



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

PROJECT MANAGER - CONTRACT

LEVEL 7

JOB TITLE :

Under the general supervision of the Director, Project Management, the Project Manager is responsible for the implementation and monitoring of Primary and Secondary Infrastructure Projects being undertaken by the Ministry as a part of its Capital Investment Projects.

REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Management Studies, Business Administration, or related field;
 - Three (3) years' experience at the administrative level.
- OR
- Associate Degree in Management Studies, Business Administration, or related field;
 - Five (5) years' experience at the supervisory level.

REMUNERATION PACKAGE:

Salary Scale: \$3,232,125 to \$4,040,156.00 per annum Level 7 of the Project Salary Scale

Full Upkeep Motor Vehicle Allowance \$894,924.00 per annum





Ministry of
Education & Youth

ICO 25-01

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 6097, INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, JANUARY 17, 2025 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT

MINISTRY OF EDUCATION, YOUTH AND INFORMATION

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Project Manager
JOB GRADE:	Level 7
POST NUMBER:	
DIVISION:	Planning and Development
SECTION/UNIT:	Project Management
REPORTS TO:	Director of Project Management
MANAGES:	

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

The Project Manager is responsible for the implementation and monitoring of Primary and Secondary Infrastructure Projects being undertaken by the Ministry as a part of its Capital Investment Projects.

KEY OUTPUTS

- Primary and Secondary Infrastructure Projects Budget, Procurement Plan and Cash Flow prepared.
- Inputs to the Project Management Unit Operational Plan.
- Projects Implemented and monitored.
- Technical advice provided.
- Performance and other reports.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Participates in the preparation of the Operational Plan for the Project Management Unit.
2. Participates in the preparation of the Annual Recurrent Budget, Annual Procurement Plan, Annual and Quarterly Cash Flow for the Project Management Unit.
3. Collate and participate in the preparation of the Annual Primary and Secondary Infrastructure Projects Budget, Annual Procurement Plan, Annual and Quarterly Cash Flow.
4. Manages the operations required for the effective implementation and monitoring of projects funded under the Primary and Secondary Infrastructure Projects Budget. This includes:
 - Coordination of inputs from relevant Divisions and Agencies within the Ministry to prepare Specialized Reports for the respective funding agencies.
 - Maintaining liaison with the Implementation Agencies or Divisions re implementation status of projects.
5. Assists with the preparation and review of Contract documents and reports. Ensures that Contract documents are consistent with the Government's Procurement Policy and procedures.
6. Reviews documents relating to the execution of contracts for goods and services and civil works to ensure consistency between vouchers and work done /receipt of goods in relation to agreed contracts. Submits to Director of Project Management for approval of payment.
7. Review Infrastructure Steering Committee Minutes before circulation.
8. Prepares performance and other reports, as required.

Technical/Professional Responsibilities

1. Provides overall monitoring and participate in the implementation process of assigned Projects.
2. Review assigned projects implementation schedules to ensure that projected timelines for deliverables are viable and the most efficient.
3. Represents the Project Management Unit at Project Implementation meetings and stakeholders consultations for assigned projects.
4. Participate in the preparation of Cabinet Submissions on matters relating to the Primary and Secondary Infrastructure Projects, where approval is required from the Political Directorate.
5. Provide technical and administrative support to the Director of Project Management, with activities relating to assigned Projects.
6. Advises the Director of Project Management Unit on the implementation status of all assigned projects, at regular intervals.
7. Participate in tender and evaluation process for selection of consultants and contractors.
8. Monitor and report on the implementation of assigned projects to ensure compliance with all loan contractual conditions, the Financial Administration and Audit Act, the Government Procurement Guidelines and the Staff Orders as it relates to Projects.
9. Monitor the rate of implementation of assigned projects against investment schedules and advise the Director of Project Management Unit of any delays or deviations.
10. Participate in Project Review meetings and provide status reports on assigned Projects.
11. Prepared expenditure report for Primary and Secondary Infrastructure Projects to the Director of Project Management.
12. Recommends expenditure and payments for all assigned projects.
13. Attend and participate in Site Meetings and Site inspections for Infrastructure Projects
14. Participate in closure of all projects which includes preparation of documents pertaining to payments to contractors, consultants and suppliers of goods and services.

Other Responsibilities

1. Performs other related duties as assigned by the Director of Project Management.

PERFORMANCE STANDARDS

- There is strict compliance with the Government's Procurement Policy,
- The Ministry's Primary and Secondary Infrastructure Projects are implemented in the established timeframe.
- The Annual Primary and Secondary Infrastructure Projects Budget, Annual Procurement Plan, Annual and Quarterly Cash Flow are prepared in established timeframe and effectively managed.
- Confidentiality of information obtained on the job is preserved.
- Reports are comprehensive, accurate and timely.

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts:

Within the Ministry of education

Contact (Title)	Purpose of Communication
Finance Division	Obtain/provide information for Budget and Cash Flow preparation and status updates on payments
Director, Technical Services	To obtain information technical inputs for Projects
Project Managers, Project Implementation Units	To obtain/provide information for International & local funded Projects
Director, Public Procurement Branch	Obtain/provide information for preparation and status updates on Procurement Plan

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Funding Agencies	Coordination re project implementation.
Suppliers	Procurement of equipment and supplies.
Contractors/Consultants	Project implementation
Projects Branch, Ministry of Finance & Public Service	Project monitoring activities

REQUIRED COMPETENCIES

Core

- Excellent planning and organising skills.
- Excellent communication skills (both oral and written).
- Excellent time management skills.
- Analytical and research skills.
- Proficiency in using relevant computer applications.

Technical

- Knowledge of Government's Procurement Policy and procedures.
- Knowledge of the Financial Administration and Audit (FAA) Act.
- Knowledge of Government's Budgetary System.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Management Studies, Business Administration, or related field.
- Three (3) years' experience at the administrative level.

OR

Associate Degree in Management Studies, Business Administration, or related field
5 years' experience at the supervisory level

AUTHORITY:

- To access confidential information.
- To represent the Ministry at meetings.

SPECIFIC CONDITIONS ASSOCIATED WITH THE JOB

- Required to work beyond normal working hours at times to meet deadlines,
- Valid Driver's Licence and a reliable motor vehicle required.

