



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

<b>JOB TITLE:</b>	Technical Project Officers
<b>JOB GRADE:</b>	(SOG/ST 7)
<b>POST NUMBER:</b>	73704, 73705, 73706 & 73707
<b>DIVISION:</b>	Programme Implementation
<b>BRANCH:</b>	Rural Electrification and House Wiring
<b>REPORTS TO:</b>	Project Manager
<b>MANAGES:</b>	N/A

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 direction of the Project Manager, Rural Electrification and House-wiring, the Technical Project Officer will be responsible for overseeing and managing rural electrification and house-wiring projects in a designated area or region. The officer will work closely with local communities, contractors, and government agencies to ensure successful implementation of the projects.

## **KEY OUTPUTS:**

- Programmes/projects organized
- House wiring programme implemented
- Electrical pole line projects and energy solutions design specification developed
- 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
- Reports prepared

## **KEY RESPONSIBILITIES**

### **Management/Administrative:**

- Participates in Community Engagement sessions;
- Participates in periodic review sessions;
- Prepares and submits performance reports/reviews;
- Attends meetings/conferences;

### **Technical/Professional:**

- Develop detailed project plans, including timelines, resources, and budget requirements.
- Develops schedules to visit project being implemented to ensure robust monitoring, co-ordinates the monitoring of all projects and system designs;

- Travels island wide to various locations to verify the accuracy of engineer designs submitted for consideration/approval;
- Liaises between contractor and Ministry to facilitate requests for modification of designs;
- Conducts inspection of various projects in progress house wiring, pole line extension and other energy solution intervention;
- Patrols line under construction to ensure adherence to Industry standard and agreed specifications;
- Inspects Solar and Energy projects for adherence to agreed standards including material requirements;
- Assists with the analysis of data to inform technical specifications;
- Assists with the evaluation of technical documents and interprets proposals;
- Compares work-in-progress against project schedule timeline and standards;
- Reviews requests for progress payment by examining project status (work to date) against project deliverables/milestones;
- Prepares source documents to inform request for progress payments;
- Performs complex engineering computations and statistical calculations;
- Interprets engineer charts and diagrams;
- Assists with the preparation of specifications and cost estimates for projects;
- Prepares periodic reports to inform on the progress/status of projects;
- Maintains and updates the database relating to the existing electrical infrastructures and other energy solutions;
- Performs root cause analysis and makes recommendations to mitigate damage; Investigates field problems affecting customers, contractors and liaises with the Ministry/Supervisor for remedying the situation;
- Reminds contractors/consultants of JPS service requirements and Industry standards for infrastructure development/implementation;
- Prepares technical specifications for the design of traditional pole line and other energy solutions projects;
- Assesses project material requirements;

- Advices community members of impact on proposed project on their community and their involvement in the process;
- Works collaboratively with MDAs on Energy Solution Projects (e.g. energy audits);
- Facilitates adherence to established regulations and agreement as per project undertaken;
- Acts as Subject Matter Expert and provides related technical advice;
- Assist technical proposal and participates in the tender;
- Keeps abreast of Industry standards/regulations regarding energy solutions project requirements and provides advice to relevant Ministry personnel.

**PERFORMANCE STANDARDS:**

- Project implementation plans, budget and schedule prepared with the agreed timeline
- Community liaison programme executed to target audience or community using agreed format
- Effective execution of projects and post evaluation of completed projects undertaken on time and reports generated on time and presented
- Reports prepared on time and with required format
- 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>
Project Manager	Guidance and work assignment

Other Staff within the Unit/Division      To obtain/Share information

<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:**

<b>Core</b>	<b>Level</b>	<b>Technical/Functional</b>	<b>Level</b>
Oral communication		Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)	
Written communication		Good analytical skills	
Customer and quality focus		Good project management skills	
Team work and cooperation			
Integrity		<ul style="list-style-type: none"> <li>• Strong knowledge of electrical systems, wiring regulations, and safety standards.</li> <li>• Expert knowledge of electrical installation standards and designs</li> </ul>	
Compliance			
Interpersonal skills			
Initiative			

		<ul style="list-style-type: none"> <li>• Sound knowledge of JPS distribution pole line extension policy and standard terms and condition of supply</li> <li>• Ability to collaborate and communicate effectively with stakeholders at all levels.</li> </ul>

**Minimum Required Qualification and Experience**

- Bachelor's degree in Engineering, Project Management, Management, Business/Public Administration, or a related field.
- Certificate in Project Management;
- Four (4) years’ relevant experience;
- Previous experience in managing and implementing rural electrification projects is highly desirable.

**Special Conditions Associated with Job**

- Travelling to effect field visits and community engagements.