



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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23rd October, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Modernisation Programme Co-ordinator (GMG/SEG 3) - (Not Vacant)** in the **Office of the Cabinet**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Senior Director, Modernization Programme Implementation, the Modernisation Projects Co-ordinator is responsible for detailed planning, management and execution of projects/sub-projects. The Modernisation Projects Co-ordinator is expected to develop comprehensive project/sub-project plans by collaborating with the relevant managers and staff in MDAs, and facilitate/co-facilitate technical processes required to successfully implement all projects/sub-projects. The Modernisation Projects Co-ordinator will be responsible for identifying and agreeing with stakeholders the scope, methodology and required resources for each project/sub-projects assigned; and managing implementation of the approved plan towards achievement of agreed objectives. In addition, he/she will be required to provide specific technical inputs to projects and initiatives under the Modernisation Programme.

Key Responsibilities

- Provides advice to the Senior Director and Principal Director, Modernisation Programme Implementation on project determination, initiation, planning and delivery;
- Provides information and support to the Senior Director, Modernisation Programme Implementation in the development of clear proposals for the implementation of approved projects, including the identification/clarification of deliverables, implementation modalities, and the design of Implementation Plans (resource, financial, risk, procurement plans, etc.);
- Advises on the most appropriate project team modality (in-house/external project management, technical assistance, etc.) to realize efficient and effective project development and delivery;
- Collaborates with the Senior Director, Modernisation Programme Implementation to determine necessary consultancy inputs, develops Terms of Reference and negotiates contracts;
- Manages/leads/supports implementation of all assigned; conducts scoping, planning and determines resourcing; forecasts resource requirements and monitors utilization;
- Identifies and manages project dependencies and critical path for assigned projects/sub-projects;
- Conducts project Risk Management; identifies issues which need to be addressed by the Senior Director, Modernisation Programme Implementation and recommends possible remedial/mitigating action;
- Establishes stakeholder relationships to obtain buy-in at all levels within the Organisation and with external stakeholders, such as Trade Unions;
- Establishes counterpart working arrangements and responsibilities within the entity being transformed; establishes project management and governance structures within organisations to be transformed (transformation teams, change teams, etc.);
- Establishes reporting arrangements within the project to ensure effective monitoring and management of individual activities/work streams;
- Facilitates workshops for the collection of information and the identification of issues affecting the optimization of performance within MDAs;

- Leads or participates in presentations to clients on findings and recommendations emerging from reviews to obtain buy-in and commitment to implementation;
- Leads quarterly reviews with project teams and counterparts; provides regular reports to the Senior Director, Modernisation Programme Implementation on progress of project implementation;
- Reviews and quality assures deliverables produced by team members and counterparts in MDAs;
- Leads activities for knowledge management and sharing within the project and counterpart teams;
- Participates in post-project implementation review.

Required knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent leadership and emotional intelligence
- Strong customer/client interface skills
- Ability to work in teams and take own initiative
- Excellent social skills
- Excellent facilitation skills
- Excellent decision-making, problem-solving, planning and organizing skills
- Goal/Results-oriented
- Sound knowledge of Budget and Cash Flow Management
- Sound knowledge of project management
- Sound knowledge of strategic and operational planning methodologies
- Sound knowledge of organizational analysis and design
- Excellent analytical skills
- Ability to think strategically
- Good change management skills
- Proficiency in the use of Microsoft Office Suite (Microsoft Project) and SPSS software
- Ability to understand clear instructions and to exercise sound judgment
- Excellent integrity/ethics exercised in the performance of duties
- Ability to work independently and accurately
- Knowledge of Government policies, structure, programmes and operations

Minimum Required Qualification and Experience

- Bachelor's Degree in a discipline that covers knowledge of principles related to at least three (3) of the following areas - Operations Management or Operations Research; Management/Business Studies; Human Resource Management; Finance; Public Administration; Economics; Marketing; International Business/International Relations; Organisational, People and Process Change; other knowledge areas determined as being of strategic importance to the modernisation agenda;
- Three (3) years' experience operating at a management or technical level in the Public and/or Private Sector with direct work experience in two (2) or more of the following areas: – Strategic and Operational Planning; Business/Systems Analysis; Business Process Re-engineering; Service Development and Improvement; Operations Management or Operations Research; Performance Management; Business Application of Information Technology; Organisational Development/Design and Analysis; Quantitative and Qualitative Research; and Human Resource Management;
- Formal training in Applied Project Management would be an asset.

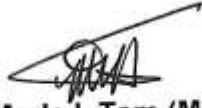
Applications accompanied by Résumés should be submitted **no later than Wednesday, 4th November, 2020 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.gov.jm

Please note that only short listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer