



Career Opportunity

Applications are invited from suitably qualified persons to fill the following positions in the Ministry of Health and Wellness (**Policy, Planning & Development Division**)

Monitoring & Evaluation Analyst (GMG/SEG 2) (Vacant) **Salary \$4,266,270 per annum**

JOB PURPOSE

Reporting to the Senior Monitoring and Evaluation Analyst, the Monitoring & Evaluation Analyst ensures the effective implementation of the monitoring and evaluation policy; sets minimum monitoring and evaluation requirements for the Ministry and its portfolio agencies; ensures alignment of new programmes and policies.

KEY OUTPUTS

- Monitoring and Evaluation framework developed
- Performance, monitoring and evaluation reports prepared and submitted
- Monitoring and evaluation analysis conducted
- Monitoring and evaluation manual and toolkits developed

KEY RESPONSIBILITY AREAS

Technical Responsibilities

1. Ensures the implementation of results-based monitoring and evaluation strategies, focusing on achievement of results
2. Drafts and reviews management responses to the evaluations
3. Contribute to the data collection and evidence for the completion of Results Oriented Annual Reports and other corporate reports
4. Identifies and formulates lessons learned from evaluations and studies to be integrated into the broader Ministry's knowledge management efforts
5. Undertakes quality assurance in the formulation of the new policies programmes
6. Drafts and revises of Terms of Reference (TOR) for specific monitoring and evaluation activities and/or desk evaluations
7. Analyses requirements and synthesize proposals for the planning, preparation and management of programme/policy evaluations and other types of evaluations

PERFORMANCE STANDARDS

- Monitoring and evaluation manual and toolkits developed in keeping with agreed timeframe
- Technical advice provided are sound and evidence based
- Risk management strategies developed
- Robust performance indicators and targets developed and linked to priorities and follow SMART and CREAM rules.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Management Studies, Economics, Social Sciences or equivalent qualifications;
- Training in results-based/performance monitoring and evaluation or research;
- Three (3) years' experience working in a similar capacity.

Applications with résumés are to be submitted no later than **August 7, 2026, to:**

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm**

The Ministry of Health thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.