



PERFORMANCE MANAGEMENT AND APPRAISAL OFFICER (LEVEL 6)

Basic Salary: \$3,501,526.00 per annum.

JOB PURPOSE:

Under the supervision of the Director, Organizational Development, the incumbent will support the development, maintenance, and monitoring of the Performance Management and Appraisal System and assist in formulating strategies to tackle employee performance gaps, with a view to creating a high-performance culture within the Agency.

KEY RESPONSIBILITY AREAS:

Management/administrative

- Develops individual work plan based on strategic alignment with the Branch's and Division's Operational Plan.
- Participates in and arranges meetings, seminars, and workshops as required.
- Prepares Annual/Quarterly/Monthly or special reports as assigned.
- Prepares and delivers presentations for staff sensitization with respect to the utilization of the performance management system.

Technical/functional

- Develops and executes PMAS-related change management initiatives in collaboration with other HR team members.
- Assists in the development of output-focused Job Descriptions and monitors approval of Job Descriptions for the required posts.
- Conduct sessions with individuals to provide assistance in the development of work plans, as required.
- Review Divisional/Branch plans and individual work plans to ensure content is in alignment with the operational plan and performance standards are in keeping with PMAS guidelines.
- Submits performance appraisals to members of the HREC for verification and ratification.
- Gathers and submits employee information to ensure that eligible members of staff are awarded the appropriate rewards.
- Escalate matters of appeal to the appropriate committee or authority for the necessary action(s).
- Keep abreast of any changes regarding the procedures or principles of PMAS and monitor the implementation of these changes within the Agency.
- Assists in providing training in collaboration with HRD Unit for newly appointed managerial and non-managerial staff with respect to their responsibilities under the PMAS.
- Provides guidance and advice on PMAS-related issues to all staff.
- Prepares comprehensive PMAS compliance reports for submission to the Director, Organizational Development.
- Maintains accurate and updated employee records for the audit of the system and provides other support as required for the post-implementation evaluation of the system.
- Assist in analyzing results from the PMAS, to identify weaknesses and strengths, to assist in developing actionable strategies to improve performance at the individual and team levels.
- Assists in the ongoing review and improvement of the PMAS to ensure efficiency and effectiveness in its operations.
- Maintains a confidential register of performance ratings and applicable rewards/sanctions.
- Develop customized PMAS material for employee orientation sessions in the Agency.
- Assists in the development of job descriptions by conducting desk reviews and job analyses to clearly define job roles or functions.

Required Competencies:

The post-holder will be able to demonstrate:

Technical

- Excellent knowledge of PMAS activities, tools, functions and objectives
- Sound knowledge of human resource management techniques
- Good Knowledge of Staff Orders, Public Service Regulations
- Working knowledge of organization development
- Excellent planning and organizing skills
- Creativity and innovation

Behavioural

- Excellent communication skills
- Excellent presentation skills
- Excellent interpersonal skills
- Confidentiality
- Customer service oriented
- Team and result oriented

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Human Resource Management, Management Studies, Public Sector Management, or related Social Science discipline
- Training in Performance Management & Appraisal would be a distinct asset
- Two (2) years' experience in a related capacity
- Training in the operation of the GOJ Guideline Performance Management and Appraisal System (PMAS) would be a distinct asset

OR

Any equivalent combination of qualifications and experience

Applications along with résumés should be submitted no later than **Friday, December 20, 2024 to:**

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.