



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE	
Job Title	Director Inspection and Performance Monitoring
Job Grade	GMG/SEG 3
Post Number	
Unit	
Division	Justice Policy and Governance
Reports To:	Senior Director Strategic Planning and Performance Management
Direct Reports	
Indirect Reports	

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

A. JOB PURPOSE STATEMENT (reason for job existing)

The Director Inspection and Performance Monitoring is accountable for designing, developing, implementing and managing a comprehensive planning, reporting and accountability structure to provide a sound basis for expenditure management, government reporting, and integrated management of the Ministry's activities; its process for tracking and reporting performance based on milestones and anticipated results; and developing its business plans.

B. KEY OUTPUTS

- Management intelligence to support the creation of the Ministry's long-term operational and management planning, priority-setting and accountability system
- Consolidated Ministry business plan
- Systematic, consistent and Ministry wide capability to plan and manage on the basis of results rather than strictly on activities, and to link accountable managers with the key results areas identified through the definition of results and accountability
- Integrated, systematic approach to assessing Ministry performance to ensure accountability and achieve strategic goals and objectives
- Performance measures to assess economy, efficiency, effectiveness

C. KEY RESPONSIBILITY AREAS

- Manages corporate wide performance measurement and reporting;
- Delivers timely, standardized, meaningful and simple to use reporting to senior management on the performance of our various businesses, activities and initiatives.
- Develops, designs and promotes a centralized management reporting resource and system, identifying reporting efficiencies (internal and external) and providing shared service support across the Ministry
- Partners with colleagues in the development of the Ministry's Performance Reporting Framework; ensures meaningful and appropriate performance indicators, measures and targets are identified and tracked.
- Ensures timely delivery of required input, liaising with units.
- Manages the team responsible for the production of Monthly and Quarterly Performance Reports, the Annual Ministry Performance Report to Management Committee and Ministry of Finance and other central agencies.
- Partnering with the Principal Finance Executive in the production of reports to the Senior Executive Management Committee.
- Contributes to Ministry evolution by developing meaningful management and financial performance metrics and tools (e.g. scorecards, dashboards).
- Partners with senior management to provide insight and decision support regarding development of performance (including financial) measures and KPIs.
- Collaborates with Information Management Systems group to create the required systems for effective management reporting including planning and forecasting data.
- Conducts effective people management by developing work plans, performance objectives and training and development opportunities to ensure all staff and managers are able to apply organization performance management requirements.
- Consolidates all reporting documents into required documents for the Ministry of Finance and Planning,

Parliament etc.

- Consolidates ministry plans into a single comprehensive business plan.
- Coordinates and prepares background papers and the analysis of sensitive performance and accountability matters.

D. PERFORMANCE STANDARDS

- Key deliverables are produced within in an agreed timeframe to required standards
- Reports are comprehensive and submitted within established timeframe
- Confidentiality and integrity are exercised
- Reports are accurate and submitted within established time frame

E. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Use of Telephone	
Written Communication		Methodical	
Integrity		Planning and Organising	
Team Work & Cooperation		Strategic Vision	
Initiative		Analytical Thinking	
Compliance		Problem Solving and Decision	
Time Management		Goal/Results Oriented	
Interpersonal		Leadership	
Adaptability		Technical Skills	
Customer and Quality Focus		Managing External Relationships	

I. Other Competencies	level
Creativity and Innovation: <i>Generating viable, new approaches and solutions</i>	

Impact and Influence : <i>Influencing and gaining others' support</i>	
Organizational Awareness: <i>Understanding and using the workings, structure, climate and culture of the organization to achieve results</i>	
Partnering and Relationship Building : <i>Seeking and building alliances that further government objectives and benefit Jamaicans</i>	
Strategic Thinking: <i>Understanding and processing complex information and exercising sound judgment, considering the situation, the issues, the key players, and levels of government involved. Proposing course of action that further the objectives, priorities and vision of the division and the Government of Jamaica.</i>	
Visioning and Alignment: <i>developing and inspiring commitment to a vision of success; supporting, promoting and ensuring alignment with the Ministry's vision and values.</i>	
Legislation, Policies, Procedures and Standards: <i>Understanding and using relevant legislation, policies, procedures and/or standards in performing one's work.</i>	
Subject Matter Knowledge: <i>knowledge of specialized fields required to perform policy work and knowledge of related subject matter. Scale Progression: increasing depth and breadth.</i>	
Accountability and Financial Management	

F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

(a) Specific knowledge (however acquired) required to start:

(b) Qualifications and Experience

- Bachelor's Degree in Business Administration, Finance, Accounting, Economics or Commerce
- A minimum of 5 years' relevant experience in management or financial reporting, business analysis, performance measure
- Minimum of two (2) years supervisory/management experience

(c) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field.
- Network within the profession and relevant associations to keep abreast with the industry.

G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Agreeable office environment

H. AUTHORITY