



TECHNICAL ASSESSMENT OFFICER (LEVEL 6)

Basic Salary: \$3,094,839.00 - \$4,162,214.00 per annum.

JOB PURPOSE:

Under the general direction of the Senior Director, Planning & Evaluation, the incumbent is responsible for conducting and supporting aspects of evaluative assignments. Ensure that evaluations are impartial, independent, credible and meet professional standards; promote the evaluation function in the Agency; ensure evaluations are useful, and that evaluation findings and recommendations are monitored.

KEY RESPONSIBILITY AREAS:

Administrative

- Provides guidance on matters relating to the work of the Branch and by extension;
- Ensures collaboration with respect to other GOJ MDAs in the execution of Forest programmes/ projects;
- Participates in the preparation and review of annual evaluation plans and budgets;
- Compiles reports on programme development and performance for presentation to government bodies and development partners;
- Represent the Agency at local, regional and international meetings, conferences, seminars, workshops and other functions as required;
- Provides specialised training to staff in areas of competence;

Technical/functional

- Conduct and or manage evaluations of various forestry programmes using sound (experimental and quasi-experimental) evaluation designs
- Conducts data collection and analysis(qualitative and quantitative) on selected programmes on which factors and constraints have influenced programmes, and projects implementation, including technical, institutional, socio-economical and other unforeseen factors during design.
- Assess the relevance and effectiveness of forestry programmes and selected projects and follow up to determine their impact;
- Assess the degree of compliance with standards and regulations;
- Presents findings, conclusions and recommendations of evaluations to relevant stakeholders.

- Liaises and collaborates with internal stakeholders to promote results-based and evaluation culture and enhanced learning from evaluations.
- Develops and performs technical assessments of ecological and environmental issues in the forest estate using scientific data and information available;
- Ongoing research to keep abreast of methodological developments in evaluation;
- Ensures that programmes are in place to allow for the protection/preservation of forest reserves;

Required Competencies:

The post-holder will be able to demonstrate:

Technical

- Excellent research and analytical skills(quantitative and qualitative);
- Ability to use office productivity tools efficiently and effectively (Excel, Word etc.).
- Excellent Planning & Organizing skills;
- Problem Solving & Decision-Making skills;
- Sound Project Management;
- Sound Risk Management;
- Results Focus

Behavioral

- Ability to work under pressure to meet specific deadlines;
- Ability to build partnership in achieving operational goals;
- Strong customer orientation skills;
- Effective oral and written communication skills;
- Ability to establish and maintain strong relationships;
- Ability to be flexible and adaptable;
- Sound ethics and integrity;
- Effective interpersonal skills;

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A First Degree in Forestry/ Natural Science/ Environmental Management/ Agriculture or related area
- Four (4) years field experience

OR

Any equivalent combination of academic qualification and field experience.

Applications along with résumés should be submitted no later than **Friday, June 2, 2023 to:**

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.