



**WESTERN REGIONAL HEALTH AUTHORITY  
LOT 31B, FAIRVIEW SHOPPING CENTRE  
MONTEGO BAY  
ST JAMES**

**VACANCY**

Applications are invited from qualified persons for the position of:

**PERFORMANCE MONITORING and EVALUATION ANALYST  
(Band 8)**

**Regional Office**

**Salary Scale: \$4,266,270.00 - \$5,737,658.00 per annum**

The Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ a **Performance Monitoring and Evaluation Analyst** for the **Regional Office**. Under the direct supervision of the Director, Strategic Planning and Performance Monitoring and Evaluation, the Performance Monitoring and Evaluation Analyst is responsible for assisting with the monitoring and evaluation of the Ministry's policies, programmes and projects to ascertain the attainment of established objectives and performance standards.

**CORE FUNCTIONS (include but not limited to):**

- Maintains customer service principles, standards and measurements
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and on boarding programme
- 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
- Contributes in the development of a Monitoring and Evaluation Results Measurement (RM) Framework, guided by the Ministry's Strategic Plan as the machinery for the monitoring and evaluation of ministry's and its portfolio agencies' plans, programmes and projects
- Assists with the formulation of Performance Indicators for use in the assessment of the ministry's and its portfolio agencies' policies, programmes and projects
- Monitors and evaluates newly implemented plans, policies and procedures to analyze effectiveness and progress
- Liaises with all departments/branches/units and portfolio agencies to gather status data, conducts analyses and makes recommendations
- Provides support in the setting of Operational Objectives to guide the operations of the Monitoring and Evaluation function

- Organizes and convenes Strategic Planning Coaching sessions for assigned programmatic areas
- Assists with the design and conducts secondary research in to the impact, relevance and effectiveness of the Ministry's policies, departments/agencies, programmes and projects to inform and update the Ministry's policies, planning process
- Establishes evaluation schedules and guides Heads of Divisions/Units and Programme Managers on the importance of the evaluation exercise in the decision making process
- Evaluates Divisions/Branches/Sections/Units Strategic Corporate and operational plans against set performance targets ensuring that these plans are based on key outputs and objectives, and are linked to budget forecasts
- Advises Heads of Divisions/Branches/Sections/Units on significant variance from targets in strategic corporate and operational plans and programmes, and recommends alternative strategies
- Monitors projects/programmes and the implementation of decisions taken in respect of policy issues, and offers solutions for the handling of constraints and procedural bottlenecks
- Collaborates with key stakeholders in the development, implementation and maintenance standard operating procedural manuals on the Performance Management process
- Monitors and assesses the ministry policies, programmes and projects against established objectives and performance criteria
- Conducts qualitative and quantitative analysis of Ministry's programmes, policies and projects
- Contributes in the strategic planning process of the Ministry with team members
- Liaises with the Finance and Accounts Division in the ongoing monitoring of expenditure on programmes and projects and assesses capital and operational budgets against ministry policies and priorities; and propose adjustments where appropriate
- Liaises with the Risk Management Unit in the sharing of data/information to aid in the mitigating of prospective risks
- Prepares reports/findings on all monitoring and evaluation exercises
- Prepares official papers and submissions on monitoring and evaluation results in order to inform and update planning and policy development
- Evaluates and updates measures designed to improve the methods and standards used in developing performance indicators for the ministry's policies, programmes and projects
- Liaises with monitoring and evaluation divisions within central government and related entities, to support the strengthening of the performance management and evaluation process
- Provides technical advice to internal and external stakeholders
- Develops, implements and maintains standard operating procedural manuals on the Performance Management and Evaluation process

### **SPECIFIC KNOWLEDGE/SKILLS REQUIRED:**

- Good interpersonal, oral and written communication skills
- Good planning, organizing and time management skills
- Excellent skills in teamwork and cooperation
- Excellent integrity/ethics exercised in the performance of duties
- Demonstrates initiative and strategic vision
- Ability to work under pressure and meet deadlines
- Strong analytical thinking, problem-solving and decision-making skills

- Knowledge of the Ministry's policies and procedures
- Knowledge of corporate strategic planning, operational planning and budgeting processes and procedures
- Knowledge of performance monitoring techniques and their applications
- Knowledge of budget preparation and management of expenditure
- Knowledge of policy formulation, monitoring and evaluation processes
- Knowledge of the Government of Jamaica's financial administration rules

### **QUALIFICATION & EXPERIENCE:**

- First Degree in Business Administration, Strategic Planning Management, Public Policy, Public Administration or any closely related field
- Five (5) years of related experience at a technical/professional level
- Specialized training in Corporate/Strategic Planning & Performance Monitoring

Application letter along with detailed resume should be submitted no later than

**June 12, 2026** to:

**The Director  
Human Resource Management and Development  
Western Regional Health Authority  
Lot 31b, Fairview Shopping Centre  
St. James  
Or e-mail: [wrojobs@wrha.gov.jm](mailto:wrojobs@wrha.gov.jm)**

***ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED***