



## Ministry of National Security

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### VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill the post of:

**MONITORING AND EVALUATION SPECIALIST (GMG/SEG 3)  
MONITORING & EVALUATION, RESEARCH & TRANSFORMATION BRANCH**

**SALARY SCALE: \$2,336,309.00 – \$2,777,138.00**

**TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;  
\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE:**

#### JOB PURPOSE:

The incumbent is responsible for providing advice and undertaking activities to strengthen the monitoring and evaluation of policies, programmes and initiatives within the Ministry, and its portfolio entities. The incumbent will also be responsible for contributing to capacity building and providing technical support in the design and implementation of Monitoring and Evaluation (M&E) framework and mechanisms to standardize approaches across the Ministry

#### The duties and responsibilities include but are not limited to the following:

#### KEY RESPONSIBILITIES:

- Plans and executes monitoring and evaluation activities of key policies, programmes, projects and initiatives in keeping with MNS strategic objectives and KPIs;
- Establishes monitoring and evaluation strategies and methodologies to be incorporated in performance management plans;
- Recommends monitoring and evaluation design, question, criteria and indicator selection;
- Develops monitoring and evaluation framework to manage projects and programmes of the Ministry;
- Researches project development, implementation and evaluation and documents lessons learnt for future projects;
- Provides technical advice on new data collection regimes across the Ministry, Departments and Agencies relevant to MNS M&E Agenda.
- Monitors and tracks key deliverables relating to policies, programmes, projects and initiatives and generates reports/briefs/information sheets
- Supports M&E training initiatives to strengthen capabilities within the Ministry and its portfolio entities;
- Oversees and quality assures the analysis of MNS policy units relating to their M&E.
- Supports the preparation of quarterly reports on M&E progress, status and findings for MNS policy leadership and other key stakeholders.
- Provides responsive, high quality services to stakeholders by providing accurate, complete and up-to-date information;
- Leverages and coordinates the involvement of stakeholders and interest groups in the roll out of the Ministry's M&E Agenda;
- Establishes and maintain communication linkages between local, regional and international partners with a view to identifying opportunities for closer collaboration on M&E coordination and implementation;
- Establishes links with external partners and strengthens existing relationships in order to establish the Ministry as a center of policy and practice-relevant evidence based research;
- Represents the Ministry at local, regional and international conventions, workshops and meeting relevant to offender management;
- Coordinate the development of the MNS Performance Management Plan (PMP) and provide technical assistance in the overall implementation of the PMP
- Develop evaluation, planning, and implementation strategies for the MNS policies, programmes, projects and initiatives;
- Ensure compliance with all specific reporting requirements including gender, environment, and all relevant initiatives;
- Conduct site visits and prepare reports documenting performance; and participate in technical reviews of new activities.
- Provides written and oral reports to the Director, Policy Monitoring and Evaluation on progress, impact, problems and constraints encountered, and opportunities;
- Reviews project/activity/program statements of work and program descriptions to ensure that methods to measure performance results are adequate and feasible;
- Participates in technical reviews and provide comments on draft documents to ensure that monitoring and evaluation plans and reports meet the MNS requirements;

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- First degree in Social Sciences (eg. Statistics/Mathematics, Economics, Public Policy, Project Management) or related discipline.
- Five (5) years' work experience leading, conducting and/or overseeing formal monitoring and evaluation activities.
- Ideally, the incumbent should have some experience or work-related exposure to Government policy development, National Security environment and/or working in or for the Government of Jamaica

#### **SPECIFIC KNOWLEDGE & SKILLS:**

- Basic knowledge of Government policy development, implementation and monitoring processes;
- Sound knowledge of good practice M&E strategies, processes, techniques and theory.
- Sound data analytics skills and database management skills;
- The ability to capture, sift and present critical information in a user friendly manner

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Normal working environment
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Willingness to travel locally and internationally;

Interested persons should forward their applications and résumés **NO LATER THAN Friday, May 17, 2019**, to the:-

Director, Human Resource Management & Administration  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Monitoring and Evaluation Specialist (GMG/SEG 3)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted**