



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 **Project Coordinator - (GMG/SEG 1)**.

Salary range \$1,577,167 - \$1,874,755 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 projects within the MIIC and its Agencies. The incumbent will provide support and oversight to project development and evaluation activities which are being conducted by the Ministry of Industry, Investment and Commerce and its agencies. This involves the identification of opportunities for programmes and projects which will enable the Ministry to achieve its strategic objectives.

Key Responsibilities

Management/ Administrative

- 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;
- Participate in project design meetings and propose improvements if necessary
- Evaluate potential problems and technical hitches and develop solutions
- Plan and manage team goals, project schedules and new information
- Supervise current projects and coordinate all team members to keep workflow on track
- Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored
- Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails
- Communicate 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

Core

- 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

Technical

- 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

MIMIMUM REQUIRED EDUCATIONAL REQUIREMENT

- Bachelor's degree in Management, Public Administration or Economics or any related Social Science Degree and Eight (5) years related experience²
 - PLUS
- Specialized training in Planning and/or Project Management, Economic Analysis and Statistics

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

The job involves a typical office working environment with no adverse working conditions. However, the incumbent will sometimes be required to conduct site visits for the Ministry's programmes, projects and other initiatives.

**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.