



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

September 14, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Policy, Planning, Projects and Research Division.

DIRECTOR, PROJECT MANAGEMENT (GMG/ SEG 4)

Salary: \$6,333,301.00 per annum

JOB PURPOSE

Under the direction of the Senior Director, Project Management Office, the Director, Project Management is responsible for the strategic planning, implementation, and oversight of all project management activities within the Ministry of Industry, Investment and Commerce. The incumbent is responsible for ensuring that all projects are delivered on time, within scope, and within budget.

Responsibility is also exercised for liaising with internal and external parties to organize the various components, to initiate, manage and conclude projects and programmes and also for the provision of technical, administrative and policy support for the PMO.

KEY OUTPUTS

- Operational and work plans assessed and monitored for conformity to Project Management Plans.
- Project documents prepared, verified and submitted (individual work plans, operational plans, budgets, cash flows, expenditure, project charter, schedule/implementation plans, procurement plan, risk management plan, communication plan, stakeholder register, RACI matrix, inter alia).
- Projects implemented according to project plan.
- Tender process administered according to procurement plan.
- Site visits Conducted.
- Project summary reports, audit and evaluation reports developed and submitted.
- Project cash flows and expenditures prepared.
- Project financial and physical achievement reports prepared.
- Project assets and contracts register prepared and submitted.
- Project Final/Closure Report reviewed, and comments provided.
- Terms of Reference for projects, programmes and technical committees developed.
- Concept notes reviewed and recommendations given.

- Briefs, papers, reports and recommendations relating to project and programme development and implementation formulated.
- Policy papers and guidelines, procedures and directions for projects and initiatives revised, strengthened and instituted for improved management and effectiveness.
- Technical, financial monthly, quarterly and annual papers and reports prepared for the Senior Director, stakeholders and various national regional and international agencies.
- Administrative and technical advice provided for internal and external stakeholders.
- Linkages and collaborative relationships established and maintained with various stakeholders.
- Research undertaken and findings analyzed and interpreted.
- Staff coached, mentored and trained.
- Staff performance monitored and evaluated.
- Staff needs identified and addressed.
- Qualified and experienced staff recruited.

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Develop and oversee the ministry's project portfolio to align with strategic priorities.
- Define project selection criteria and evaluate proposals based on feasibility, risks, and resource requirements.
- Establish key performance indicators (KPIs) to monitor the success of the overall project portfolio.
- Ensure all projects adhere to GOJ regulations, ministry policies, and donor guidelines.
- Provide high-level oversight for the planning, execution, and delivery of all projects within the Project Management Unit (PMU).
- Monitor progress across all projects, intervening when milestones are missed or risks escalate.
- Develop and maintain a comprehensive risk management framework for projects.
- Monitor external factors, such as policy changes or economic conditions, that may impact project execution.
- Oversee the preparation, approval, and monitoring of project budgets, ensuring optimal resource use.
- Monitor project expenditures to ensure they remain within approved limits and address any variances promptly.
- Prepare financial summaries and forecasts for stakeholders, ensuring transparency and accountability.
- Establish monitoring and evaluation (M&E) frameworks for assessing project performance and outcomes.
- Analyse periodic reports from project teams to evaluate progress, effectiveness, and efficiency.
- Review Project Final/Closure Report for all projects to ensure that all key elements are included.
- Ensure lessons learned are documented and integrated into future project planning.
- Prepare high-level project portfolio reports for presentation to senior leadership, policymakers, and donors.

- Represent the ministry in national and international forums related to project management and development initiatives.
- Build and maintain strong relationships with funding agencies and partners to secure resources and support for projects.
- Oversee quality control processes to ensure all projects meet technical, regulatory, and stakeholder requirements.
- Conduct periodic reviews and audits of project outputs to verify compliance and alignment with objectives.
- Briefs, papers, reports and recommendations relating to project and programme development.
- Prepare tender evaluation reports for endorsement of the Ministry's Procurement Committee and approval of the Permanent Secretary.
- Lead negotiations with partners and contractors on key project decisions or contractual agreements.
- Oversee the implementation of change management processes for projects affected by shifts in scope, resources, or timelines.

Management and Administrative Responsibilities

- Define and articulate the vision and goals for the Project Management Unit (PMU) aligned with ministry objectives.
- Participates in the preparation of the Strategic Plan, Operational Plan, and budget for the PMO.
- Develop and execute long-term strategies for managing and delivering the ministry's project portfolio.
- Set priorities for the PMU, balancing resource allocation across competing projects.
- Supervise the planning, execution, and completion of all projects under the PMU.
- Ensure all projects are delivered on time, within scope, and within budget.
- Regularly review project progress and outcomes, making high-level decisions to resolve challenges or delays.
- Develops, monitors, and measures work schedules and plans for supervised staff, ensuring timely and efficient delivery of required outputs.
- Establishes and maintains effective communication and reporting mechanisms with stakeholders.
- Oversee the identification, assessment, and mitigation of risks across the project portfolio.
- Establish a portfolio-wide risk register and ensure project-specific risk registers are updated regularly.
- Provide strategic guidance on resolving escalated issues that threaten project delivery.
- Represents the Ministry and Division at workshops, conferences, seminars, and meetings locally or overseas.
- Prepares and present relevant papers and studies at conferences, seminars and workshops.
- Deputizes for the Senior Director when required.

