



UNIVERSITY HOSPITAL OF THE WEST INDIES

Performance Monitoring and Evaluation Analyst - \$3,770,761 per annum

Applications are invited from suitably qualified persons to fill the position of **Performance Monitoring & Evaluation Analyst (GMG/SEG 2)** at the University Hospital of the West Indies.

SUMMARY OF DUTIES

Under the general direction of the **Senior Director-Strategic Planning, Performance & Project Management**, the **Performance Monitoring & Evaluation Analyst** is responsible for:

- Developing a Monitoring and Evaluation Plan, guided by the UHWI Strategic Plan as the framework for the monitoring and evaluation of the UHWI Departments and Projects.
- Developing Performance Indicators for the use in the assessment of the UHWI, programs and projects
- Devising as set of Operational Objectives to guide the operations of the Monitoring and Evaluation Unit.
- Developing Individual Work Plans and Staff Schedules.
- Directing and Overseeing the functions of Direct Reports.
- Preparing Operational Reports.
- Conducting qualitative and quantitative analysis of the UHWI's programmes, policies and projects.
- Liaising with the Finance and Management Accounting Unit in the ongoing monitoring of expenditure on Programmes and projects and assess Capital and Operational Budgets against the UHWI policies and priorities. Proposing adjustments where appropriate.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Master's degree in Operations Social Science with a strong project management/research component, preferably with emphasis on Public Sector Management or related discipline
 - Three (3) years related experience
- or**
- Bachelor's Degree in management studies, Public Administration, or equivalent qualification with strong project management/research component
 - Five (5) years related working experience with three (3) in a management position being involved in Strategic Planning/Project Management

Applications accompanied by resumes should be submitted no later than February 12, 2024 to:

hrd@uhwi.gov.jm

or

**Senior Director, Human Resource Management & Development
University Hospital of the West Indies
Mona, Kingston 7**

It should be noted that only shortlisted applicants will be invited to attend an interview.