



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND
TRANSPORT (MSETT)

JOB TITLE:	Director, Project Management
JOB GRADE:	GMG/SEG 4
POST NUMBER:	58559
DIVISION:	Programme Implementation Division
REPORTS TO:	Chief Technical Director, Programme Implementation
MANAGES:	Special Projects Officer (2), Administrative Assistant

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

JOB PURPOSE:

Under the general supervision of the Chief Technical Director, the Director, Project Management is responsible for developing, managing and coordinating the implementation of projects for the Ministry of Science, Energy, Telecommunications and Transport and its portfolio entities/agencies consistent with the requirements of the Government of Jamaica and the respective funding agencies.

KEY OUTPUTS:

- Framework to facilitate the identification and development of major projects.
- Technical advice provided.
- Project monitoring/reporting mechanisms developed.
- Operational objectives established.
- Project proposals developed.
- Tender process administered.
- Analysis of pre-feasibility studies conducted.
- Source of funding for projects identified.
- Joint venture agreements reviewed.
- Quality control mechanisms implemented.
- Project proposals and close out reports prepared.
- Briefs and official submissions prepared.
- Site visits conducted.
- Project progress reports prepared.
- Review of contract payments conducted.
- Operational reports prepared.

KEY RESPONSIBILITY AREAS:

Management/Administrative Responsibilities

- Assists with the development and monitoring of the operational plan and budget for the Projects, ensuring that they are consistent with the strategic direction of the ministry;
- Participates in the Quarterly and Annual Performance Review to assess the achievements of the ministry and the unit;
- Prepares and submits performance and other reports as required;
- Represents the Ministry on cross-sectorial and inter-ministerial teams and committees, as assigned.

Technical/Professional:

- Develops a sound framework to facilitate the identification and development of major projects, which are consistent with National and Sectorial policies;
- Conducts pre-feasibility analyses of project ideas to determine which proposals have development potential and are worth pursuing;
- Collaborates with the technical and administrative officers in the Ministry and other external stakeholders in identifying opportunities for projects;
- Devises and develops mechanisms for monitoring and reporting projects activities;
- Prepares reports of pre-feasibility analyses and submits to the Chief Technical Director for review and approval to carry-out feasibility studies;
- Participates in tender invitation, evaluation and selection for feasibility studies;
- Monitors the selection of Contractors by ensuring that the tendering procedures are consistent with established guidelines and Government policies;
- Conducts research and prepares submissions/briefs to the Minister, the Cabinet, as well as the Permanent Secretary on proposed capital projects;

- Liaises with the Legal Services Unit to ensure that all project related contracts/agreements are constitutional and legally binding;
- Provides technical advice to the Ministry and its portfolio agencies on project development and implementation;
- Develops and maintains liaison with international funding agencies, the Planning Institute of Jamaica and other Government Agencies involved in project development and monitoring;
- Prepares and submits performance and other reports as required;
- Identifies, formulates and appraises Science, Energy, telecommunications and Transport projects to ensure that they are consistent with the Strategic and Corporate Plans of the Ministry;
- Provides overall coordination and integration of the project planning and implementation process in the Ministry and its portfolio entities;
- Develops proposal for capital projects and negotiates with National and International Agencies in securing financial and technical assistance for the projects;
- Participates at the policy level in determining the projects, which should be given priority consideration;
- Provides managerial, technical and financial support to ensure that all project components are implemented in a cost effective manner in keeping with project requirements;
- Procures the services of consultants, equipment and supplies to support staff in the management of projects, as necessary;
- Ensures the maintenance of a database to track expenditures on all projects and provides up-to-date status of all projects being implemented by the Ministry and its Agencies;
- Monitors and reports on the financial resources provided for the Ministry's capital projects, to ensure these are used in keeping with the project proposals and the financial regulations governing project funds;

Human Resource Management

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective actions where necessary.
- Participates in the recruitment of staff for the Ministry and recommends staffing arrangements in keeping with established human resource procedures and policies.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring.
- Takes steps to address the welfare and development needs of staff in the Unit.
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry.
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Other

- Performs any other related duties assigned by the Chief Technical Director.

PERFORMANCE STANDARDS:

- A sound framework developed to facilitate identification and development of major projects.
- Services of consultants, equipment and supplies procured to support staff in the management of projects, as necessary.
- The advice provided are sound and evidence based.

- Approach in the formulation and development of projects is well coordinated.
- Mechanisms for monitoring and reporting project activities developed.
- Projects are developed and implemented in accordance with National and Sectorial policies.
- The Director, Legal Services liaised with to ensure that all projects related contracts/agreements are constitutional and legally binding.
- Projects are monitored to ensure compliance with operational and financial guidelines.
- Operational objectives and standards are established in keeping with established guidelines.
- Papers and submissions are produced in standard format and submitted within established time frame.
- Tender procedures are consistent with established guidelines and Government policies.
- Reports are completed and submitted within established time frame.

INTERNAL AND EXTERNAL CONTACTS:

<i>Internal</i>	<i>Purpose</i>
Chief Technical Director, Programme Implementation Unit	Receive guidance and work assignment
Divisional heads, managers and supervisors	Obtain/share information and collaborate on work initiatives
Direct Reports	Provide guidance and work assignment
Principal Finance Officer	Project financial related matters

<i>External</i>	<i>Purpose</i>
MSETT's Departments and Agencies	To obtain and share information/

	collaborate on project initiatives
National Environment and Planning Agency	To obtain and share information
Water Resource Authority	To obtain and share information
National Water Commission	To obtain and share information
Other Ministries Departments and Agencies	To obtain and share information
Parish Councils	To obtain and share information
Integrity Commissions	Procurement related matters
Planning Institute of Jamaica	To provide updates as part of the consultation process and elicit advice on donor projects
Funding agencies	To obtain and share information
Contractors	

REQUIRED SKILLS/COMPETENCIES:

The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade ‘1’ being the lowest and ‘3’ or ‘4’ the highest:

Behavioural	Level	Technical	Level
Oral Communication	3	Use of Technology	2
Written Communication	3	<ul style="list-style-type: none"> • Knowledge of Management Principles and Practices • Expertise in the application of Project Management Techniques and tools • In-depth knowledge of the Project Management Cycle • Legislations, Regulations and Policies • Budget management • Negotiation 	
Teamwork and Cooperation	4		
Interpersonal Skills	3		
Initiative	3		
Customer and quality focus	3		
Compliance	2		
Adaptability	3		
Integrity	4		
Methodical	3		
Problem Solving and Decision Making	3		
Planning and Organizing	3		

Behavioural	Level	Technical	Level
Goal/Result Oriented	2	<ul style="list-style-type: none"> • Understanding of the Science, Energy, Telecommunications and Transport sectors • Expertise in the conduct of feasibility studies and cost/benefit analyses • Sound knowledge of the general requirements of multilateral lending agencies 	
Analytical Thinking	3		
Leadership	3		
People Management	3		
Strategic Vision	3		
Impact and Influence	3		
Managing Partners and External Relations	3		

QUALIFICATIONS AND EXPERIENCE:

- BSc. Degree in Project Management, Business Administration, Engineering, Science, or a related field.
- Six (6) years' experience, with at least three (3) years at the middle management level working on project implementation.
- Certification/training in Project Management principles, practices, techniques and methodologies.
- Proven experience in managing large-scale projects and leading diverse teams.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Office Environment.
- Required to undertake local and overseas travel.

AUTHORITY:

- Recommends joint venture proposals.
- Recommends proposals for tender awards.
- Recommends compliance measures for joint venture projects.
- Participates in negotiations with national and international funding agencies for financial and technical assistance for the projects.