Human Resource Management Responsibilities

- Provides leadership and guidance through planning, delegation, communication, training, mentoring, coaching, and discipline.
- Participates in the recruitment and training of PMU staff and Project Managers.
- Evaluates and monitors the performance of staff and implements appropriate strategies.
- Lead and mentor project managers and other PMU staff to ensure high performance and professional growth.
- Conduct regular performance evaluations and provide constructive feedback to team members.
- Recommends disciplinary action in keeping with established human resource policies and guidelines.
- Foster a culture of accountability, collaboration, and innovation within the PMU.
- Ensures that the welfare needs of staff are clearly identified and addressed.

OTHER RESPONSIBILITIES

- Performs other related duties consistent with the category, nature, function, and objectives of the Job.

PERFORMANCE STANDARDS

- Project documents are produced and delivered according to established standards and guidelines within agreed timeframe.
- Projects in the portfolio align with Ministry's goals, national development plans, and stakeholder priorities.
- At least 80% of projects are delivered on time, within budget, and meet quality expectations.
- Strategic risks across the portfolio are identified and mitigated effectively, minimizing disruptions.
- Key milestones and deliverables are achieved as per the approved project schedules.
- Escalated issues are resolved promptly, with minimal impact on project timelines.
- Deliverables consistently meet or exceed technical and regulatory standards.
- Monitoring and evaluation processes are thorough, ensuring project outputs meet planned outcomes.
- Project Final/Closure Report for each project is in keeping with required standards.
- Stakeholder feedback is consistently positive, reflecting strong communication and responsiveness.
- The Director actively represents the Ministry in forums, negotiations, and meetings, achieving desired outcomes.
- Project budgets are prepared on time and monitored, with no more than 5% variance unless justified.
- Reports (progress, financial, M&E) are submitted on time and meet quality standards, with no significant errors or omissions.
- Excellent coordination and effective working relations with agencies across the public sector, national, regional, and international organizations, and other internal and external stakeholders.

- Briefs and other high-level documents related to project activities prepared and submitted accurately within the agreed time frame and guidelines.
- Terms of References for consultants, project managers and project staff developed according to established standards within agreed timeframe.

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the organisation required for the achievement of the position objectives.

Contact (Title)	Purpose of Communication
Staff of the Ministry	Providing support regarding project management services.
Portfolio Entities/Agencies	To aid with project alignment and collaboration.

Contacts external to the organisation required for the achievement of the position objectives.

Contact (Title)	Purpose of Communication
Stakeholders and Partners	To maintain transparent and consistent communications to foster strong relationships and ensure stakeholder engagement and support
Consultants and Contractors	For project execution and technical support
Regulatory Bodies	For compliance and regulatory guidance

REQUIRED COMPETENCIES

Core

- Strong project management orientation.
- Excellent oral and written communication skills.
- Strong organisational and time management skills.
- Strong attention to detail and ability to prioritize tasks effectively.
- Ability to work collaboratively with diverse stakeholders.
- Strong analytical and problem-solving skills.
- High level of integrity and professionalism

Technical

- Excellent knowledge of project management principles, methodologies and tools.
- Strong analytical and problem-solving skills.
- Knowledge of ISO standards, quality control processes, and continuous improvement techniques to ensure project deliverables meet the required standards.
- Knowledge of contractual terms, conditions, and negotiations to ensure legal and financial protections for the Ministry.

- Proficiency in project management software and relevant computer applications
- Familiarity with GOJ policies and procedures
- Excellent knowledge of the government's procurement rules and regulations
- Knowledge of risk management principles
- Knowledge of change management principles

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Master's Degree in Project Management, Business Administration, Public Administration, Entrepreneurship or a related field with at least five years (5) years practical experience of which three (3) should be at a management/supervisory level **OR** a Bachelor's degree in Project Management, Business Administration, Public Administration, Entrepreneurship or a related field with at least seven years (7) years practical experience of which five (5) should be at a management/supervisory level.
- Certification/training in Project Management principles, practices and techniques.
- PMP certification is an asset.
- Certification/training in leadership is an asset.
- Certification/training in negotiation techniques is an asset.
- Certification/training in Change Management is an asset.

AUTHORITY TO:

- Recommend project management software and tools to be utilised.
- Recommends employment of staff in the Unit.
- Recommend leave and disciplinary action.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment, with some exposure to the elements during site visits.
- The environment requires on-going interactions with staff in a virtual or physical environment.
- Must be resourceful in ability to get things done within a complex bureaucracy without getting easily frustrated.

**Applications accompanied by resume should be submitted no later than
Monday, September 21, 2026 to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however only short-listed applicants will be contacted.