



# Ministry of National Security

## CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

**MONITORING & EVALUATION SPECIALIST (GMG/SEG 3) - VACANT  
MONITORING & EVALUATION, DATA & RESEARCH ANALYTICS BRANCH**

**SALARY SCALE: \$5,198,035.00 - \$6,990,779.00 PER ANNUM**

### 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.c

### KEY RESPONSIBILITIES:

- To provide technical support in the design, monitoring and evaluation of Performance Management Plans (PMP) related to policies, programmes and initiatives implemented or being implemented by the Ministry and its portfolio entities:**
  - 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;
  - Drafts monitoring and evaluation data collection instruments relevant to reporting and analyzing results;
  - 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;
  - Works in accordance to project brief and provides frequent project updates;
  - Provides technical advice on new data collection regimes across the Ministry, Departments and Agencies relevant to MNS M&E Agenda.
- To provide technical guidance and support in the implementation and standardization of M&E mechanisms across the Ministry and its portfolio entities:**
  - Monitors and tracks key deliverables relating to policies, programmes, projects and initiatives and generates reports/briefs/information sheets
  - Develops and maintains a comprehensive database for policies, programmes, projects and initiatives being monitored and evaluated;
  - 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.
  - Provides verification to management of the quality and insights of the M&E Agenda.
  - Provides data and information to relevant personnel from the database where required
  - Supports the preparation of quarterly reports on M&E progress, status and findings for MNS policy leadership and other key stakeholders.

- 3. To maintain strategic and co-operative relationships with the Ministry's Policy Divisions, Departments, Agencies and other stakeholders in strengthening and expanding the monitoring and evaluation agenda;**
  - 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;
  - Collaborates with critical teams within the MNS (e.g. ICT); to ensure all facets, including technologies, are incorporated in monitoring and evaluation framework;
  
- 4. To provide leadership in the design, monitoring and evaluation of Performance Management Plans (PMP), ensuring compliance with MNS performance management:**
  - Coordinate the development of the MNS Performance Management Plan (PMP) and provide technical assistance in the overall implementation of the PMP
  - Ensure compliance with the MNS policies and regulations and document program impact.
  - Develop evaluation, planning, and implementation strategies for the MNS policies, programmes, projects and initiatives;
  - Advise the Director, Policy Monitoring and Evaluation on formulation of project-level performance management plans to track milestones and report on selected standard performance indicators, as well as custom indicators and outputs;
  - 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.
  
- 5. To conduct periodic site visits with the MNS's Technical Representatives to assess data collection methods, and provide technical assistance;**
  - 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 MONDAY, January 27, 2025** to the: -

Director, Human Resource Management and Administration  
Human Resource Management and Administration Branch  
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.