



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

JOB TITLE : SENIOR DIRECTOR, PROJECT MANAGEMENT & DEVELOPMENT (GMG/SEG 5) - VACANT PROJECT MANAGEMENT AND DEVELOPMENT BRANCH

Under the general direction of the Permanent Secretary, the Senior Director Project Management and Development is responsible for the implementation, coordination and monitoring of all projects within the Ministry of Education, Skills, Youth and Information, its Agencies and Departments. The Senior Director will ensure that all projects are efficiently planned and implemented in keeping with the relevant GOJ policies and guidelines.

REQUIRED EDUCATION AND EXPERIENCE

- Master's Degree in Project Management, Management Studies or a related discipline
- Project Management Professional Certificate
- Five (5) years' experience in a similar capacity
- Training in GOJ Procurement would be an asset
- Certified Associate in Project Management (CAPM) would be an asset

REMUNERATION PACKAGE:

Salary Scale: \$7,716,512 to \$10,377,851 per annum
Pay Band 11





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](#)



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Senior Director, Project Management & Development
JOB GRADE:	GMG/SEG 5
POST NUMBER:	78211
DIVISION:	Project Management and Development Branch
SECTION/UNIT:	Project Management and Development Branch
REPORTS TO:	Permanent Secretary
MANAGES:	Director, Infrastructure Development and Monitoring (GMG/SEG 4) Director, Projects and Programme Management (GMG/SEG 4) Administrator (GMG/AM 4)

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 direction of the Permanent Secretary, the Senior Director Project Management and Development is responsible for the implementation, coordination and monitoring of all projects within the Ministry of Education, Skills, Youth and Information, its Agencies and Departments. The Senior Director will ensure that all projects are efficiently planned and implemented in keeping with the relevant GOJ policies and guidelines.

Key Outputs:

- Annual Operational, Budget & Work Plans developed & implemented
- Project Schedules and life cycle developed
- Project database developed and monitored
- Project implementation plans created
- Reports on project implementation process developed
- Annual Budget prepared and managed
- Project Proposals developed
- Risks identified, risk mitigation strategies developed
- Performance evaluations conducted

Key Responsibility Areas:

Technical/Professional Responsibilities:

- Provides technical inputs on project management to the senior management team;
- Oversees the development of the Branch's Strategic Business and Operational Plans, Budget and Individual Work Plans
- Represents the Permanent Secretary at meetings, conferences, workshops and seminars;
- Assist in the administration and preparation of the Tender process for all projects;
- Ensures that the rate of the implementation of projects corresponds with investment schedules in order to have on-time completion and minimize costs and takes immediate corrective actions to correct negative trends;
- Develops/reviews standard operating policies and procedures for the Branch;
- Provides technical advice to the development of a comprehensive strategy for building project management capability across the Ministry;
- Partners with stakeholders in designing and implementing project schedules and implementation plans
- Convenes Project Review meetings to facilitate target setting against objectives, timely preparation of reports for various stakeholders, viz. Ministry of Finance and the Public Service, Planning Institute of Jamaica (PIOJ), and Donor Agencies and coordination of activities to minimize conflicts or duplication of effort;
- Oversees the development of project implementation plans ensuring alignment with the agreed scope.
- Monitors the phases of project plan to ensure targets are met within agreed timeframes;
- Oversees the management of risks associated with various components/phases of projects and provides and coordinates solutions;
- Manages/participates in the development and implementation of projects and programmes according to stipulated guidelines with relevant stakeholders;
- Ensures effective mechanisms for monitoring and reporting on projects;

- Ensures that all project components of pre-approved project plans are implemented in a cost-effective manner in keeping with project requirements;
- Coordinates and implements projects to be delivered in accordance with the guidelines outlined in the relevant partnerships;
- Develops detailed plan of action in collaboration with the relevant parties including targets and deadlines;
- Partners with relevant stakeholders to implement and monitor project activities in accordance with established goals and objectives;
- Conducts site visits and observes project implementation activities;

Management/Administrative Responsibilities:

