GOVERNMENT OF JAMAICA
JAMAICA LIBRARY SERVICE
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	PMAS Officer x 3
JOB GRADE:	GMG/SEG 1
POST NUMBER:	**352338, 352339, 352340**
DIVISION/BRANCH:	Performance Management & Appraisal Branch
REPORTS TO:	Director Performance Management & Appraisal Systems
MANAGES:	N/A

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	Date

Job Purpose:

Under the supervision of the Director, the PMAS Officer is required to support the development, maintenance, monitoring and internal assessment of the Performance Management and Appraisal system (PMAS) within the JLS.

Key Outputs:

- Annual Work Plan prepared
- Technical assistance provided
- PMAS reports reviewed/processed
- PMAS documents (manuals, handbooks, templates, policies, procedures) circulated
- Preliminary and final reports containing findings, assessment and recommendations prepared.
- Advice/recommendations on appropriate performance management standards provided
- Work plans for the JLS's staff reviewed and guidance provided Documentation/communication to staff & Unit Heads prepared
- PMAS Records maintained
- PMAS database system maintained/updated
- Coaching sessions conducted
- PMAS sensitization sessions conducted
- Staff Commendation List and training needs generated

Key Responsibility Areas:
Technical / Professional Responsibilities:

- Appraises and processes PMAS reports including the Work Plans, Interim Evaluation reviews, and Annual Performance Appraisals;
- Prepares relevant documentation/communication to respective Heads of Section/ Units re status of submitted documents;
- Assists with coaching sessions to ensure that employees are educated about PMAS standards and procedures;
- Provides feedback and technical assistance to respective staff re quality of prepared report via email, telephone, or face-to-face;
- Generates relevant advisory to HRM / Employee Relations regarding the eligibility of staff for respective benefits for review/approval of the PMAS Director;
- Maintains & updates the PMAS Database daily in keeping with Standard Operating Practices;
- Generates Staff Training Needs Reports on a monthly basis and submits to the Human Resource Development Section;
- Participates in the implementation of performance management and improvement frameworks for the JLS that leads to the proper alignment of individual work plans with the Divisional strategic business plans;

- Executes PMAS related change management initiatives in collaboration with other stakeholders;
- Maintains a register of employees as well as their appraising and reviewing managers;
- Analyses work plans and performance reports for the staff in assigned Divisions of the JLS, Regions and Agencies to ensure alignment with operational plans;
- Recommends the implementation of remedial and corrective action to address poor performance of employees to managers and directors in assigned divisions;
- Escalates complex performance management challenges impacting divisions to the Director, PMAS for more robust interventions;
- Disseminates approved customized manuals and forms for the JLS, Regions and its agencies with PMAS Guidelines;
- Tracks the deployment and alignment of performance management activities;
- Provides feedback to employees of the status of their performance queries;
- Assists in developing customized PMAS material for employee orientation session;
- Supports managers/directors and supervisors in preparing work plans to ensure that they are completed in the required standards for all relevant staff members within the agreed timeframes;
- Identifies skills gaps and recommends appropriate training;
- Generates Staff Commendation List in light of the Annual Staff Recognition/Awards Ceremony.

Management/Administrative Responsibilities:

- Prepares Annual Work Plan;
- Liaises with managers and supervisors regarding the completion of Work Plans for all staff members;
- Notifies the relevant Human Resource Officers of staff eligible for the award of increments and incentives;
- Follow-up with managers and supervisors regarding remedial and corrective actions to address poor performance;
- Prepares and maintains Register of Performance Scores/Ratings;
- Performs any other related duties assigned by the Director- Performance Management & Appraisal System.

Performance Standards:

- Annual Work Plan timely prepared according to PMAS standards;
- Reports and assignments timely delivered and according to agreed standards;
- Sound technical advice and support offered to staff and managers;
- Register of performance ratings up-to-date and accurate;
- PMAS training sessions organized in keeping with Standard Operating Procedures;
- PMAS orientation sessions supported according to Standard Operating Procedures;
- Project team meetings organised according to standard operating procedures.

Internal and External Contacts (specify purpose of significant contacts):

Within the JLS

Contact (Title)	Purpose of Communication
Heads of Units/Divisions	To obtain information and provide guidance
Staff within the JLS	To provide information
Units within HR portfolio	To obtain/share information and collaborate on work initiatives to drive the development of a performance culture

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Cabinet Office	To receive guidance and provide information

Required Competencies:
Core:

- Excellent Interpersonal Skills
- Strong appreciation of the change management process
- Excellent time management and organizing skills
- Demonstrates a high level of initiative, professionalism and confidentiality
- Attention to detail
- Excellent written and oral communication skills

Technical:

- Knowledge of the Public Service regulations and the Staff Orders for the Public Service;
- Sound knowledge of the PMAS methodology as established in the guidelines issued by the Office of the Cabinet
- Strong knowledge of Government of Jamaica Human Resource Management principles
- Proficiency of the use of computer applications (Microsoft Suite)

Minimum Required Education and Experience:

- Bachelor's degree in management, Human Resource Management, Public Sector Management or equivalent field
- Two (2) years' experience in a similar working environment
- Training in the operation of the government of Jamaica's Performance Management and Appraisal System would be an asset

Authority To:

- N/A

Specific Conditions Associated with the Job:

- Normal working conditions
- May be required to work on public holidays/weekends to meet critical deadlines;
- May be required to work beyond normal working hours;
- Travelling island-wide in the execution of official duties

Validation of Job Description:

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_____	_____
Employee	Date
_____	_____
Manager/Supervisor	Date
_____	_____
Head of Department/Division	Date

_____	_____
Received in Human Resource Division	Date Created/revised