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Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Public Appraisal Branch, Public Expenditure Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Principal Director (GMG/SEG 6)**, salary range \$4,148,351 - \$4,931,086 per annum and any allowance(s) attached to the post.
2. **Senior Director, Project Analysis (GMG/SEG 5)**, salary range \$3,564,000 - \$4,236,476 per annum and any allowance(s) attached to the post.
3. **Director, Monitoring and Evaluation (GMG/SEG 4)**, salary range \$3,032,763 – 3,605,002 per annum and any allowance(s) attached to the post.
4. **Director, Proposal Development and Strategic Support (GMG/SEG 4)**, salary range \$3,032,763 – 3,605,002 per annum and any allowance(s) attached to the post.
5. **Project Analyst (GMG/SEG 3) (6 posts)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
6. **Monitoring and Evaluation Analyst (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
7. **Quality Assurance Officer (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
8. **Proposal Development and Strategic Support Officer (GMG/SEG 2) (2 posts)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
9. **Research Officer (SOG/ST 5)**, salary range \$1,271,811 – \$1,511,784 per annum and any allowance(s) attached to the post.
10. **Administrator (GMG/AM 4)**, salary range \$1,410,802– \$1,677,000 per annum and any allowance(s) attached to the post.

1. **Principal Director (GMG/SEG 6)**

Job Purpose

Reporting to the Deputy Financial Secretary, Public Expenditure Division, the Principal Director is responsible for providing leadership and direction in co-ordinating, managing and overseeing the development, implementation and monitoring of the Public Investment Management Secretariat's (PIMSEC's) Strategic and Operational Plans, Policies and Procedures; the technical work of financial, economic, social, environmental and institutional assessment of all public investment concepts and proposals submitted by public entities; the provision of support services to MDA/SPS in the development of Investment Proposals; the development and implementation of a Quality Assurance (QA) system to ensure adherence to quality standards and continuous improvement in performance; and the provision of strategic support and advice to the Public Investment Management Committee (PIMC) in ensuring it is provided with accurate, objective, comprehensive and timely information and data to facilitate informed and sound decision-making and the efficient and effective management of the PIMS process.

Key Responsibilities

Technical/Professional:

- Provides leadership in the development, implementation and monitoring of PIMSEC's Strategic and Operational Plans, Policies and Procedures, while ensuring alignment with the Division's Vision, Mission and Strategic Goals;
- Co-ordinates, directs and oversees the technical work of financial, economic, social, environmental and institutional assessment of all public investment concepts and proposals submitted by Public Entities within the Specified Public Sector (SPS);
- Co-ordinates, directs and oversees the provision of technical support to MDA/SPS in ensuring the timely and efficient development and submission of Investment Proposals;
- Provides strategic leadership in the development, implementation and monitoring of a QA system that facilitates and ensures continuous improvements and enhanced performance;
- Ensures a quality assurance mindset is reflected throughout PIMSEC and MDA/SPS;
- Provides strategic support and advice to the PIMC in ensuring it is provided with accurate, objective, comprehensive and timely information and data to facilitate informed and sound decision-making;
- Leads the process of collaborating with and engaging the technical inputs of a wide range of internal and external stakeholders in the screening, appraisal and prioritization of project concepts and proposals;
- Reviews and verifies the assessment reports of project concepts and proposals so as to ensure:
 - ✓ Alignment with national priorities and the GOJ strategic policy objectives; and
 - ✓ They satisfy the economic, financial, social and environmental criteria for consideration to be included in the Public Sector Investment Program (PSIP);
- Oversees and ensures the timely preparation of reports on the appraisal and prioritization of projects for submission to PIMC for their review and recommendations;
- Functions as the principal source of expert, objective technical advice and guidance within the Ministry on all matters relating to the appraisal of GOJ Public Sector investment programs;
- Oversees the development and implementation of appropriate quality standards, best practices, international benchmarks and Standard Operating Procedures to guide the assessment of investment concepts and proposals and monitoring and evaluation activities;
- Leads and fosters the development of collaborative arrangements with key stakeholders within the MOFPS, MDAs and other key external stakeholders, to facilitate and support an efficient and effective PIMS;
- Facilitates the delivery of high levels of efficiency and effectiveness in the screening and appraisal process through optimization of the use of technology, analytical tools and research methodologies;
- Co-ordinates and oversees the conduct of ex-post evaluation and impact assessments of project performance data and ensures lessons learnt are acted on in a proactive, timely and appropriate manner so as to drive continuous process improvements;
- Works collaboratively with MDA/SPS, PIMSEC personnel and MIND in identifying, documenting collating and reporting on training, development and sensitization needs;
- Oversees the development, implementation and ongoing evaluation of a comprehensive communications and public relations program, aimed at promoting awareness and transparency among PIMS stakeholders, including Private Sector and the public, of the PIMSEC's role and function, and the GOJ Public Sector investment initiatives;
- Keeps abreast of developments, trends and international best practices in the field of strategic planning, leadership and project management and analysis, so as to inform proactive planning, decision-making and continuous improvement.

Management/Administrative:

- Develops, implements and monitors the Branch's annual Budget;
- Participates in and contributes to the development of the Division's Strategic Plans, Policies and Budget;
- Co-ordinates and prepares periodic and special reports on areas of responsibility, including the status of project concepts and proposals, issues, initiatives and recommendations;
- Oversees and co-ordinates the preparation of an annual report on PIMS as a means of highlighting achievements and challenges, and improving communications and transparency with internal and external stakeholders, including the general public and IDPs;
- Prepares and submits monthly progress reports on public investment concepts and proposals highlighting achievements, trends, challenges and opportunities;

- Establishes and maintains sound institutional structures and systems to facilitate the efficient and effective co-ordination of activities and delivery of services to the Secretariat's stakeholders;
- Ensures the establishment and maintenance of document and records management systems that facilitates effective and efficient delivery of services; retrieval of information; confidentiality and an audit trail;
- Oversees the co-ordination scheduling and convening of meetings of the TRC and PIMC to consider project concepts, proposals and recommendations.

Human Resource:

- Provides leadership to staff through effective objective/goal setting, performance evaluation, feedback, delegation and communication;
- Collaborates with the Corporate Services Division in developing and implementing a succession planning program to ensure continuity of skills, personal development and career advancement;
- Fosters teamwork, a harmonious working environment and the promotion of collaborative working across the Branch and Division;
- Promotes the building of institutional knowledge for the Secretariat by ensuring that established systems, procedures and lessons learnt, are documented and transferred through training, mentoring and coaching.
- Ensures that staff is provided with adequate and appropriate resources to enable them to undertake their duties efficiently and effectively.

Required Knowledge, Skills and Competencies

Core/Behavioural:

- Well-developed ability to effectively build partnerships and relationships and communicate with cross-functional teams and external stakeholders
- Excellent planning, co-ordinating, organizing and time management skills
- Flexibility and ability to adapt to organizational changes and changing priorities
- Ability to initiate and adopt innovative and diagnostic approaches to problem-solving
- Exercising sound judgment, objectivity, professionalism and integrity in arriving at decisions
- Ability to manage multiple concurrent projects/tasks and work under pressure with challenging deadlines
- Meticulous attention to detail with an eye for accuracy, rigor, logic and causes and effects
- Exhibits a passion for achieving excellence in performance outcomes and customer satisfaction

Functional/Technical:

- In-depth knowledge of the PIMS operational guidelines, policy, legislative, regulatory, governance and policy framework
- Excellent knowledge of applicable policies, procedures, standards and best practices relating to PIMS
- Excellent knowledge of all phases of the project management cycle
- Sound knowledge of research principles, data collection and analysis methodologies, international quality standards, trends and best practices
- Excellent conceptual, analytical and critical-thinking skills
- Sound knowledge of Government financial and budgeting principles, procedures and practices
- Proficiency in Microsoft Office applications, including Microsoft Project and Excel

Management:

- Sound leadership skills with the ability to inspire and motivate others in working towards a common vision, mission and goal
- Ability to plan, organize, prioritize and schedule work assignments
- Ability to adopt a strategic and 'big picture' perspective and outlook in decision-making
- Well-developed understanding of the larger environment in which the entity operates
- Ability to persuade and influence others' support for ideas, proposals, projects and solutions
- Superb stakeholder management skills with a focus on collaboration, team building, and customer service
- Well-developed organizational development and change management skills

Minimum Required Qualification and Experience

- Master's Degree in Business Administration, Finance, Economics or business-related discipline;
- Certification as Project Management Professional (PMP) or equivalent or eight to ten (8 – 10) years Project Management experience;
- Eight (8) years of proven experience and demonstrated ability in a project or business management role, including five (5) years in a senior management position;
- Experience working with cross-functional teams in achieving common goals;
- Demonstrated experience in managing change processes and developing, mentoring and building the capacity of others;
- Experience working in the Public Sector would be an asset.

Special Conditions Associated with the Job

- Work is performed in normal office conditions;
- May be required to travel locally and overseas to attend conferences, meetings and events;
- Required to possess a valid Driver's Licence and a reliable motor vehicle;
- May be required to work beyond and outside of normal office hours in order to meet deadlines and participate in meetings and events.

2. Senior Director, Project Analysis (GMG/SEG 5)

Job Purpose

Under the general direction of the Principal Director and working in close collaboration with MDA/SPS, PDSS Director and the M&E Director, the Senior Director, Project Analysis, is responsible for co-ordinating, managing and facilitating the conduct of financial, economic, social, environmental and institutional assessment of public investment concepts and proposals, so as to ensure proposals satisfy the criteria and objectives of alignment, relevance, feasibility, sustainability and value for money; and the preparation of comprehensive reports documenting assessment outcomes and recommendations for consideration by the Technical Review Committee (TRC) and the Public Investment Management Committee (PIMC).

Key Roles and Responsibilities

Technical/Professional:

- Supports the Principal Director in providing inputs in the development and implementation of the Branch's Strategic and Operational Plans;
- Supervises and directs the preliminary screening of project concepts to ensure:
 - ✓ Alignment with Government's strategic objectives/priorities and MDAs Corporate/Sector Plans
 - ✓ Concept proposal meets budget classification tests for inclusion as a project
 - ✓ A sufficiently good prima facie case exists for proceeding to the detailed appraisal stage;
- Co-ordinates and manages the conduct of financial, economic, social, environmental and institutional assessment of public investment proposals submitted by MDA/SPS, including:
 - ✓ Rationale for the project - strategic justification
 - ✓ Cost/benefits to society
 - ✓ Social, economic and environmental impact
 - ✓ Financial sustainability
 - ✓ Project options/alternatives
 - ✓ Major risks and mitigation strategies
 - ✓ Technical design and management arrangements
 - ✓ Monitoring and evaluation framework
- Collaborates with and engages a wide range of PIMS stakeholders in soliciting and securing technical inputs in the screening and appraisal of project concepts and proposals;
- Provides technical support to the Principal Director and TRC in arriving at recommendations in respect of the appraisal of public investment concepts and proposals;
- Co-ordinates the collation and preparation of reports for submission to the TRC and PIMC for their consideration and recommendations;

- Develops and fosters effective communication channels with the Project Management Office (PMO) of proposing entities and relevant MOFPS stakeholders, so as to facilitate and ensure:
 - ✓ The adequacy of support and guidance in the preparation of concepts and proposals; and
 - ✓ A smooth and efficient flow of complete, accurate and timely information in support of the screening and appraisal processes
- Provides leadership in implementing and monitoring quality standards, best practices, and international benchmarks to guide the assessment of investment concepts and proposals;
- Undertakes reviews and audits of screening and appraisal reports submitted to gauge and ensure:
 - ✓ The most appropriate assessment and appraisal techniques and tools have been utilized
 - ✓ The accuracy and soundness of forecasts, projections and conclusions
 - ✓ Concepts and proposals satisfy the criteria and objectives of alignment with GOJ strategic priorities, relevance, feasibility, sustainability and value for money
 - ✓ Management of the optimism bias which may result from an overestimation of benefits and an underestimation of the costs of project proposals;
- Provides support to staff supervised in facilitating and conducting research to gather data and information to support project analysis, benchmarking and recommendations;
- Provides leadership in the analysis of project performance data entered on the PIMIS, and the initiation of appropriate action to ensure lessons learnt guide future assessments and drive continuous process improvements;
- Collaborates with MDAs and Project and M&E Analysts in identifying training and sensitization needs and facilitating capacity building exercises;
- Keeps abreast of developments, trends and international best practices in the field of project management and analysis, so as to inform proactive planning, decision-making and continuous improvement.

Management/Administrative:

- Develops, implements, monitors and reviews Project Analysis Strategic and Operational Plans;
- Participates in the development of the Branch's annual Budget and Operational Plan;
- Ensures the implementation and maintenance of record-keeping systems to facilitate the day-to-day functioning of the Section;
- Ensures the maintenance of professional conduct, integrity and confidentiality in the screening and appraisal process;
- Attends meetings to provide updates and make presentations to the TRC, PIMC and other PIMS stakeholders;
- Co-ordinates and prepares periodic and special reports on areas of responsibility, including the status of project concepts and proposals, issues, initiatives and recommendations;
- Provides inputs into the development of the Management Information Systems that tracks and monitors progress on projects.

Human Resource:

- Fosters and promotes teamwork and a harmonious and collaborative working environment among team members;
- Provides leadership to staff through effective objective/goal setting, performance evaluation, ongoing feedback, delegation and communication;
- Contributes to the building of institutional knowledge for the Secretariat by ensuring that established systems and procedures and lessons learnt are documented, disseminated and transferred through training, mentoring and coaching;
- Ensures that staff is provided with adequate and appropriate resources to enable them to undertake their duties efficiently and effectively.
- Participates in the recruitment and selection of staff for the Section.

Required Knowledge, Skills and Competencies

Core/Behavioral:

- Sound planning, co-ordinating, organizing, problem-solving and time management skills
- Ability to forge effective working relationships with cross-functional teams and other stakeholders
- Ability to communicate effectively, orally and in writing, with diverse stakeholders
- Excellent conceptual, analytical, risk management and critical-thinking skills
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences

- Meticulous attention to detail with an eye for accuracy, rigor, logic and causes and effects
- Ability to demonstrate sound judgment, objectivity and integrity in decision making
- Exhibits a passion for achieving excellence in performance outcomes and customer satisfaction

Functional/Technical:

- Strong knowledge of PIMS operational guidelines, policy, legislative, regulatory and governance framework
- Excellent knowledge of all phases of project life-cycles
- Excellent knowledge of the methods, principles, practices and tools of project appraisal
- Ability to develop and analyze financial models and undertake economic cost-benefit analysis for projects
- In-depth knowledge of the application of the tools and methodologies of project analysis and research in arriving at evidence-based and sound decision-making
- Proficiency in Microsoft Office applications, including Microsoft Project, Excel and Visio

Minimum Required Qualification and Experience

- Master's Degree in Business Management/Administration, Finance, Economics or relevant Social Science discipline;
- Certification as a Project Management Professional (PMP) or its equivalent;
- Five (5) years of proven experience and demonstrated ability in a project management or business/finance analytical role, including two (2) years in a managerial/supervisory position;
- Proven track record of handling multiple and complex range of project assignments concurrently, with successful project delivery results;
- Proven experience in co-ordinating, synthesizing and evaluating a wide range of complex qualitative and quantitative information/data;
- Experience working in the Public Sector and in training and building the capacity of others, would be added assets.

Special Conditions Associated with the Job

- May be required to visit project sites, occasionally;
- Required to possess a valid Driver's Licence and a reliable motor vehicle;
- May be required to work beyond normal hours in order to meet deadlines.

3. Director, Monitoring and Evaluation (GMG/SEG 4)

Job Purpose

Under the general direction of the Principal Director and working in close collaboration with MDA/SPS, Project Analysis Director and the PDSS Director, the Director, Monitoring and Evaluation, is responsible for managing the process of providing technical support and guidance in the design and assessment of M&E Framework for project concepts and proposals; that satisfies project specific requirements, national and international benchmarks and standards; and for undertaking the review and evaluation of M&E reports from MDAs to identify and facilitate the management of gaps, challenges, evolving problems and potential bottlenecks in implementation, so as to ensure the achievement of project objectives in an efficient, timely and cost-effective manner.

Key Responsibilities

Technical/Professional:

- Supports the Principal Director in providing inputs in the development and implementation of the Division's Strategic and Operational Plans;
- Leads the process of providing technical support and guidance to MDAs/SPS and project analysts in the design and assessment of M&E Plans and Framework of project concepts and proposals, including:
 - ✓ identifying and clarifying project M&E information needs
 - ✓ developing and implementing M&E systems, procedures and processes
 - ✓ identifying and establishing baseline measures, key performance indicators (qualitative and quantitative) and targets
 - ✓ designing and developing M&E systems, tools and mechanisms (log frames, work plans, reporting forms, flow charts, manuals, etc.);

- Develops and fosters effective communication channels with MDAs and relevant MOFPS stakeholders, so as to facilitate and ensure:
 - ✓ The adequacy of support and guidance in the preparation of concepts and proposals; and
 - ✓ A smooth and efficient flow of complete, accurate and timely information in support of the screening and appraisal processes;
- Provides M&E support to Project Analysis and PDSS staff in arriving at recommendations and decisions in respect of project concepts and proposals;
- Collaborates with Project Analysis staff in the preparation of reports for submission to the TRC and PIMC for their consideration and recommendations;
- Collaborates with MDAs in identifying strengths and weaknesses in existing data collection and management information systems (MIS) and in proposing solutions;
- Manages the process of conducting research and surveys to gather data and information to identify models of best practices and establish benchmarks to support informed decision-making;
- Evaluates and validates the adequacy and appropriateness of MDA's M&E systems and processes and ensures findings, lessons learnt and best practices are shared with stakeholders;
- Utilizes evaluation findings from research to inform future design of M&E Framework and in assessing progress towards higher order results (outcomes/impact);
- Monitors and follow-up on the implementation of recommendations arising out of the evaluation of project M&E Framework;
- Develops an archive of lessons learnt to inform future development of M&E Framework and related activities;
- Collaborates with MDAs and Project and M&E Analysts in identifying training and sensitization needs and facilitating capacity building exercises;
- Keeps abreast of developments, trends and international best practices in the field of project monitoring and evaluation, so as to inform proactive planning, decision-making and continuous improvement.

Management/Administrative:

- Develops, implements, monitors and reviews M&E Operational Plans to guide PIMSEC's monitoring and evaluation activities;
- Ensures the implementation and maintenance of record-keeping systems to facilitate the day-to-day operations of the Section;
- Attends meetings to provide updates and make presentations to the TRC, PIMC and other stakeholders on M&E related matters;
- Prepares internal periodic and special reports on areas of responsibility including the status of each assigned project, problems and solutions;
- Provides M&E inputs into the development of the Management Information Systems that tracks and monitors progress on projects.

Human Resource:

- Fosters and promotes teamwork and a harmonious and collaborative working environment among team members.
- Provides leadership to staff through effective objective/goal setting, performance evaluation, ongoing feedback, delegation and communication.
- Contributes to the building of institutional knowledge for the Secretariat by ensuring that established systems and procedures and lessons learnt are documented, disseminated and transferred through training, mentoring and coaching.
- Ensures that staff is provided with adequate and appropriate resources to enable them to undertake their duties efficiently and effectively.
- Participates in the recruitment and selection of staff for the Section.
- Participates in and conducts PIMS sensitization and capacity building sessions with MDA/SPS entities.

Required Knowledge, Skills and Competencies

Core/Behavioural:

- Sound planning, coordinating, organizing, problem-solving and time management skills
- Ability to forge effective working relationships with cross-functional teams and other stakeholders
- Ability to communicate effectively, orally and in writing with diverse stakeholders
- Excellent conceptual, analytical, risk management and critical-thinking skills
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences

- Meticulous attention to detail with an eye for accuracy, rigor, logic and causes and effects
- Ability to demonstrate sound judgment, objectivity and integrity in decision making
- Exhibits a passion for achieving excellence in performance outcomes and customer satisfaction

Functional/ Technical:

- Strong knowledge of PIMS legislative, regulatory and governance framework
- Excellent knowledge of all phases of project life-cycles
- Excellent knowledge of the methods, principles, practices and tools of project monitoring and evaluation
- Ability to apply a range of data collection and analytical approaches and methods in designing M&E plans and monitoring and evaluating performance
- In-depth knowledge of the qualitative and quantitative techniques of research, data collection and analysis and their application in arriving at evidence-based and sound decision-making
- Ability to analyze data using statistical software in Microsoft Office applications, including Microsoft Project and Excel

Minimum Required Qualification and Experience

- Master's Degree in Business Management/Administration, Finance, Economics or relevant discipline;
- Certification or training in M&E or equivalent experience and training;
- Five (5) years of proven experience and demonstrated ability in M&E designs and the monitoring and evaluation of projects, including two (2) years in a managerial/supervisory position;
- Experience in designing M&E tools, systems and strategies for data collection and analysis and production of reports;
- Proven track record of handling multiple and complex range of project assignments concurrently, with successful project delivery results;
- Experience working in the Public Sector and in training and building the capacity of others, would be added assets.

Special Conditions Associated with the Job

- May be required to visit project sites, occasionally;
- Required to possess a valid Driver's License and a reliable motor vehicle;
- May be required to work beyond normal hours in order to meet deadlines.

4. Director, Proposal Development and Strategic Support (GMG/SEG 4)

Job Purpose

Under the general direction of the Principal Director and working in close collaboration with MDA/SPS entities and Project Analysts, the Director, Proposal Development and Strategic Support, is responsible for co-ordinating and managing the provision of technical support, advice and guidance to MDA/SPS in the preparation of Public Investment Proposals; establishing a Quality Assurance (QA) framework to meet project-related quality and performance requirements of MDA/SPS and PIMSEC; and identifying, reporting on and facilitating project related training and development needs of MDA/SPS, so as to facilitate and ensure the timely, effective and efficient preparation and submission of Public Investment Proposals, and a smooth and efficient flow of complete, accurate and timely information in support of the PIMS process.

Key Responsibilities

Technical/Professional:

- Supports the Principal Director in providing inputs in the development and implementation of the Branch's Strategic and Operational Plans;
- Co-ordinates and manages the day-to-day administration of the PDSS in facilitating the provision of technical assistance and support to proposing authorities;
- Acts as the primary source of contact within PIMSEC for technical support, guidance and assistance;
- Co-ordinates and manages the provision of technical support, advice and guidance to MDA/SPS so as to facilitate and ensure:
 - ✓ the timely, effective and efficient preparation and submission of Public Investment Proposals;

- ✓ timely and appropriate responses to queries, concerns and request for information
- ✓ a smooth and efficient flow of complete, accurate and timely information in support of the PIMS process;
- Co-ordinates and manages the provision of technical advice, guidance and support to MDAs in the development of Public Investment Proposals to include:
 - ✓ Terms of Reference in the conduct of feasibility studies
 - ✓ Technical design and management arrangements
 - ✓ Potential risks, challenges and mitigation plans
 - ✓ Social, economic and environmental impact
 - ✓ Financial sustainability;
- Works collaboratively with the Director, Project Analysis and M&E Director in researching, collecting, collating, and analyzing data and information to identify models of best practices and benchmarking to support the project proposal development process;
- Works collaboratively with MDA/SPS in:
 - ✓ Identifying and clarifying proposal development information needs
 - ✓ Developing and implementing systems, tools and mechanisms to inform and facilitate project proposal development and to capture and report on quality of performance in keeping with established standards
 - ✓ establishing clear performance indicators, standards and quality requirements for the development of Public Investment Proposals;
- Provides leadership in the development and implementation of a QA framework to streamline systems and processes to meet project related quality and performance requirements with a focus on continuous improvements of PIMS, through the application of quality control mechanisms;
- Monitors and oversees the conduct of QA audits to determine adequacy, efficiency and effectiveness of the current mechanisms, processes, procedures and competencies in place, and recommends and/or take corrective measures where necessary;
- Collaborates proactively with MD/SPS, PDSS and project analysis staff in identifying, documenting, collating and reporting on training, development and sensitization needs;
- Establishes systems and processes to facilitate follow-up actions in ascertaining the status of recommendations re training and development needs and interventions;
- Develops and fosters effective communication channels with proposing authorities so as to facilitate and ensure the adequacy of support and guidance;
- Ensures the development of an archive of lessons learnt to inform future project development support activities;
- Maintains knowledge of current practices and trends in the field of project proposal development and appraisal to adequately meet the demands of the job.

Management/Administrative:

- Develops, implements, monitors and reviews work plans to guide the management of PDSS activities;
- Develops, implements and monitors an annual Budget for the Unit;
- Ensures the maintenance of record-keeping systems to facilitate the efficient and effective day-to-day operations of the Unit;
- Attends meetings to provide updates and make presentations to stakeholders on PDSS related matters;
- Prepares internal periodic and special reports on areas of responsibility including the status of proposals being developed, challenges and recommendations;
- Provides PDSS related inputs into the development of the Management Information Systems that tracks and monitors progress on projects;

Human Resource:

- Fosters and promotes teamwork and a harmonious and collaborative working environment among team members;
- Provides leadership to staff through effective objective/goal setting, performance evaluation, ongoing feedback, delegation and communication;
- Participates in the recruitment and selection of staff for the Unit.

Required Knowledge, Skills and Competencies

Core/Behavioural:

- Sound planning, co-ordinating, organizing, problem-solving and time management skills
- Ability to forge effective working relationships with cross-functional teams and other stakeholders
- Ability to communicate effectively, orally and in writing, with diverse stakeholders
- Sound conceptual, analytical, risk management and critical-thinking skills

- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences
- Exhibits a passion for achieving excellence in performance outcomes and customer satisfaction

Functional/Technical:

- Working knowledge of PIMS legislative, regulatory and governance framework
- Sound knowledge of all phases of project life-cycles
- Sound knowledge of the methods, principles, practices and tools of project development and appraisal
- Sound knowledge of the qualitative and quantitative techniques of research, data collection and analysis and their application in arriving at evidence-based and sound decision-making
- Proficiency in Microsoft Office applications, including Microsoft Project and Excel

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Management/Administration, Finance, Economics or relevant discipline;
- Certification or training as a Project Management Professional (PMP) or its equivalent;
- Four (4) years of proven work experience in an area of project management, including three (3) years in a managerial/supervisory position;
- Proven track record of handling multiple assignments concurrently, with successful project delivery results;
- Experience working in the Public Sector would be a distinct asset.

Special Conditions Associated with the Job

- Work is performed in normal office conditions
- May be required to work beyond normal hours in order to meet deadlines

5. Project Analyst (GMG/SEG 3) (6 posts)

Job Purpose

Under the general direction of the Director, Project Analysis, the Project Analyst is responsible for conducting financial, economic, social, environmental and institutional assessment of public investment concepts and proposals submitted by MDA/SPS; ensuring proposals satisfy the criteria and objectives of relevance, feasibility, sustainability and value for money; and the preparation of reports documenting findings, conclusions; recommendations and underlying rationale, for consideration by the Technical Review Committee (TRC) and the Public Investment Management Committee (PIMC).

Key Responsibilities

Technical/Professional:

- Undertakes preliminary screening of project concepts to ensure:
 - ✓ Alignment with Government's Strategic Objectives/Priorities and MDAs Corporate/Sector Plans
 - ✓ Concept proposal meets budget classification tests for inclusion as a project
 - ✓ A sufficiently good prima facie case exists for proceeding to the detailed appraisal stage;
- Examines the legal framework of proposing authorities to verify whether project is in keeping with their function;
- Conducts financial, economic, social, environmental and institutional assessment of all public investment proposals submitted by MDA/SPS, including:
 - ✓ Rationale for the project - strategic justification
 - ✓ Cost/benefits to society
 - ✓ Social, economic and environmental impact
 - ✓ Financial sustainability
 - ✓ Project options/alternatives
 - ✓ Major risks and mitigation strategies
 - ✓ Technical design and management arrangements
 - ✓ Monitoring and evaluation framework
- Audits financial and economic models to gauge the accuracy of forecasts, projections and potential outcomes of proposals;

- Identifies and utilizes the most appropriate assessment and appraisal techniques and tools - NPV, IRR, ERR, CEA, etc. - to determine the viability and sustainability of projects;
- Identifies and manages the optimism bias which may result from an overestimation of benefits and an underestimation of the costs of project proposals;
- Undertakes counter-factual scenarios – “do nothing”, “do minimum”, “do something-else” – as alternative approaches to achieving project objectives;
- Conducts research to gather secondary data to support project analysis, benchmarking and recommendations;
- Prepares detail reports on the assessment of project proposals, including the methodologies and measures employed in arriving at conclusions;
- Provides technical support to the Director in the review of reports, verification of findings and arriving at conclusions and recommendations;
- Accesses and analyzes performance data entered on the PIMIS by MDA/SPS and other stakeholders as aspects of:
 - ✓ Reporting requirements to PIMC
 - ✓ Gaining valuable lessons to guide future assessments and continuous process improvements;
- Identifies MDAs training and sensitization needs and contributes to capacity building exercises;
- Maintains knowledge of current practices and trends in the field of project appraisal and management to adequately meet the demands of the job.

Management/Administrative:

- Ensures the implementation and maintenance of record keeping systems to facilitate the efficient and effective performance of day-to-day functions;
- Attends meetings to provide updates and make presentations to internal and external stakeholders on project concepts and proposals;
- Prepares internal periodic and special reports on areas of responsibility including the status of each assigned project, problems and solutions;
- Provides inputs into the development of the Management Information Systems as required.

Required Knowledge, Skills and Competencies

Core/Behavioural:

- Ability to work independently as well as collaboratively with cross-functional teams
- Ability to listen actively and respond appropriately to others' proposals and ideas
- Ability to prioritize and handle multiple tasks simultaneously
- Exceptional problem-solving and time management skills
- Achievement and goal-oriented with the ability to deliver exceptional results
- Detail-oriented with a keen eye for accuracy, rigor and logic
- Exercises sound judgment and objectivity in arriving at conclusions
- Excellent presentation and report writing skills

Functional/Technical:

- Working knowledge of PIMS operational guidelines, policy, legislative, regulatory and governance framework
- Sound knowledge of all phases of project life-cycles
- Excellent knowledge of the methods, principles, practices and tools of project appraisal
- Knowledge of applicable environmental laws, regulations, compliance policies and sustainable practices
- Thorough grasp of the principles, techniques and practices of project management as they relate to environmental and social services assessment and management
- Ability to develop and analyze financial models and undertake economic cost-benefit and risk analysis for environmental and social services projects
- Exceptional ability to research, collect, analyze and interpret qualitative and quantitative information/data
- Excellent conceptual, analytical, risk management and critical-thinking skills
- Proficiency in Microsoft Office applications, including Microsoft Project, Excel and Visio

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Management/Administration, Finance, Economics, Environmental Science, other Social Sciences or relevant discipline;
- Project Management Professional (PMP) certification or equivalent preferred;
- Three (3) years' experience in a project management or business/financial analysis role;
- Proven experience as a project analyst/manager in delivering successful results;

- Experience working in a social services and/or environmental management capacity in a Public Sector entity would be a distinct asset;
- OR**
- An equivalent combination of required education and experience.

Special Conditions Associated with the Job

- May occasionally be required to visit a project site;
- May be required to work beyond normal hours in order to meet deadlines.

6. Monitoring and Evaluation Analyst (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Monitoring and Evaluation and working in close collaboration with MDA/SPS entities and Project Analysts, the Monitoring and Evaluation Analyst is responsible for conducting assessments of Monitoring and Evaluation (M&E) Plans and Framework for project concepts and proposals; and the review and evaluation of Monitoring and Evaluation Reports from MDA entities, so as to identify and facilitate the management of gaps, challenges and potential bottlenecks in implementation and to ensure the efficient and effective fulfillment of the project's objectives.

Key Responsibilities

Technical/Professional:

- Undertakes the assessment of MDAs Monitoring and Evaluation Plans for the monitoring, evaluation and reporting on project activities, including Log Frames, Work Plans, Flow Charts, Baseline Measures and Key Performance Indicators (KPI);
- Provides support and assistance to MDAs in developing Monitoring and Evaluation Plans as elements in project concepts and proposals;
- Works collaboratively with the M&E Director, Research Assistant and MDAs in:
 - ✓ Identifying and clarifying project M&E information needs
 - ✓ Developing and implementing M&E systems, procedures and processes
 - ✓ Identifying and establishing measurable performance indicators (qualitative and quantitative) and targets
 - ✓ Designing and developing M&E systems, tools and mechanisms (reporting forms, data flow charts, manuals, etc.) to capture and report on project performance;
- Reviews and analyzes M&E Framework from MDA entities including changes and patterns in KPI data, in order to identify gaps, challenges and potential bottlenecks in implementation and make recommendations;
- Works collaboratively with the Research Assistant in:
 - ✓ researching, collecting, collating, and analyzing data and information to identify models of best practices and benchmarking to support the assessment process
 - ✓ identifying strengths and weaknesses in existing data collection and management information systems (MIS) and proposes solutions;
- Prepares documentation and reports on proposal assessment findings, lessons learnt, best practices and recommendations;
- Develops an archive of lessons learnt to inform future development of M&E Framework and related activities;
- Identifies MDAs training needs and participates in training, sensitization and capacity building interventions;
- Prepares periodic reports on areas of responsibility including the status of assignments, challenges and solutions;
- Keeps abreast of trends and developments in the field of M&E by participating in conferences, workshops and seminars, reading professional publications, maintaining professional networks and participating in professional organizations.

Management/Administrative:

- Attends meetings to provide updates and make presentations to internal and external stakeholders on project concepts and proposals;
- Prepares internal periodic and special reports on areas of responsibility including the status of each assigned project, problems and solutions;
- Provides inputs into the development of the Management Information Systems that tracks and monitors progress on projects;
- Performs other related duties and responsibilities as may be determined by the Director.

Required Knowledge, Skills and Competencies

Core/Behavioural:

- Ability to work independently as well as collaboratively with diverse stakeholders
- Ability to develop and foster effective working relationships with internal and external stakeholders
- Ability to listen actively and respond appropriately to others' proposals and ideas
- Ability to prioritize and handle multiple tasks simultaneously
- Problem-solving and time management skills
- Achievement and goal-oriented with the ability to deliver exceptional results
- Detail-oriented with a keen eye for accuracy, rigor and logic
- Exercises sound judgement and objectivity in arriving at conclusions
- Effective written and oral communication and presentation skills

Technical:

- Working knowledge of PIMS operational guidelines, policy, legislative, regulatory and governance framework
- Sound knowledge of all phases of project life-cycles
- Excellent knowledge of the methods, principles, practices and tools of monitoring and evaluation
- Ability to design M&E tools and mechanisms for monitoring, data collection, analysis and evaluation
- Ability to research, collect, analyze and interpret qualitative and quantitative information and data
- Knowledge of and ability to apply conceptual and analytical skills in evaluating proposals and the content of reports and arrive at sound conclusions
- Proficiency in Microsoft Office applications, including Microsoft Project, Excel and Visio

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Management/Administration, Finance, Economics or relevant discipline in the Social Sciences;
- Certification as a Project Management Professional (PMP) or its equivalent would be an asset;
- Three (3) years of proven experience and demonstrated ability in the design of M&E plans;
- Proven track record of handling multiple and complex range of project assignments concurrently, with successful project delivery results;
- Experience in designing M&E tools and systems for data collection and analysis and production of reports;
- Experience working in the Public Sector would be an added asset.

Special Conditions Associated with the Job

- May occasionally be required to visit a project site;
- May be required to work beyond normal working hours in order to meet deadlines.

7. Quality Assurance Officer (GMG/SEG 3)

Job Purpose

Under the general direction of the PDSS Director and working in close collaboration with MDA/SPS entities, Project Analysts, PDSS Officers, and the M&E Unit, the Quality Assurance Officer is responsible for developing, establishing, monitoring, auditing and reporting on Quality Assurance (QA) systems, including performance indicators and standards, with a view to facilitating and ensuring continuous improvements in the timely, effective and efficient preparation and submission of investment proposals as well as responses to queries, concerns and requests for information from appraisers.

Key Responsibilities

Technical/Professional:

- Works collaboratively with MDA/SPS personnel, Project Development Support Officers and Project Analysts in establishing a QA system/framework to ensure and facilitate:
 - ✓ timely, effective and efficient preparation and submission of investment proposals;

- ✓ timely and appropriate responses to queries, concerns and request for information
- ✓ a smooth and efficient flow of complete, objective, accurate and timely information in support of the PIMS process
- ✓ continuous improvements in the delivery of investment proposals;
- Collaborates with MDA/SPS personnel, Project Development Support Officers and Project Analysts in identifying investment proposal information requirements and competency needs;
- Works collaboratively with Project Analyst and Research Assistant in researching, collecting, collating, and analyzing data and information to identify models of best practices and benchmarking to support the project development process;
- Collaborates and engages internal and external stakeholders in:
 - ✓ establishing a QA framework with a focus on sustaining continuous improvements in the delivery of timely turnaround of investment proposals
 - ✓ developing and implementing QA systems, tools, procedures, standards and mechanisms to capture and report on performance
 - ✓ establishing clear performance indicators, standards and quality requirements as a basis for measuring outcomes;
- Functions as the principal point of contact within PIMSEC for technical advice to MDA/SPS entities and other relevant personnel on QA and related issues;
- Monitors and liaises with PMO and relevant personnel of MDA/SPS to ensure that a QA system is in place for the proposal development process and functioning properly;
- Provides support and advice in establishing policies and procedures that mirrors and supports the standards and best practices requirements of the QA Framework;
- Undertakes QA audits to determine adequacy, efficiency and effectiveness of the current mechanisms, processes, procedures and competencies in place, and prepares and submits reports, recommending corrective measures where necessary;
- Identifies training and development needs of internal and external stakeholders and recommends and participates in training, sensitization and capacity building interventions;
- Acts as a catalyst for change and improvement in performance and quality throughout MDA/SPS entities and PIMSEC;
- Keeps abreast of trends and developments in the field of QA by participating in conferences, workshops and seminars; reading professional publications; maintaining professional networks; and participating in professional organizations.

Management/Administrative:

- Attends meetings to provide updates and make presentations to internal and external stakeholders on areas of responsibility;
- Develops an archive of lessons learnt to inform future development of QA framework and related activities;
- Prepares periodic reports on areas of responsibility including achievements, performance gaps, challenges and solutions;
- Performs other related duties and responsibilities as may be determined by the PDSS Director.

Required Knowledge, Skills and Competencies

Core/Behavioural:

- Ability to work independently, as well as collaboratively with diverse stakeholders
- Ability to develop and foster effective working relationships with internal and external stakeholders
- Well-developed influencing skills
- Well-developed oral and written communication skills
- Excellent planning, organizing and problem-solving skills
- Keen attention to detail
- Ability to prioritize and handle multiple tasks simultaneously
- Sound judgment and decision-making skills

Technical:

- Knowledge of relevant regulatory and governance framework
- Sound knowledge of tools, concepts and methodologies of QA
- Ability to design and implement QA systems
- Ability to design QA tools and mechanisms for data collection and analysis
- Ability to apply QA tools to research, collect, analyze and interpret qualitative and quantitative information and data
- Working knowledge of all phases of project life-cycles

- Proficiency in Microsoft Office applications, including Microsoft Office, Excel, QA applications and databases

Minimum Required Education and Experience

- Bachelor's degree in Business Administration, Quality Assurance or relevant discipline;
- Quality Association certification would be an asset;
- Three (3) years proven experience and demonstrated ability in the design and implementation and monitoring of QA systems;
- Experience in designing QA tools and systems for data collection and analysis and production of reports;
- Experience in quality inspection, auditing and testing;
- Experience working in the Public Sector would be an added asset;

OR

- An equivalent combination of required education and experience

Special Conditions Associated with the Job

- Work is performed in normal office conditions;
- May be required to work beyond normal working hours in order to meet deadlines.

8. Proposal Development and Strategic Support Officer (GMG/SEG 2) (2 posts)

Job Purpose

Under the general direction of the Director PDSS, and working in close collaboration with Project Analysts and Quality Assurance Officer, the Proposal Development and Strategic Support is responsible for providing support and guidance to MDA/SPS entities in the development of proposals so as to ensure their timely, effective and efficient preparation and submission and a smooth and efficient flow of complete, accurate and timely information in support of the appraisal and assessment process.

Key Roles and Responsibilities

Technical/Professional:

- Liaises with MDA/SPS entities and Proposal Analysts in providing technical support, advice and guidance to MDA/SPS so as to facilitate and ensure:
 - ✓ the timely, effective and efficient preparation and submission of proposals; and
 - ✓ a smooth and efficient flow of complete, accurate and timely information in support of the appraisal and assessment process;
- Provides technical advice, guidance and support to MDA/SPS in the development of Proposals to include among others, the following elements:
 - ✓ Terms of Reference in the conduct of feasibility studies
 - ✓ Technical design and management arrangements
 - ✓ Financial sustainability
 - ✓ Potential risks, challenges and mitigation plans
 - ✓ Social, economic and environmental impact;
- Provides support to proposing authorities in the verification of data and information and recommendations to improve proposals;
- Liaises with relevant Government Agencies and other institutions in accessing information and data to facilitate the provision of support services;
- Provides assistance in reviewing proposals and other supporting proposal documents to ensure quality and completeness;
- Conducts research and collect and interpret qualitative and quantitative information and data needs as a basis for informing guidelines provided to MDAs/SPS entities;
- Collaborates with Quality Assurance Officer in providing support in ensuring compliance with Quality Assurance checklists, guidelines [includes turnaround timelines] and requirements;
- Develops and fosters effective communication channels with proposing authorities so as to facilitate and ensure the adequacy of support and guidance;
- Collaborates with MD/SPS, Project Analysts and Quality Assurance and Standards Officer in identifying proposal related training and competency development needs;
- Contributes and participates in the implementation of programmes to build competencies and awareness around PIMS system, process, and informational and quality requirements;

- Contributes to the development of an archive of lessons learnt to inform future Proposal development support activities;
- Maintains knowledge of current practices and trends in the field of Proposal development and appraisal to adequately meet the demands of the job.

Management/Administrative:

- Develops, implements, monitors and reviews Work Plans to guide proposal support activities;
- Attends meetings to provide updates and make presentations to internal and external stakeholders on proposal support activities;
- Prepares internal periodic and special reports on areas of responsibility including the status of each assigned proposal, problems and solutions;
- Provides inputs into the development of the Management Information Systems that tracks and monitors progress on proposals;
- Performs other related duties and responsibilities as may be determined by the PDSS Director.

Required Knowledge, Skills and Competencies

Core/Behavioural:

- Ability to communicate effectively, orally and in writing with diverse stakeholders
- Ability to listen actively and respond appropriately to others' proposals and ideas
- Ability to forge effective working relationships with cross-functional teams and other stakeholders
- Ability to prioritize and handle multiple tasks simultaneously
- Excellent problem-solving and time management skills
- Detail-oriented
- Sound conceptual, analytical, risk management and critical-thinking skills

Functional/ Technical:

- Working knowledge of PIMS legislative, regulatory and governance framework
- Sound knowledge of all phases of project life-cycles
- Sound knowledge of the methods, principles, practices and tools of proposal development and appraisal
- Ability to research, collect, analyze and interpret qualitative and quantitative information and data
- Conceptual, analytical, risk management and critical-thinking skills
- Proficiency in Microsoft Office applications, including Microsoft Projects, Excel and Visio

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Management/Administration, Finance, Engineering, Computer Science or relevant discipline;
 - Training or certification in Project Management;
 - Three (3) years' experience in a project management or business analysis role;
- OR**
- An equivalent combination of required education and experience.

Special Conditions Associated with the Job

- May occasionally be required to visit a proposal site;
- May be required to work beyond normal hours in order to meet deadlines.

9. Research Officer (SOG/ST 5)

Job Purpose

Under the general direction of the M&E Director, and working in close collaboration with M&E Analyst and Project Analysis and PDSS staff, the Research Assistant is responsible for providing support and assistance in identifying and establishing project M&E data and information needs; researching, collecting, collating, analyzing, and reporting on statistical information and data; and establishing a database of M&E related data and information, as a basis for evaluation of project performance, ensure evidenced-based decision-making and the attainment of project objectives.

Key Responsibilities

Technical/Professional:

- Works collaboratively with M&E and Project Analysis and PDSS staff in providing project related technical support, advice and guidance to MDAs in:
 - ✓ developing M&E framework for projects
 - ✓ identifying and implementing data collection and related system needs
 - ✓ establishing baseline data for tracking changes from baseline conditions;
- Develops, tests and implements a data model for documenting and organizing data for M&E activities in support of MDAs;
- Supports the Director in the development and implementation of M&E tools for data collection, analysis and reporting on project indicators by MDAs;
- Participates in developing research and survey instruments and in the collection and collation of research and evaluation data as a basis for establishing baseline and end-line data and identifying models of best practices and benchmarks;
- Analyzes quantitative and qualitative research data and contributes to the reporting and interpretation of findings to inform project appraisals;
- Identifies strengths and weaknesses in existing data collection systems and propose solutions;
- Ensures data collected is credible, user-friendly and aids and facilitates development and refinement of M&E Plans;
- Develops spreadsheets and database to support project M&E activities in the MDAs;
- Participates in the analysis, interpretation and verification of MDA M&E framework in order to assess adequacy for use in identify trends, patterns and changes in project activity and performance;
- Supports the Director in preparing periodic and special statistical and narrative reports as required, including charts, tables and graphs indicating trends, patterns and relationships, on the basis of data collected and analysed;
- Stays abreast of trends and developments in the field of research and statistical analysis by participating in conferences, workshops and seminars; reading professional publications; maintaining professional networks; and participating in professional organizations.

Management/Administrative:

- Supports the Director in making presentations to stakeholders on the findings of data analysis;
- Prepares internal periodic and special reports on areas of responsibility including the status of assignments, problems and solutions;
- Provides inputs into the development of the Management Information Systems that tracks and monitors progress on projects;
- Performs other related duties and responsibilities as may be determined by the Director.

Required Knowledge, Skills and Competencies

Core:

- Ability to work independently, as well as with cross-functional teams
- Ability to communicate effectively, orally and in writing and with diverse stakeholders
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences
- Well-developed planning, analytical and organizing skills
- Ability to forge effective working relationships, internally and externally
- Ability to demonstrate sound and objective judgment in decision making
- Performance and outcome-oriented
- Meticulous attention to detail
- Ability to work under pressure in meeting demanding schedules and timelines

Technical:

- Knowledge of research and data collection and analysis methodologies and techniques
- Ability to design surveys, tools and mechanisms for data collection and analysis
- Ability to quality assure, verify and validate data
- Ability to analyze and synthesize quantitative and qualitative information and data to produce reports
- Proficiency in data analysis packages such as SAS and SPSS and database management systems such as Access and Excel

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent, preferably in, Economics, Statistics or other relevant Social Science field;
- Specialized Training in Monitoring and Evaluation or Project Planning;
- Two (2) years of proven experience conducting research, data collection and statistical analysis in a multi-sectoral/agency setting;
- Proven experience in data model design and implementation and database management.

Special Conditions Associated with the Job

- Work is performed in normal office conditions;
- May be required to work beyond normal working hours in order to meet deadlines.

10. Administrator (GMG/AM 4)

Job Purpose

Under the general direction of the Principal Director, and working in close collaboration with Branch staff and relevant service providers, the Administrator is responsible for co-ordinating and liaising with MDAs in providing support services in facilitating capacity building, administrative support, documentation and logistics related activities of the Section, so as to enable improved Branch efficiency; and the implementation and administration of a records management system in support of Branch related activities, and the overall effective and efficient organisational functioning of PIMSEC.

Key Responsibilities

Technical/Professional:

- Co-ordinates and administers the development, implementation and evaluation of an Annual Work Plan, including programmes, strategies, goals and Budget;
- Functions as the point person for sensitization, logistics and documentation matters within PIMSEC;
- Collaborates with PDSS staff and Communications Officer in facilitating training and sensitization needs and in planning and executing interventions to build awareness around PIMS processes so as to enhance the capacity of MDAs' project personnel;
- Administers in collaboration with PDSS staff, a recordkeeping system to track participation and outcomes in training/sensitization activities so as to facilitate evaluation of progress in process improvements and capacity building;
- Oversees and administers a documentation management system and database for the classification, storage, tracking and retrieval of records, including all projects screened and approved for entry into the Public Sector Investment Programme (PSIP);
- Oversees and assists with development of a record classification system, including methods of organization and description, control mechanisms and tools;
- Maintains business classification systems in accordance with GOJ RIM Policy and standards, and monitors and reviews arrangements and description of records for completeness;
- Supports the Communications Officer in developing and maintaining archives of visual, audio and electronic materials;
- Ensures the security, accuracy, quality and integrity of records within the system;
- Assists with the development of policies for the records management programme and the implementation of a disaster preparedness and recovery plan;
- Receives and processes requests for records and information by verifying, identifying routine as opposed to sensitive records and authorizing release and/or referral as deemed appropriate;
- Monitors retention schedules, identifies records for disposal and co-ordinates their disposal in accordance with established retention and retirement schedules and legal and regulatory requirements;
- Ensures adherence to records management procedures and policies, including security, retention, retrieval, disposal and disaster recovery;
- Co-ordinates and manages the preparation of an annual report on PIMS as a means of highlighting project status, achievements and challenges, and improving communications and transparency with stakeholders, including the general public and IDPs;
- Provides leadership in the provision of office management services including resources and other requirements for the Branch to function efficiently;

- Stays abreast of trends and developments in the areas of responsibility by participating in conferences, workshops and seminars; reading professional publications; maintaining professional networks and participating in professional organizations.

Management/Administrative:

- Collaborates with the Principal Director in developing, implementing and monitoring an Annual Plan and Budget for the Unit;
- Prepares internal Periodic and Special Reports on areas of responsibility including the status of programs, challenges and solutions;
- Ensures appropriate policies, procedures and standards are in place to guide training and documentation related operations;
- Provides orientation and sensitization in records management procedures;
- Provides inputs in the development of the Management Information Systems that tracks and monitors progress on project-related activities;
- Performs other related duties and responsibilities as may be determined by the Principal Director.

Required Knowledge, Skills and Competencies

Core:

- Strong interpersonal and customer service skills
- Excellent presentation skills
- Excellent oral and written communication skills
- Well-developed planning, organizing and time management skills
- Ability to forge effective working relationships, internally and externally
- Meticulous attention to detail
- Ability to multitask and work under pressure in meeting demanding schedules and timelines
- Ability to maintain confidentiality and integrity in matters of a sensitive nature

Technical:

- Knowledge of the organization and maintenance of documentation management and database systems
- Knowledge of the methods of design and development of classification system, control mechanisms and tools
- Ability to develop training/sensitization plans and compose reports involving synthesis of a complex range of information
- Proficiency in Microsoft Office Suite, spreadsheet programs, and database systems

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent in Public Administration /Administrative Management, or other relevant Social Science discipline;
 - Three to five (3-5) years' experience working in a Records Management capacity or in an administrative capacity supporting a Senior Executive;
 - Exposure to project management skills and software would be added assets;
- OR**
- An equivalent amount of relevant education and experience.

Special Conditions Associated with the Job

- May be required to travel away from base occasionally, in the planning and execution of events;
- May be required to lift and carry documents from one place to another;
- May be required to work beyond normal working hours in order to meet deadlines.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 12th January, 2021 to:**

**Senior Director, Human Resource Management and Development
Human Resource Management and Development Branch
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

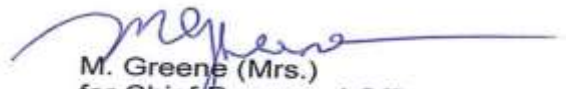
Email: hrapplications@mof.gov.jm

Please identify the job title of interest as the Subject.

Detailed information about the positions can be accessed on the Ministry's website www.mof.gov.jm.

Please note that only shortlisted 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.



M. Greene (Mrs.)
for Chief Personnel Officer