- Plans, organizes and directs the work of the Branch;
- Prepares monthly, quarterly, and annual progress reports based on targets outlined in the Project plans;
- Conducts Branch meetings monthly, quarterly etc;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Maintains knowledge of best practices/trends pertaining to project management and provides advice and interpretation on same;

Human Resource Responsibilities

- Provides leadership to staff through effective objective setting, delegation and communication;
- Monitors and evaluates the performance of Direct Reports and prepares performance appraisals reports.
- Identifies and manages the developmental and welfare needs of staff in the Branch
- Ensures that training and other development needs of employees are adequately identified and addressed.
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated.
- Participates in the recruitment and selection of staff and recommends movement when appropriate
- Recommends vacation leave and approves sick and departmental leave
- Recommends disciplinary action in keeping with established human resource policies
- Ensures that staff is provided with adequate and appropriate physical resources to enable them undertake their duties efficiently and effectively

Performance Standards:

- Corporate/operational, plans are developed and implemented within agreed timeframes;
- Individual/operational Work Plans developed within agreed timeframes;
- Performance evaluations conducted and submitted within agreed timeframe
- Projects are implemented within stipulated timeframes and budgetary provisions;
- Completion of projects within agreed timeframe;
- Timeliness of preliminary and final reports containing findings, assessment and recommendations;
- Accuracy of risks mitigation strategies to minimize overspending;
- Projects are implemented within stipulated timeframes and budgetary provisions;

- Project schedules developed and monitored within feasible timeframes;

Contacts:

Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	To provide advice and guidance on organizational changes
Heads of Division, Managers and Supervisors in the Ministry/Agencies,/Institutions/Regions	To obtain/share information and collaborate on work initiatives
Procurement Unit	To provide and request information
Finance and Accounts	To provide and request information
Staff, Departments/Units	To provide and request information

External

Contact (Title)	Purpose of Communication
Public Procurement Commission	To receive guidance and provide information.
Ministry of Finance and the Public Service (PMISEC,PIAB)	To receive guidance and provide information.
International Donor Partners	To receive guidance and provide information.
PIOJ	To receive guidance and provide information.
Contractors	To receive guidance and provide information

Required Competencies (Core and technical to be specified):

Core:

- Excellent critical thinking, analytical and problem solving skills;
- Excellent planning, negotiating and organizing skills;
- Integrity and confidentiality;
- Excellent leadership skills;
- Strong customer orientation skills;
- The ability to prioritize amongst conflicting demands;
- Training & facilitation skills
- Excellent interpersonal skills;
- The ability to motivate and influence others;
- Sound oral and written communication skill;

Technical:

- Excellent knowledge of GOJ Procurement guidelines
- Excellent knowledge of GOJ Financial Management guidelines
- Good understanding of strategic planning;
- Knowledge of FAA Act;
- Sound knowledge of various project management methodologies;

- Knowledge of contract development
- Knowledgeable in risk management
- Good understanding of financial planning, budgeting and forecasting
- Sound knowledge of the legislative and regulatory framework and standards governing the education sector;
- Expertise in the conduct of cost/benefit analysis and feasibility studies
- Excellent knowledge of Government and administrative systems and public policy.
- Sound knowledge of GOJ construction legislations;
- Demonstrated experience in managing designing, implementing and evaluating large and multidisciplinary projects
- Knowledgeable in the use of the relevant Project Management software

Minimum Required Education and Experience:

- Master's Degree in Project Management, Management Studies or a related discipline
- Project Management Professional Certificate
- Five (5) years' experience in a similar capacity
- Training in GOJ Procurement would be an asset
- Certified Associate in Project Management (CAPM) would be an asset

Authority To:

- Approve expenditure within prescribed limits
- Approve project proposals
- Recommend disciplinary action
- Recommend vacation leave
- Approves sick and departmental leave

Special Conditions Associated with the Job:

- Typical office environment, no adverse working conditions
- Required to possess a valid Driver's Licence and a reliable motor vehicle
- Participation in retreats/meetings
- May be required to work on weekends
- May be required to work beyond normal working hours
- Required to travel to the Regions and Agencies