

**INTERNAL ADVERTISEMENT**  
**MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE**  
**CAREER OPPORTUNITY**

Applications are being invited from suitably qualified officers to fill the vacant post of **Project Coordinator (GMG/SEG 1)** in the Policy, Planning, Projects and Research Division

**Salary range \$2,735,387 – 3,678,791 per annum** and any allowance(s) attached to the post.

**JOB PURPOSE**

Under the direction of the Director, Projects and Evaluation, the Project Coordinator is responsible for planning, monitoring and evaluating the implementation of programmes and projects within the Ministry and its Agencies, which will enable the Ministry to achieve its strategic objectives.

**KEY RESPONSIBILITIES AREAS**

***Management/ Administrative Responsibilities***

- Participates in the various planning functions (strategic, corporate and operational plans) ensuring the alignment of these plans and their consistency with the government strategic objectives;
- Develops operational, work plans and budgets for the Unit
- Monitors the implementation of the plans and programs for the Branch to ensure that work is carried out as planned and within budget;
- Participates in the Ministry's strategic planning process.
- Plans, organizes and manages work assigned, develops work schedules, programs, work activities and recommends improved methods and changes as required.
- Ensures compliance with laws, regulations, policies and procedures governing activities and the operations of the MIIC.
- Undertakes necessary assessments and plans and organizes training sessions and developmental workshops on Branch functions and activities.
- Prepares and presents relevant papers and studies at conferences/seminars/workshops
- Ensures that the work of the Branch is carried out according to plan and that agreed targets are achieved.
- Represents the MIIC at meetings, negotiations, conferences and other fora and makes the necessary speeches and presentations as required.

***Technical/Professional Responsibilities***

- Develops annual programme of work for unit for approval by Senior Director
- Submits monthly reports of progress of work plan.
- Develops operating budget for unit
- Designs technical programmes and relevant budgets
- Makes recommendations to the Senior Director in respect of budgetary support projects that are being developed.

- Develops guidelines and standards for negotiating contracts for engagement of consultants to assist with project development;
- Participates in project design meetings and propose improvements if necessary
- Evaluates potential problems and technical hitches and develop solutions
- Plans and manages team goals, project schedules and new information
- Supervises current projects and coordinate all team members to keep workflow on track
- Manages project-related paperwork by ensuring all necessary materials are current, properly filed and stored
- Directs project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails
- Communicates with clients to identify and define project requirements, scope and objectives
- Monitors and evaluates the progress of projects that are being implemented
- Maintains effective recording and management Information system to provide timely information for project evaluation.
- Prepares annual budgets and corporate plans for the Unit

#### ***Other Responsibilities***

- Performs other related duties as may be required from time to time.

#### **REQUIRED COMPETENCIES**

- Excellent oral and written communication skills
- Well-developed analytical skills
- Sound decision making skills
- Strong leadership attributes
- Strong customer relations skills
- Interpersonal skills
- Effective team player
- Strong grasp of managerial and financial accounting principles
- Proficiency in Word Processing, Spread Sheet applications, Power Point and Database management
- Sound knowledge in the effective use of the internet and the World Wide Web.
- Excellent knowledge of the Ministry's policies and procedures
- General knowledge of the operations of Government rules, regulations and procedures

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree in Management, Public Administration, Economics or any related Social Science Degree
- Three (3) years related experience
- Training in Project Management would be an asset

**Applications accompanied by resume should be submitted no later than**

**December 21, 2022 to:**

**Director, Human Resource Management and Development**

**Ministry of Industry, Investment & Commerce**

**4 St. Lucia Avenue**

**Kingston 5**

**Email: [hrm@miic.gov.jm](mailto:hrm@miic.gov.jm)**

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