

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Performance Management Officer

Under the supervision of the Manager, Human Resources the incumbent is accountable for the effective and efficient planning and implementation of the Performance Management & Development Programs in order that the Integrity Commission achieves its Mandate, Mission and Vision in a sustainable manner.

The Incumbent's Operational RESPONSIBILITIES will include, *inter alia*, to:

Major Responsibilities

1. Designs, implements and monitors Performance Management to enable the employees and teams understanding of the goals of the Integrity Commission, and to identify how individual and team outputs contribute to the achievement of the Integrity Commission's objectives; specifically through managing the performance cycle.
2. Works in liaison with key stakeholders e.g. budget, strategy and Human Resources to establish and support the link between strategic business objectives and people's day-to-day actions and tasks, by implementing a process for tracking progression from goal setting, mid-year reviews and end of year evaluations to support individual, team and organizational performance.
3. Ensures targeted communication and capacity building programs in the performance management process to enable managers to effectively evaluate and measure individual and team performance and to optimize performance and productivity.
4. Manages and coordinates organization-wide efforts to ensure that performance management and performance improvement programs are developed and managed using a data-driven approach, that sets priorities for improvements in line with on-going strategic imperatives.
5. In liaison with the Manager, Human Resources, contributes to the design, implementation and management of effective Recognition Programs to reward staff contributions.
6. Develops and communicates the strategic vision, scope, priorities, processes, systems and tools of the performance management unit.
7. In liaison with the Manager, Human Resources contribute to the design, implementation and management of effective leadership and employee development and talent management initiatives to address performance gaps related to capacity/knowledge gaps among staff and overall talent sourcing.

8. Drives the processes for sharing best practice, tools/materials and on-going communication activities for performance improvement. In line with this, establish and disseminate guidelines and manuals which will serve as reference documents on staff performance management for appraisees as well as appraisers.
9. Participates in the execution of the Performance Management System; ensuring that all Direct Reports complete the forms and adhere to the process to enable high performance among Team members, Divisions and, ultimately, the Integrity Commission.
10. Participates in the implementation of the Commission's Culture alignment program; ensuring that all Team Members are on the same page regarding culture.
11. Exercises the highest level of confidentiality and Integrity.
12. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Manager, Human Resources and the Director of Corporate Services.
13. Contributes to the preparation of the Corporate Services Division's monthly performance report.
14. Participates in the monthly Divisional Team Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

Minimum Required Qualifications and Experience

- Associate Degree in Human Resources, Management Studies or equivalent studies
- Four (4) years' experience in similar position

Other Desirable Qualifications & Experience that would be an asset

- Undergraduate Degree in Human Resources Management or equivalent qualification.
- Two (2) years' experience in similar position
- Additional professional qualification/certification in performance management is advantageous.

Desired Skills & Competencies

- Readily anticipates and solves problems and takes advantage of opportunities.
- Shares the Commission's values, mission and vision.
- Ability to inspire the confidence of others, command respect of others and respect the dignity of others.
- Ability to manage meetings, make presentations and prepare reports.

- Well-developed interviewing and communication skills.
- Sound knowledge of learning modalities with the ability to develop learning materials and evaluate training results.
- Manages business continuity, change and transition effectively, and knows how to influence and enable others to adapt to the changed environment and culture.
- Competence in the use of Microsoft Office Suite and Electronic Human Resource Management Systems.
- Well-developed counseling skills.
- Ability to establish and meet deadlines.
- Meticulous and accuracy in work product.
- Exercise the highest level of confidentiality and integrity.
- Good judgment, analytical and problem-solving skills.
- Excellent interpersonal, people management and social skills.
- Excellent industrial relations skills.
- Self-driven and highly motivated.

Specific Knowledge

- Familiarity with tools that support Performance Management processes/activities; Management of 360-degree feedback processes in a multi-cultural, complex business environment.

Working Conditions

- Typical office environment.
- Irregular hours from time to time.

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Basic Salary:	\$1,472,132.00 - \$1,749,902.00 per annum
Travelling Allowance	\$894,924.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

Statutory Declarations of Assets

Please be advised, that *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than.

Friday, April 23, 2021 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.