

**CIVIL SERVICE OF JAMAICA**

**JOB DESCRIPTION AND SPECIFICATION QUESTIONNAIRE**

**Ministry/Entity: Jamaica Anti-Doping Commission**

<b>JOB TITLE:</b>	<b>Senior Monitoring and Evaluation Officer</b>
<b>JOB GRADE:</b>	<b>GMG/SEG 3</b>
<b>POST NUMBER:</b>	
<b>DEPARTMENT:</b>	<b>Compliance</b>
<b>REPORTS TO:</b>	<b>Director, Compliance</b>
<b>MANAGES:</b>	
	<b>N/A</b>

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

\_\_\_\_\_  
October 2022  
Date Created/revised

## **STRATEGIC OBJECTIVES/PURPOSE OF THE DIVISION:**

As part of the Compliance Division assist the Division to achieve its operational objectives by providing timely and efficient monitoring, evaluation and compliance assessment services to the Commission in a timely manner.

## **JOB PURPOSE:**

Under the supervision of the Director, Compliance, the incumbent is responsible for:

- Leading the monitoring and evaluation process of policies, procedures and systems within the Commission.
- Establishing and maintaining a system for integrating the corporate, operational and other related plans to ensure harmony with the strategic objectives and compliance with applicable guidelines, regulations, laws and policies.
- Monitoring and evaluating divisional strategies, initiatives, interventions ensuring that corrective actions are recommended and adhered to, for improvement in the Commission's systems.
- Collecting and analysing data and preparing the relevant reports for monitoring and evaluation of the Commission's Programme.
- Implementing measures to prevent breakdown in systems of the Commission that can render it non-compliant with local and international stakeholders.

## **KEY OUTPUTS:**

- Monitoring and Evaluation advice and technical information Provided.
- Monitoring and Evaluation plans for policies and associated programmes developed and implemented.
- Monitoring and Evaluation measurement tools developed and implemented.
- Monitoring and Evaluation data analysed and maintained.
- Annual/Quarterly/Monthly performance Reports prepared.
- Annual inspection plan prepared and followed.
- Inspection and compliance reports produced.
- Assessments of reports and performance objectives conducted and reported.
- Individual work plans developed.

## **KEY RESPONSIBILITY AREAS:**

### **Management / Administrative Responsibilities**

- Participates in planning meetings and contributes ideas to the overall objectives of the Division.

- Manages the compliance and evaluation activities in the absence of the Director, Compliance and Risk Management.
- Participates in the planning of compliance and evaluation assignments and the division's Operational plan and Budget preparation.
- Provides technical advice on compliance assessments, monitoring and evaluation processes being carried out.
- Prepares monthly, quarterly, annual and adhoc reports as required.
- Maintains confidentiality, professionalism and integrity of the division.
- Prepares individual work plan.

## **Technical / Professional Responsibilities**

### **1. Monitoring and Evaluation**

- Assist in the preparation and management of the monitoring and evaluation framework for the Commission.
- Assist in the preparation of policies, standard operating procedures, work instructions for the effective monitoring and evaluation process.
- Prepares the monitoring and evaluation annual plan.
- Develops and implements various monitoring and control methods for reporting on various divisional, performance throughout the year.
- Establishes information and communication systems for monitoring and tracking performance.
- Collates and tabulates data to be utilised in the development of policies and programmes and for analysis and evaluation activities.
- Utilises the risk management register to ascertain risks and assist in the development of strategies to mitigate risks.
- Manage the ISO Quality Management System (QMS) by:
  - Auditing the system.
  - Preparing required policies, standard operating procedures (SOP's) and work instructions (WI) as required to adjust the system.
  - Monitoring compliance of divisions in the system.
  - Ensuring accurate maintenance, storage and updating of the physical and virtual systems.
  - Ensures proper control of the ISO QMS documentation.
- Conducts regular assessments on policies, procedures and performance of systems and procedures designed to guide divisions.
- Monitors the output of divisions within the Commission in order to ensure that the polices, goals and objectives are met; as well as identifies and resolves any related issues.
- Conducts formative research (qualitative and quantitative) that can support the identification and analysis of issues, challenges and opportunities affecting the Commission.

- Manages the Monitoring and Evaluation Plan, guided by the Commission's Strategic Plan as the framework for the monitoring and evaluation of the Commission's programmes and projects.
- Manages and assesses the performance Indicators for use in the assessment of the Commission's programmes and projects.
- Utilises the Operational Objectives to guide the Monitoring and Evaluation of the Commission's programmes.
- Manages the strategies formulated for monitoring the divisions to ensure they operate in accordance with the requisite laws, regulations, policies and procedures.
- Prepares reports/findings on all monitoring and evaluation exercises.
- Assists in the preparation of official papers and submissions on monitoring and evaluation results in order to advise the Ministry and the Government.
- Evaluates and updates measures designed to improve the methods and standards used in developing Performance Indicators for the Commission's programmes and projects.
- Maintains the Monitoring and Evaluation System.
- Enhance compliance in the Commission by maintaining on-going strategies which identify weaknesses in operating systems.
- Utilises comprehensive strategies to correct weakness identified and appropriate monitoring mechanisms.
- Prepares Monthly, Quarterly, Annual Monitoring and Evaluation Reports are prepared and submitted to Executive Director.

