



**MINISTRY OF TOURISM  
JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Performance Monitoring & Evaluation Analyst
<b>JOB GRADE:</b>	GMG/SEG 2
<b>POST NUMBER:</b>	72715
<b>DIVISION:</b>	Strategic Planning, Performance & Project Management
<b>BRANCH:</b>	Corporate Planning, Performance Monitoring & Evaluation
<b>REPORTS TO:</b>	Director, Corporate Planning, Performance Monitoring & Evaluation
<b>MANAGES:</b>	N/A

This document is validated as an accurate and true description of the job as signified below

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Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Head of Department/Division

\_\_\_\_\_

Date

\_\_\_\_\_

Date received in Human Resource Division

\_\_\_\_\_

Date Created/revised

1. **STRATEGIC OBJECTIVES OF THE ENTITY/DEPT/DIVISION:** To develop a Public Sector that is performance-based, efficient, cost-effective and service-oriented):

TBD

## 2. JOB PURPOSE

Under the general direction of the Director, Corporate Planning, Performance Monitoring & Evaluation, the Performance Monitoring and Evaluation Analyst is responsible for assisting with the development and management of the Ministry's (including agencies & departments) Corporate/Business/operational plans, programmes and projects to ascertain the attainment of established objectives and performance standards.

## 3. KEY OUTPUTS

- Ministry/Departments/Agencies Performance reports produced
- Performance assessment conducted
- Annual/Quarterly/Monthly/Periodic Reports prepared
- Advice and interpretation provided
- Individual Work plan developed

## 4. KEY RESPONSIBILITY AREAS

### Technical/Professional Responsibilities

- Contributes to the development of a Monitoring and Evaluation Plan, guided by the Ministry's Strategic Plan as the framework for the monitoring and evaluation of ministry programmes and projects;
- Assists with the formulation of Performance Indicators for use in the assessment of the ministry's policies, programmes and projects;
- Provides support in the setting of Operational Objectives to guide the operations of the Monitoring and Evaluation function;
- Assist with the coordination of the Strategic Planning Coaching sessions for assigned functional areas;
- Assists with the design and conducts secondary research into the impact, relevance and effectiveness of the Ministry's policies, departments/agencies, programmes and projects to inform and update the Ministry's policies, planning process;
- Support the implementation of the evaluation schedules and support Divisions/Units/Agencies/Departments and Programme Managers on the importance of the evaluation exercise;
- Monitors projects and the implementation of decisions taken in respect of policy issues and offers solutions for the handling of constraints and procedural bottlenecks;
- Assists in the development, implementation and maintenance of standard operating procedural manuals on the Performance Management process;
- Assists with the monitoring and assessment of ministry plans, programmes and projects against established objectives and performance criteria;
- Contributes to the strategic planning process of the Ministry with team members;
- Support the preparation of reports/findings on all monitoring and evaluation exercises;

- Make recommendations to improve the methods and standards used in developing performance indicators for the ministry's policies, programmes and projects;
- Liaises with monitoring and evaluation divisions within central government and related entities, to support the strengthening of the performance management process;
- Provide technical advice to internal and external stakeholders;
- Assists in the development, implementation and maintenance of standard operating procedural manuals on the Performance Management process;
- Keeps current with the latest tools/techniques in Corporate Planning and Performance Monitoring mechanisms to determine what new solutions and implementations will meet MOT business requirements.

### **Management/Administrative Responsibilities**

- Contributes to the development of the Division's Strategic, Operational Plan and Budget;
- Develops Individual Work Plans based on alignment with the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Corporate Planning and Performance Monitoring related presentations as needed.

### **Other Responsibilities**

- Performs all other related duties and functions as may be required from time to time.

## **5. PERFORMANCE STANDARDS**

- The Monitoring and Evaluation Plan provides a sound framework for effective monitoring and evaluation of ministry policies, programmes and projects;
- Performance indicators are measurable, reliable and valid;
- Performance monitoring and evaluation exercises are conducted in accordance with established procedures;
- Plans, policies, programmes and operations of the Ministry are monitored and assessed according to agreed timelines to ensure conformity to Ministry objectives and established standards of performance;
- Performance Monitoring and evaluation findings provide sound bases for decision-making;
- Performance monitoring and evaluation reports are prepared and provided within allotted timeframes;
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data;
- Individual work plans conform to established procedures and implemented accorded to establish rules;
- Reports are evidence-based and submitted in a timely manner;
- Confidentiality, integrity and professionalism are displayed in the delivery of duties and interaction with staff.

## **6. INTERNAL AND EXTERNAL CONTACTS**

### Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Senior Director, Strategic Planning Performance & Project Management Director, Corporate Planning Performance Monitoring & Evaluation	Receive guidance and professional support, provide timely, expert advice and exchange information
Senior Managers/Head of Divisions	Provide expert advice, build strong relationships to facilitate Corporate Planning & Monitoring; and the exchange of information
General Staff	Receive and exchange information

### External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministries/Departments/Agencies	Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues
Performance Monitoring and Evaluation Unit, Cabinet Office	To support the collaborate on strategic/operational planning, performance monitoring and reform issues
Tourism Policy Implementors: JTB, TPDCO, TEF, JAMVAC, Baths and Spa etc.	Foster effective proactive relationships with other stakeholders, in particular community and/or industry groups for whom Corporate Planning & Monitoring impacts are most critical
Other Stakeholders, example: Professional Bodies, Academia, etc.	To establish professional networks and provide/obtain advice/information/training
General Public	Receive and share information.

## 7. AUTHORITY

- Recommends performance indicators;
- Recommends performance monitoring and evaluation strategies.

## 8. REQUIRED COMPETENCIES

### Core

- Oral Communication
- Written Communication
- Customer & Quality Focus
- Teamwork & Cooperation
- Integrity
- Compliance
- Interpersonal Skills

- Change Management

### **Technical**

- Sound understanding of performance management frameworks and tools in the delivery of business objectives;
- Excellent capability to track project/programme benefits realisation and lessons learnt activities to feed into on-going improvements;
- Ability to monitor and report on programme/project budgets;
- Good knowledge of Corporate and Operational Planning and Budgetary processes and procedures;
- Working knowledge of GOJ policy directed at the tourism sector (including: Sustainable Development/Natural Resource Management) and associated areas;
- Working knowledge of the Government's governance, accountability and accounting framework, including relevant guidelines, regulations and legislation;
- Good capability to track project benefits realization and lessons learnt activities to feed into on-going improvements;
- Proficiency in the use relevant computer applications;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.

### **9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- 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;
- Three (3) years of related experience.

### **10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast-paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and internationally to attend conferences, seminars and meetings.