

## **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 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 appraises 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 Human Resource & Administration 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**

- Undergraduate Degree in Human Resources Management or equivalent qualification
  - Two (2) years' experience in similar position
- Or**
- 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**

- 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.



### **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 5, 2024 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
6<sup>th</sup> Floor Sagicor Sigma Building  
63-67 Knutsford Boulevard  
Kingston 5

**Or email:** [vacantpositions@integrity.gov.jm](mailto: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.**