



Ministry of  
Education, Skills,  
Youth & Information

## CAREER OPPORTUNITY

### PROJECT OFFICER (PROJECTS AND PROGRAMMES) (GMG/SEG 2) - VACANT PROJECT MANAGEMENT AND DEVELOPMENT BRANCH

#### JOB TITLE :

Reporting to the Director, Projects and Programme Management, the Project Officer is required to manage and implement policy projects, programmes and initiatives, to set project goals and to ensure that the project is completed within the established budget and agreed timeline. The incumbent is also responsible for documenting project decisions; managing the entire Project Life Cycle using specified approaches and procedures to inform the implementation of policies, initiatives and programmes within the Ministry of Education, Skills, Youth & Information and its Agencies and Departments.

#### REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Management Studies/Public Administration or a related discipline
- Project Management training and certification from an accredited institution
- Two (2) years' experience working in project management or a similar field

#### REMUNERATION PACKAGE:

Salary Scale: \$4,266,270 to \$5,737,658 per annum  
Pay Band 8





Ministry of  
Education, Skills,  
Youth & Information

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 65883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, APRIL 17, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT  
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION  
2 - 4 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, SKILLS, YOUTH & INFORMATION  
CENTRAL MINISTRY  
JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Project Officer (Projects & Programmes)
<b>JOB GRADE:</b>	(GMG/SEG 2)
<b>POST NUMBER:</b>	78214
<b>DIVISION/BRANCH:</b>	Project Management & Development Branch
<b>UNIT:</b>	Projects and Programme Management
<b>REPORTS TO:</b>	Director, Projects and Programme Management (GMG/SEG 4)
<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**

Reporting to the Director, Projects and Programme Management, the Project Officer is required to manage and implement policy projects, programmes and initiatives, to set project goals and to ensure that the project is completed within the established budget and agreed timeline. The incumbent is also responsible for documenting project decisions; managing the entire Project Life Cycle using specified approaches and procedures to inform the implementation of policies, initiatives and programmes within the Ministry of Education, Skills, Youth & Information and its Agencies and Departments.

## **Key Outputs:**

- Portfolios of partnerships managed
- Project initiatives are defined and communicated
- Research conducted
- Project Metrics calculated
- Project Data analysed
- Project plans created
- Cross-functional project meetings scheduled and facilitated
- Project management reports are prepared and presented to the Senior management team within the required timeframe
- Risk register developed and maintained
- Project schedules and project life cycle developed and communicated;
- Research conducted;
- Stakeholders informed and sensitized regarding the project progress

## **Key Responsibility Areas:**

- Develops project schedules for policies, programmes and initiatives of the MOEY;
- Conducts research and feasibility studies to determine the scope of projects;
- Develops risk register and mitigation strategies for each project;
- Conducts stakeholder matrices for each project;
- Maintains a database of all stakeholders;
- Analyses project needs, defining and documenting user requirements, developing and testing technology systems, and navigating through organisations' bureaucracy;
- Conducts cost/benefit analysis to ensure adequate financial management;
- Determines project priorities, decides which projects or activities are most essential to the advancement of the Ministry, and divide resources based on project priority
- Determines the different groups of intended users to be guided by the documentation, their particular interests/concerns and their varying needs for the evaluation reports
- Calculates project metrics including quality assurance, profits and losses;

- Facilitates development of project plans and oversees their implementation from inception to completion; reports progress or obstruction to the Director;
- Monitors the project progress and reports on issues and problems arising
- Assists in forecasting budgets and assess possible project risks and setbacks and refers the matter to the Director;
- Maintains and updates budgets as each project progresses during implementation;
- Calculates project metrics including quality assurance, profits and losses;
- Creates project plans, creating a timeline and setting and setting benchmarks;
- Analyses project data, collaborates on the presentation on project presentation and produces progress reports;
- Monitors project deliverables, to analyse the successful completion of short and long-term goals
- Conducts audits to determine the status of work performed on each project; to indicate how well the management of the project is meeting the required standards;
- Evaluates the extent to which the Ministry's policies, processes and procedures are being followed
- Identify the gaps in order to make the necessary improvements.
- Conducts relevant research to inform the project life cycle;
- Formulates project implementation plans to achieve Key Performance Indicators;
- Evaluate the project at various stages of the project cycle making recommendations and changes as required;
- Produces project evaluation reports;
- Conducts impact analysis;
- Assist in formulating Cabinet Submissions;
- Reviews policy initiatives and recommends project plans for implementation;
- Organises visits to the Ministry/ projects by International Development Partners;
- Prepares preliminary budget forecasts for projects;
- Formulates appropriate monitoring and evaluation techniques for projects;
- Liaises with clients and stakeholders in order to build a relationship with the customers
- Resolves stakeholder's complaints quickly and efficiently.

### **Performance Standards**

- Project plans, project schedules and budgets developed and presented within the agreed timeframe
- Project initiatives are executed within the required time frame
- Cross-functional meetings include all relevant participants, are scheduled and reported on
- Project management governance report is written according to the required format and presented within the agreed timeframe
- Project database developed and maintained in a timely manner
- Stakeholder database developed and maintained within the agreed standards;
- Stakeholders are sensitized regarding the progress of the project in a timely manner

### **Contacts**

## Internal

Contact (Title)	Purpose of Communication
Planning and Policy Divisions	To provide and receive information
Divisional/Branch/Unit Heads	To provide and receive information
MOEY Agencies and Departments	To provide and receive information
Finance and Accounts Division	To provide and receive information

## External

Contact (Title)	Purpose of Communication
International Development Partners	To provide and receive information
PIOJ	To provide and receive information
Cabinet Office	To provide and receive information
GOJ MDAs	To provide and receive information

## Required Competencies:

### Core

- Good oral and written communication skills
- Excellent time management skills
- Meticulous attention to detail
- Analytical and problem solving skills
- Good leadership skills
- Good interpersonal skills
- Good planning and organizing skills
- Good communication and management skills
- Good strategy development skills

### Technical

- Customer relationship management practices
- Specific technical knowledge of the Education Sector
- Demonstrated report writing skills;
- Sound knowledge of the management of international development projects
- Effective planning and negotiation skills
- Strong budgeting skills;
- Sound knowledge of monitoring and evaluation techniques;
- Knowledgeable in formulating GOJ policies;
- Sound knowledge of risk management and risk mitigation strategies;
- Strong proficiency in Project Management tools and software is desirable (MS Project)
- Proficiency in Microsoft Office Suite

### **Minimum Required Education and Experience**

- Bachelor's degree in Management Studies/Public Administration or a related discipline
- Project Management training and certification from an accredited institution
- Two (2) years' experience working in project management or a similar field

### **Authority:**

- Determine project cycle
- Recommend payment structures

### **Specific Conditions Associated With the Job**

- Normal office working environment
- May be required to travel island-wide;
- May be required to work beyond normal working hours
- May be required to work on public holidays/weekends