



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

August 25, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Policy, Planning, Projects and Research Division.

DIRECTOR, MONITORING AND EVALUATION (GMG/ SEG 4)

Salary: \$6,333,301.00 per annum

JOB PURPOSE

Under the general direction of the Senior Director, the Director, Monitoring and Evaluation is responsible for establishing and maintaining systems for integrating the Performance Monitoring Process across the Ministry, its Departments and Agencies.

There is a requirement for the incumbent to conduct analyses of the Ministry's performance, identify and make recommendations for improvement. Thereby, enabling the Ministry to achieve its stated organizational and national policy objectives and outcomes within the available resources.

KEY OUTPUTS

- Systems, procedures and processes instituted, monitored and amended as necessary
- Coaching sessions provided to programme managers/planners
- Data collection, procedure, tabulation and analysis of data finalized and implemented
- Economic projections reviewed and validated
- Performance targets monitored and evaluated against planned programmes and budgets
- Inspections and surveys conducted and reports produced
- Seminars and performance reviews sessions coordinated
- Effective Corporate, Strategic and Operational Plans, monitored and evaluated.
- Monitored and evaluated guidelines, successfully coordinated Corporate Planning process in the central Ministry and its agencies
- Annual Performance Reports for Staff supervised
- Annual and Quarterly and monthly Reports developed and submitted
- Policy Documents prepared and submitted
- Framework for Performance monitoring and reporting formulated;
- Performance monitoring and evaluation tools and methods applied;
- Reports, papers, analyses and presentations on performance outcomes and a variety of corporate planning issues prepared and submitted;

- Performance reviews organized and conducted to ensure compliance with establish standards;
- Capacity development plans implemented;
- Data collection and recording systems established and implemented.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Represents the Ministry at meetings, seminars, workshops and conferences
- Develops, institutes and implements systems and procedures to guide the monitoring and evaluation process
- Proactively supports the management control process through the implementation of a performance monitoring and evaluation framework
- Provides a framework for the monitoring of progress against plans and chairs quarterly strategic/corporate planning meetings, retreats and seminars to determine significant divergence (actual or impending) from targets set in plans and facilitates the development of strategies to close performance gaps as they are identified.
- Prepares and submits performance and other reports relating to the achievement of targets for the ministry and its agencies as required and ensures timely submission of all documents/information requested.
- Establishes and sustains strong partnerships with officials of local, regional and international organizations.
- Formulates speeches, papers, documents and information as required.
- Promotes the use of best practices and the incorporation of cutting edge developments to strengthen the strategic planning and performance monitoring and evaluation in the MIIC.

Technical and Professional Responsibilities

- Develops operational objectives to guide the Division's operations and formulates Performance Indicators for use in the assessment of programmes and projects.
- Monitors and reports on reporting requirements for partners and ensures that they are met.
- Manages the implementation of the Performance Monitoring and Evaluation System (PMES) Framework in the organization.
- Ensures that Corporate Plan targets are linked to desired policy outcomes through mission, vision statements, strategic objectives, key outputs, performance indicators and targets outlined in Corporate Plans are specific, measurable, attainable, realistic and time bounded;
- Monitors the plans and programmes to ensure that objectives are met and that the corrective activities are taken in case of deviations
- Guides the progress of work in relation to the Ministry's Operational Plans and Quarterly and annual reports, identify barriers to success and recommend strategies/activities to overcome them where necessary.
- Manages the preparation of quarterly and annual reports on the Ministry's overall performance.
- Monitors and evaluates the performance of divisions/programmes to ensure that targets are met or re-scheduled in a timely manner.

- Identifies, assesses and evaluates the risks in relation to the outputs and deliverables in the Ministry's Plans.
- Assists with the development, implementation and maintenance of Performance Management and Evaluation systems to track the operations of the Ministry's policies, programmes and projects against the various plans.
- Confers with the staff to obtain data required for planning, analysis and evaluation activities.
- Performs other related duties and responsibilities that may from time to time be assigned.

Supervisory Responsibilities

- Oversees the development of a Monitoring and Evaluation Plan guided by the MIIC's Strategic Business Plan as the framework for the monitoring and evaluation of the Ministry's programmes and projects
- Ensures that training and other needs of employees are adequately identified and addressed

Human Resources Responsibilities

- Provides guidance to staff through coaching, mentoring and technical support
- Recommends opportunities- training and disciplinary action for staff supervised in keeping with established human resource policies
- Participates in panels for the recruitment and selection of staff
- Ensures the implementation of training and development programmes for staff
- Evaluates staff and completes performance appraisal reports

Other Related Duties

- Establishes and maintains strong linkages with representatives of local, regional and international agencies to achieve organizational goals
- Established and maintains effective working relationship with the Ministry's associated agencies and other affiliates.
- Performs other related duties that may from time to time be assigned.

PERFORMANCE CRITERIA

- Monitors the MIIC's planning processes ensuring that they adhere to stated policies and procedures.
- Produces quarterly, half-yearly and annual performance reports for the Ministry
- Coordinates the production of quarterly, half- yearly and annual performance reports by the agencies.
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PERFORMANCE STANDARDS

- An efficient monitoring and evaluation system established to track the implementation of Corporate and Operational Plans and to provide feedback on the performance of the Ministry and its agencies
- Quarterly, half yearly and annual reports developed for the Ministry and annual performance reports of agencies coordinated and collated.

- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time.
- Reports are comprehensive, accurate and submitted within the required timeframes.
- Good coordination and effective working relations exist with divisional and agency heads, other ministries and associates
- Provision of sound technical, timely advice to each organization on Corporate Planning and related matters.
- Variance analysis is conducted in accordance to established timeframe and sound prudent recommendation made.

REQUIRED COMPETENCIES

- Excellent knowledge of government Corporate/Business Planning, Medium Term, Financial Planning, Operational Planning and budgeting processes and procedures;
- Excellent knowledge of government policy formulation, monitoring and evaluation processes.
- An excellent working knowledge of performance management techniques and their application including the relationship between national and Ministry policies and the missions, visions, strategic objectives, key outputs, performance indicators, targets and actual performance of the Ministry and its agencies;
- Thorough knowledge, experience and familiarity with Corporate/Strategic planning
- Highly skilled in the design and delivery of presentations/training programmes.
- Excellent presentation, oral and written communication skills
- Good interpersonal and leadership skills
- Excellent planning, organizing, analytical and negotiating skills
- Excellent judgment, decision making and problem solving skills
- General computer proficiency
- Excellent communication and organizing skills
- Proficiency in the use of relevant computer applications
- The ability to identify and build effective planning teams which work well across functional boundaries within the Ministry and its agencies and with external stakeholders;
- The ability to effectively facilitate and influence planning teams through the application of technical planning and project management skills and skills in the leadership and teambuilding

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Postgraduate Degree in Social Sciences; for example, Management, Business Administration, Public Sector Management or any comparable education and training that provides the requisite knowledge
- **Three (3) years** related experience in Corporate Planning, Economics. Business/Public Sector Management;
- Specialized training in Corporate/Strategic Planning

OR

- Bachelor's degree in management studies, Public Administration, Business Administration or a related discipline.
- Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management.
- Five (5) years related experience, with at least three (3) years in a management role.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

AUTHORITY

- Recommends employment of staff in the Unit
- Recommends leave, disciplinary action, promotions, and other HR actions.
- Approves technical papers, briefs, submissions and a plethora of reports submitted by officers for Ministerial attention
- Sets parameters for project proposals.

**Applications accompanied by resume should be submitted no later than
Friday, September 11, 2022 to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however only short-listed applicants will be contacted.