



**CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF ENERGY, TRANSPORT AND TELECOMMUNICATIONS
(METT)**

JOB TITLE:	Project Manager
JOB GRADE:	(SOG/ST 9)
POST NUMBER:	73700
DIVISION:	Programme Implementation
BRANCH:	Rural Electrification and House Wiring
REPORTS TO:	Chief Technical Director, Programme Implementation
MANAGES:	(4) Technical Project Officer, 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 guidance of the Chief Technical Director, Programme Implementation, the Project Manager, Rural Electrification and House-Wiring is responsible for overseeing and managing the successful planning, execution, and completion of projects related to providing electricity to rural areas and conducting house-wiring installations through coordination of various stakeholders..

KEY OUTPUTS:

- Programmes/projects organized
- Electrical infrastructure upgrade completed
- House wiring programme implemented
- Electrical pole line projects and energy solutions design specification developed
- Projects TOR's assessment completed
- Recommendations related to tender application made
- Project implementation plans., budget and schedule prepared
- Projects with key stakeholders monitored and managed
- Community liaison programme executed
- Relationships with key stakeholders forged and maintained
- Contracts payment process managed
- Effective execution of projects and post evaluation of completed projects undertaken.

- Work plans developed and staff evaluated
- Technical advice provided and technical papers prepared
- Reports prepared
- Documentation utilizing project management tools for business processes and service level agreements produced.

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 at in meetings and different fora as assigned;

Technical/Professional:

- Collaborates with the technical project officers to determine and develop detailed project plans, including scope, budget, timelines, and resource allocation, based on the requirements of rural electrification and house-wiring projects.
- Ensures the necessary approval/sign-off for the project proposals by the relevant technical team/Chief Technical Director;
- Collaborates with government authorities, contractors, engineers, and other stakeholders to ensure smooth execution of projects.
- Facilitates effective communication and coordination among team members and ensures adherence to project objectives and timelines.

- Monitors project expenses, ensures effective resource allocation, and works within approved budgets and identifies and mitigates any potential cost overruns or resource constraints.
- Identifies and assess potential risks and challenges related to rural electrification and house-wiring projects.
- Develops risk management strategies and mitigation plans to minimize any adverse impacts on project timelines and deliverables.
- Ensures adherence to electrical safety standards and house-wiring regulations.
- Monitors the quality of work during project implementation and conduct regular inspections to ensure compliance with specifications and requirements.
- Engages with local communities to create awareness about the benefits of rural electrification and addresses any concerns or conflicts that may arise,
- Maintains positive relationships with stakeholders to enhance project success.
- Prepares regular progress reports, project documentation, and financial statements for internal and external stakeholders.
- Maintains accurate records of project activities, including contracts, permits, and invoices.
- Ensures the maintenance of a database to track expenditures of all projects and provides up-to-date status of all projects being implemented by the ministry / GOJ to ensure these are used in keeping with the project proposals and the financial regulations governing project funds;
- Ensures compliance with health and safety regulations during project execution.
- Conducts regular safety audits and implements measures to prevent accidents or hazards related to electrical work.
- Identifies opportunities to improve project processes and efficiency.

- Provides recommendations for future projects and share lessons learned from previous experiences.

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 Responsibilities:

- Performs other related duties and responsibilities as may be determined from time to time.

AUTHORITY:

- Provides suggestions to effect changes/improvements implementation and management;
- Liaise directly with stakeholders/business partners;
- Approves technical specifications for projects;

- Recommends progress payments

PERFORMANCE STANDARDS:

- Electrical infrastructure upgrade projects completed on time, within budget and according agreement;
- House wiring programmes implemented on time, within budget;
- Electrical pole line projects and energy solutions designs completed according to agreed specifications and on time
- Project TOR's assessment Completed on time using agreed standards
- Recommendations related to tender applications made on time and in required format;
- Project implementation plans, budget and schedule prepared
- Community liaison programme executed to target audience or community using agreed format
- Contracts payment process managed according to establishments and guidelines
- Effective execution of projects and post evaluation of completed projects undertaken on time and reports generated on time and presented
- Work plans developed and staff evaluation within agreed timeline
- Reports prepared on time and with required format
- Sound Technical advice provided and technical papers prepared within agreed time frame;
- Confidentiality, integrity and professionalism are maintained in the execution of duties.
- Mutual respect displayed in the working environment at all times.

INTERNAL AND EXTERNAL CONTACTS:

<i>Internal</i>	<i>Purpose</i>
Chief Technical Director, Programme Implementation Unit	Guidance and work assignment
Technical Project Officers	
Principal Finance Officer	Project financial related matters

<i>External</i>	<i>Purpose</i>
Other Ministries Departments and Agencies	To obtain and share information
Jamaica Social Investment Fund (JSIF)	To liaise re house wiring projects
Jamaica Public Service (JPS) Company Limited	Communicate on pole line extension projects
General public/other stakeholder	To obtain and share information

REQUIRED COMPETENCIES:

Core	Level	Technical/Functional	Level
Oral communication		Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)	
Written communication		Leadership and people management Skills	
Customer and quality focus		Strong analytical and organizational skills.	
Team work and cooperation		Problem-solving and decision-making abilities	
Integrity		<ul style="list-style-type: none"> • Strong knowledge of electrical systems, wiring regulations, and safety standards. • Excellent project management skills, including planning, 	
Compliance			
Interpersonal skills			
Initiative			

		scheduling, and budgeting.
		<ul style="list-style-type: none"> • Ability to collaborate and communicate effectively with stakeholders at all levels.
		<ul style="list-style-type: none"> • Proficient in project management software and tools.
		<ul style="list-style-type: none"> • Understanding of rural communities and cultural sensitivities.
		<ul style="list-style-type: none"> • Knowledge of renewable energy sources and their integration into rural electrification projects would be beneficial.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Master’s degree in Engineering, Project Management, Management, Business/Public Administration, or related Social Science
- Six (6) years’ experience, with at least three (3) years at the middle management level working on project implementation.
- Certification in Project Management
- Proven experience in managing rural electrification and house-wiring or similar projects.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Work will be conducted in an office outfitted with standard office equipment and specialized software. Incumbent will be required to travel island wide to protect the sites for firsthand assessments and participate in community engagement sessions.