## **2. Compliance**

- Utilises the Compliance framework to develop an annual inspection plan of the Commission's systems.
- Maintain the compliance standards and mitigation strategy framework.
- Co-ordinates the in-depth analysis and identify issues of non-compliance.
- Implementing corrective strategies to minimize non-compliance.
- Identify actions that may lead to lost or misappropriation of assets belonging to the Commission and report activities to the Director, Compliance and Risk Management.
- Ensures accurate preparation of responses to Auditor General, Internal Auditors and other External Auditors.
- Co-ordinates the implementation of corrective action resulting from the post Audit Analysis of audit findings by the Auditor General, Internal Auditors and other External Auditors.
- Manages scheduled compliance and post Audit reviews of divisions to monitor compliance with laws, regulations, practices, and procedures of the Commission.
- Collaborates with Internal Audit Unit to identify areas requiring close Post Audit monitoring to ensure compliance.
- Assist the Director, Compliance to ensure that the policies, procedures and systems guiding the operation of the Division are routinely reviewed, documented, updated and appropriate manuals filed electronically and in hardcopy.
- Conducts due diligence; using this information to develop analyses, projections and reports regarding the impact of any designated action on the Commission.

- Applies cost benefit analysis to programmes and activities and recommends relevant actions.
- Establishing and enforcing policies and procedures.
- Providing trends and forecasts.
- Explaining processes and techniques and recommend actions.
- Recommends actions by analysing and interpreting data, making comparative analysis and studying proposed changes in methods, processes and/or material.
- Liaises with other investigative entities in matters involving the Commission.
- Provides technical advice to internal and external stakeholders
- Conducts on-site and off-site visits to ensure procedures and processes are adhered to by divisions during field exercises.
- Prepares reports and recommendations on field visits.
- Collates and analyses data from reports.
- Conduct special investigations regarding possible breaches that can affect the Commission.
- Prepares Monthly, Quarterly, Annual Compliance Reports are prepared and submitted to Executive Director.

**Customer Service:**

- Maintains customer service principles, standards and measurements.
- Identifies and incorporates the interests and needs of customers in business process design.
- Ensures critical success factors are identified and meets expectations.

**Other Responsibilities**

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

**AUTHORITY**

The incumbent will have the authority to:-

- Access records relating to the JADCO.
- Communicate with internal and external stakeholders.
- Access approved administrative, financial, and technical records.

**PERFORMANCE STANDARDS:**

- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data.
- Monitoring and evaluation (M&E) framework and guidelines maintained.
- Compliance framework, guidelines, systems and processes maintained.
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

(i) **Internal**

<b>Internal Contacts</b>	<b>Purpose</b>
Executive Director	<ul style="list-style-type: none"><li>• To provide updates, request any additional information and make recommendations to changes in the processes of the Commission's policies, procedures, operational, business, and strategic plans.</li></ul>
Divisional Heads and Staff	<ul style="list-style-type: none"><li>• To receive information.</li><li>• To comply with compliance activities and programmes.</li><li>• To comply with monitoring and evaluation tools for information gathering.</li><li>• Auditing of documentation.</li><li>• Inspection of processes.</li></ul>
Contract Staff	<ul style="list-style-type: none"><li>• To comply with compliance activities and programmes.</li><li>• To comply with monitoring and evaluation tools for information gathering.</li><li>• Auditing of documentation.</li><li>• Inspection of processes.</li></ul>

(ii) **External**

<b>External Contacts</b>	<b>Purpose</b>
<ul style="list-style-type: none"><li>• Ministries, Departments and Agencies</li><li>• Professional / Regulatory Bodies (International and Local)</li><li>• International and Local Federations, Clubs, Groups, Bodies, Sporting Organisations, etc.</li></ul>	<ul style="list-style-type: none"><li>• To receive and provide expert guidance and information for coordinating risk reports.</li><li>• Establish professional networks and relationships across other authorities to maintain currency of issues, share ideas and learning and collaborate on common responses to emerging and or developing issues.</li></ul>

**REQUIRED COMPETENCIES**

**Core**

- Good Interpersonal and people management skills.
- Good oral and written communication skills.
- Excellent customer relations skills.
- Sound personal and professional integrity.
- Highly confidential.
- Teamwork and cooperativeness.

- Ability to utilise initiative.
- Adherence to standards and best practices.
- Ability to adapt to changing environments and be flexible.
- Willingness to obey instructions.
- Ability to multi-task.
- Attention to detail.
- Good problem-solving skills
- Ability to exercise maximum amount of patience.

### **Technical**

- Excellent knowledge of Strategic Planning Concepts and Frameworks.
- Good knowledge of Performance Management and Evaluation Methodologies.
- Good knowledge of Legislations, Policies and Procedures governing the Commission.
- Sound knowledge of research, policy design and reporting.
- Qualitative and quantitative knowledge.
- Programme and project development and management skills.
- Sound knowledge of interpreting, analysing qualitative and quantitative statistics and presenting statistical data.
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (Statistical Software).
- Knowledge of the Jamaican regulations, laws and guidelines which affect the Commission.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree from a recognized institution in the disciplines of Management Studies, Business Administration, Public Policy or equivalent.
- Training in Strategic/Corporate Planning, Performance Monitoring and Evaluation would be an asset.
- Three (3) years related experience.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- May be required to do some amount of lifting, bending, stooping and walking.
- Required to work odd hours where projects necessitate.
- Exposed to various site conditions.
- Frequent travelling with divisional teams.
- Typical office working conditions.
- May be required to travel locally and internationally.

## ORGANISATIONAL CHART

