



## MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE CAREER OPPORTUNITY

The Ministry of Industry, Investment and Commerce is inviting applications from suitably qualified officers to fill the post of **Director, Project and Evaluation (GMG/SEG 4)**.

**Salary range \$3,032,763 - \$3,605,002 per annum** and any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Senior Director, Policy, Planning, Projects and Research the Director, Project Development and Evaluation monitors and controls the development and operations of all internationally and locally funded projects in the Ministry and its Agencies; implements some projects directly; evaluates technical and professional consultancies for projects; supervise the budgets and cash flows for project financing, and manage the human resource activities of the Unit.

### **Key Responsibilities**

#### ***Management/ Administrative***

- Provides administrative guidance to project teams.
- Liaises with international and local funding and executing agencies to ensure timeliness and adequacy of resources to support projects.
- Helps in the formulation of the organization's project and procedures
- Administers the organization's policies, procedures and regulations.
- Ensures that reports from Project Managers and the Finance Division are accurate and are submitted on a timely basis.
- Participates in the organization's strategic planning process and prepares and monitors the Division's and projects operation plans and budgets ensuring the activities are carried out according to plan and targets achieved.
- Chairs Project Steering/Coordinating Committees as directed
- Represents the organization at meetings, conferences, seminars, workshops and other functions with external agencies as directed
- Examines and approves work plans, budgets and cash flows of projects based on outputs to be achieved at stipulated times.
- Arranges/ Organizes funding and discuss the availability of resources with international and local executing agencies.
- Arranges or approves technical and professional consultancies in collaboration with the Project Manager.
- Chairs various management committees .
- Ensures that projects are adequately staffed to undertake implementation.
- Attends meetings workshops, seminars on project implementation/development in-house, locally and abroad.

#### ***Technical/Professional***

- Scrutinizes and approves project proposals, reports, studies, appraisals, evaluations, position papers, manuals, guidelines, training plans and technical documents produced for or by projects.
- Gives technical guidance to project managers in project implementation.
- Identifies signals of negative trends and arranges for scientific analyses of these.
- Analyses project performance and formulate strategies to minimize performance lags and deviation.
- Prepares or approves Term of References for consultants and monitors their input.
- Assists in the development of manuals and guidelines for project beneficiaries.
- Assists Project Managers in planning, organizing and implementing/ conducting project related workshops, seminars and farmers forum.

- Organizes/participates in public education/sensitization of project beneficiaries.
- Provides leadership and guidance to staff in the Project Development and Evaluation Unit through effective planning, delegation, communication, mentoring and coaching.
- Ensures the welfare and developmental needs of staff in the Unit are identified and addressed.
- Supervises and evaluates the performance of staff; prepares performance appraisals and recommends/initiates corrective action where necessary to improve performance and/or achieve set targets.
- Identifies training needs of staff
- Participates in the recruitment selection and orientation of staff for projects and the Unit
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Unit and the Ministry.
- Conducts performance appraisals for staff in the division.

## **OTHER**

- Gives lectures on the objectives, immediate and projected community and national advantages of projects to targeted sectors of the population.
- Performs other related functions assigned from time to time by the Permanent Secretary and the Senior Director.

## **REQUIRED COMPETENCIES**

### **CORE**

- Good problem solving and negotiating skills.
- Good leadership and interpersonal skills.
- Good presentation, oral and written communications skills.
- Ability to lead and work in teams
- Goal/results oriented

### **Technical**

- Excellent knowledge of project appraisal, development funding, implementation procedure and funding agency protocols.
- Excellent knowledge of project management/administration, government accounting, auditing and general procedure.
- Excellent knowledge of Government procurement and contract procedure.
- Excellent knowledge of the organization's policies and procedures
- Proficiency in human resources skills.
- Proficiency in the use of relevant computer applications.

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor of Science Degree in Management, and/or Economics in which Project Administration was a successful course of studies.
- Any equivalent combination of education, training and experience that approximates to the foregoing requirements and provides the necessary Knowledge, ability and skills.
- Five (5) years progressively responsible and related experience at least two (2) of which should have been at the senior management level in an organization involved with development activities.

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

Twenty to thirty percent of time utilized for traveling to project site and meetings island wide.  
Typical working environment, with some exposure to the elements

**Applications accompanied by resume should be submitted no later than  
November 26, 2021 to:**

**Director  
Human Resource Management and Development  
Ministry of Industry, Investment & Commerce**

**4 St. Lucia Avenue  
Kingston 5  
Email:hrm@miic.gov.jm**

**Please note that we thank all for responding, but only short listed applicants will be contacted.**