

**CIVIL SERVICE OF JAMAICA
ACCOUNTANT GENERAL'S DEPARTMENT
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Director Monitoring and Evaluation
JOB GRADE:	GMG/SEG3
POST NUMBER	██████████
DIVISION:	Treasury Systems Division
BRANCH:	Monitoring and Evaluation
REPORTS TO:	Senior Director Treasury Systems
ACCOUNTABLE TO:	Senior Director Treasury Systems
MANAGES:	Directly: Treasury Systems Analyst Indirectly: N/A

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. STRATEGIC OBJECTIVES OF THE DIVISION

- To lead in the management of all financial systems within the Treasury, primarily the Central Treasury Management Systems (CTMS) environment, and is charged with implementing CTMS strategic initiatives
- To manage the set of protocols that govern how the AGD will be able to report on the financial position of the Government of Jamaica (GoJ)
- To provide full support to internal and external stakeholders of AGD's financial systems
- To promote and enforce proper Public Financial Management (PFM) practices and good governance, promoting transparency and accountability
- To lead the transition from GFMS to the new Jamaica Integrated Financial Management Information System (JIFMIS), its implementation, support and maintenance
- To influence, support, and implement PFM policy directives
- To lead the continued development and maintenance of the Government Financial Management System (GFMS), along with intended integration with other government public financial management systems. GFMS is the automated interpretation of CTMS
- To provide full support to internal and external stakeholders of the AGD's financial systems through training and other mechanisms.

2. JOB PURPOSE

Under the general direction of the Senior Director Treasury Systems, the Director Monitoring and Evaluation provides organizational leadership in the development and maintenance of an effective monitoring and evaluation framework.

The incumbent is expected to focus on the CTMS environment issues that may be affecting implementation success throughout the MDAs.

This includes PFM related policies, use for CTMS tools, other Treasury financial systems and initiatives and projects initiated by the Treasury.

3. KEY OUTPUTS

- Monitoring and Evaluation framework developed and implemented
- Monitoring and Evaluation timetable established.
- Training materials prepared and training sessions conducted.
- Procedures and related operational documents prepared and disseminated.
- Reports prepared and submitted
- Staff Appraisals conducted.

4. FINAL OUTPUT (final results corresponding to job purpose)

- An efficient and effective treasury management systems throughout GOJ

5. PERFORMANCE STANDARDS (how success will be measured)

- Monitoring and remedial schedule developed and maintained in accordance with established guidelines;
- Financial systems environment is monitored accordance to GoJ policy and guidelines;
- Performance KPI developed in accordance with established standards;
- Remediation activity is enforced and the intended outcome achieved in accordance with established guidelines;
- Periodical performance measurement reports developed and circulated within the agreed timeframe;
- Decision making is enhanced with sound evidence-based data

6. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Contributes to the collaborative process with divisional heads to improve, develop and implement GOJ treasury systems;
- Leads, designs and implements efficient organizational performance measurement systems that facilitates accurate, reliable information collection, analysis and reporting;
- Develops overall organizational performance measurement framework, linking conceptual models to program monitoring and evaluation and identifying strategies and models for replication;
- Facilitates timely monitoring and measurement of changes in program conditions that are taken into consideration in planning, assessing impact and reporting on progress;
- Reviews monthly rating reports from the monitoring and evaluation team and liaises with the accountable MDAs to ascertain the nature of the issues - financial systems or accounting related and provide the necessary recommendations;
- Develops and implements specialized support plan to assist MDAs in overcoming systemic challenges;
- Guides the process of ensuring that entities' performance is systematically monitored and data on key indicators are collected, analyzed and reported;
- Leads in the capacity development of the team through training and technical assistance so as to ensure accurate data collection and reporting;
- Leads the monitoring and evaluation activities throughout the MDAs;
- Develops and implements the M&E framework and strategies;
- Facilitates the documenting of findings and recommendations arising from M&E activities and follow through to ensure that these recommendations are implemented;
- Coordinates effective dissemination of findings, conclusions,

Recommendations arising from monitoring and evaluation activities, to intended audience, with a view to improving the program design policy and strategy and contributing to wider learning;

- Provides recommendations for modifications to enhance the GFMS software and assists with testing the new or modified functions as well as conducts user- acceptance testing;
- Develops and implements compliance framework as a means of ensuring that GoJ financial management policies and procedures are properly interpreted and implemented;
- Participates in the organization's strategic planning process, specifically regarding program planning;
- Collaborates with IT to review and modify, if necessary, current data and reporting systems;
- Participates in the implementation of special projects.

Management/Administrative Responsibilities

- Plans, organizes and directs the work of the Branch,
- Supports the Principal Director in the development of the Branch's component of the corporate and operational plans and work plans and budgets, and monitoring the Branch's achievement against them;
- Represents the organization at conferences, symposiums/seminars/ workshops and meetings;
- Conducts periodic reviews of supervisees in accordance with work plans;
- Conducts final assessment of supervisees based on performance assessment criteria and prepares performance report;
- Develops and manages the performance of the Branch and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the supervisees have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Coordinates and supervises the activities of supervisees to ensure completion of assignments as well as compliance with established systems and procedures;

- Utilizes management tools such as succession planning/training, job rotation and job enrichment to motivate and empower employees;
- Conducts regular staff meetings and ad-hoc meetings, as necessary to discuss job scheduling and any other issues/problems that impact the Branch so as to provide solutions to achieve objectives;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

7. AUTHORITY (decisions you have the power to make or recommend)

- Recommend adjustment to policy
- Recommend training and other interventions
- Recommend leave, promotion, training
- Sign off on PERs

8. RESOURCES MANAGED (budget, purchases, other assets)

Budget for the Branch

9. CONTACTS (Liaises with)

Internal

<i>Contact</i>	<i>Purpose</i>
Senior Director	<ul style="list-style-type: none"> • Direct Reporting • Submit reports as required • Receive strategic direction
Accountant General	<ul style="list-style-type: none"> • Represent the TSD when necessary
Divisional and Unit Heads	<ul style="list-style-type: none"> • Matters relating to Treasury's Financial Systems
Senior Support Client Officers	<ul style="list-style-type: none"> • To be guided in the management, of the Treasury's Financial Systems • Escalate any contradictory use of the GFMS or any protracted challenges that may be identified
Human Resource Management & Development	<ul style="list-style-type: none"> • Leave allowance/ balance • Performance Management and Evaluation • Receive advice on Training and Development etc. as is necessary
Other staff	<ul style="list-style-type: none"> • Provide and obtain information

External

<i>Contact</i>	<i>Purpose</i>
MDAs	<ul style="list-style-type: none"> • Monitor and collaborate with MDAs to ensure relevant compliance with standard policies and procedures regarding the use of the GFMS • Provide guidance and resolution to accounting challenges on GFMS • Provide influence and full GFMS support • Conducts training and user acceptance testing
GFMS Developers	<ul style="list-style-type: none"> • Offer recommendations for modification and enhancement of the GFMS

	<ul style="list-style-type: none"> Participate in Quality Assurance testing

10. MINIMUM REQUIREMENTS TO START

QUALIFICATIONS & EXPERIENCE

- Bachelor's Degree in Business Administration, Computer Science or Information Systems or equivalent qualification;
- Five (5) years' experience in a similar role, including two (2) years at a management level.

SPECIFIC KNOWLEDGE & SKILLS

- Sound knowledge of the GoJ planning and policy setting process;
- Thorough knowledge of the project management;
- Experience in strategic planning approaches, including the logical framework approach;
- Experience in conception and management of Information Management systems, M&E methods and approaches, planning and implementation of monitoring systems, and training for M&E development and implementation;
- Extensive experience in Government accounting and fiscal operations.
- Working knowledge in Human Resource Management practices;
- Strong research and analytical skills
- Sound knowledge of computer applications
- Possess excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- High attention to detail/ focus

COMPETENCIES

- **Strategic Management** - Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve organization's goals
- **Leadership** - Excellent leadership and people management skills
- **People Management** - Possess the ability to select, and develop employees through training, mentoring and job rotation.
- **Problem Solving and Analysis** – Possess the ability to identify and analyse work related problems and generate innovative or appropriate solutions
- **Communication** – Possess excellent written and oral communication skills
- **Initiative** – Ability to exercise initiative and sound judgment
- **Integrity** – Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner.
- **Interpersonal Skills** – Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in government
- **Time Management** – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines.

11. SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)

- Working under pressure with numerous critical deadlines
- Managing multiple complex assignments
- Required to work beyond normal working hours
- May be required to travel both locally and oversees on official work related business
- Frequent meetings