



MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE CAREER OPPORTUNITY

The Ministry of Industry, Investment and Commerce is inviting applications from suitably qualified officers to be engaged as:

Project Manager Implementation of the National Craft Policy (Contract)

Role Summary

The Project Manager is responsible for providing leadership, coordination and guidance pertaining to the efficient administration and successful implementation of the activities to support the implementation of the National Craft Policy and Implementation Plan. The Project Manager will ensure effective administration of the project cycle including project inception and planning activities, coordinating, monitoring, reporting, project review, and project closure. The Project Manager is required to work closely with the National Craft Council and key stakeholders in ensuring the successful implementation of the National Craft Policy.

Key Responsibilities

The scope of the work to be performed by the Project Manager will include:

- Developing a comprehensive Work Plan in line with the Policy Implementation Plan and ensuring the timelines indicated in the policy are met;
- Overseeing and/or ensuring that Project activities are being performed adequately, on schedule and in accordance with contractual agreements;
- Leading the development of a detailed Project Plan ensuring proper alignment of the budget and procurement projections;
- Reviewing working relationship amongst the government entities and stakeholders and recommend changes for the strengthening of the industry;
- Collating the comments of stakeholders for each deliverable for submission to National Craft Council;
- Developing a policy implementation Monitoring and Evaluation Plan;
- Providing leadership in the management of the project team to enable efficiency and operating effectiveness;
- Identifying international donor funding opportunities to assist with funding implementation activities;
- Preparing Proposals to access international funding to support implementation activities;
- Leading and/or overseeing the preparation of reports for submission to the National Craft Council and other stakeholders as required and lead the project team in presenting such reports;
- Identifying potential risks related to assigned projects and recommending solutions through the development and updating of a Risk Matrix.
- Working with the relevant MDAs to ensure a comprehensive registry of craft, visual arts and souvenir producers is developed.
- Identifying new markets and market access requirements for Jamaican craft in collaboration with relevant MDAs.
- Conducting audit of local market spaces for craft items and make recommendations for bolstering distribution channels e.g. e-commerce, kiosks and other new retail sites.
- Expanding existing national rating system for producers in collaboration with JBDC.
- Developing programmes to encourage the formation of producer associations, cooperatives and other business models for craft producers.
- Creating a formal linkage programme to encourage production in line with market demand.
- Developing a national programme to provide incubator support to the branding, packaging, labelling and certification of authentic Jamaican craft.

- In collaboration with the JBDC, develop public interventions e.g competitions, events and exhibitions to expand the merchandising, retailing and visibility of authentic Jamaican craft.
- Hosting and/or participating in key events such as:
 - Stakeholder engagement
 - Capacity building seminars
 - Final evaluation
 - The project completion report
- Preparing the Final Report including impact assessment.
- Performing any other relevant duties that may be assigned by the Council.

Qualification Requirements

The individual should meet the following qualification criteria:

- post-graduate degree in a Business Administration, Economics or related field with excellent project management skills (certification would be an asset) and at least 3 years of experience in the planning, coordination, management and implementation of development projects;

Or

a Bachelors' degree in Business Administration, Economics or related field with project management certification and at least 5 years of project management experience. Training or experience in creative arts design would be an asset,

and;

- demonstrable experience working in Business Development, Planning and Development or the Manufacturing Sector for no less than 5 years
- experience working with Government Ministries, Departments and Agencies (MDAs) in Jamaica;
- experience in preparing Project Proposals for approval of international funding agencies;
- proven experience working with a wide range of stakeholders in the public or private sectors or at the community level to generate a collective effort;

Required Competencies

- excellent writing and communications skills and fluency in written and spoken English
- excellent research skills including desk research, interviewing skills, focus group facilitation;
- Strong analytical and problem-solving skills.

Salary \$4,422,000 per annum and Travelling Allowance \$1,573,164 per annum.

Applications accompanied by resume should be submitted no later than September 7, 2022 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.