conditions;

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