



Office of the Services Commissions

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CIRCULAR No. 265 **OSC Ref. C.4857¹⁷**

23rd June, 2022

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 **Special Projects Officer (GMG/SEG 2) – (Not Vacant)**, in the **Ministry of Transport and Mining**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will be required to support the development, implementation and monitoring of projects undertaken by the Ministry of Transport and Mining and its Portfolio Agencies, consistent with the requirements of the Government of Jamaica and the respective funding Agencies.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Unit's Strategic/Corporate and Operational Plans;
- Develops Individual Work Plans based on alignment to the Unit's Operational Plan;
- Participates in the preparation and implementation of presentations;
- Assist in administrative and other functions of the Department;
- Participates in special internal meetings/workgroups, Committee Meetings and Corporate Planning reviews, as required;
- Participates in Local, Regional and International Conventions, workshops and meetings on Sub-sector Transport or Infrastructure Projects;
- Prepares, reviews and provides analysis/comments regarding Cabinet Submissions and/or Notes and Ministry Papers as required;

Technical /Professional:

- Monitors the planning and implementation of projects;
- Provides support in the reviews and performance of policies, programmes and projects in the Ministry;
- Consults with the Director of Projects at all relevant stages in the project cycle and ensures ongoing consultation and buy-in from relevant stakeholders;
- Manages the procedures outlined in the Government of Jamaica Handbook of Public Sector Procurement Procedures;
- Assist in the drafting of Terms of Reference, Project Charter, Tender Notice etc;
- Submits documents for all regulated approvals and respond to all queries from the relevant Departments in respect thereof;
- Manages relationships with internal and external stakeholders to optimize opportunities for project success;
- Conforms to all statutory and non-statutory external obligations binding upon the parties in respect of the project;
- Conducts site visits, research, prepares status reports and project documents as required;
- Tracks Project Budget and manages the resource allocation;
- Provides support in the co-ordination of the general administrative matters associated with projects;
- Develops Project instruments/templates such as Project Status Reports, Close Out Report, lesson learnt document to be used as guidelines for the monitoring and reporting on Projects;
- Provides technical support and/or expertise to working groups and/or Committees as required;
- Prepares Briefs, reports and meeting notes as required for the Minister/Permanent Secretary on project initiatives;
- Performs any other related duties that may be assigned by the Permanent Secretary from time to time.

Required Knowledge, Skills and Competencies

Functional/Technical:

- Knowledge of the relevant regulations, technical areas and expertise within the Ministry
- Working knowledge of the legislative processes
- Knowledge of the Ministry or Central Government Procurement Guidelines and Procedures
- Excellent project management, implementation and evaluation skills
- Knowledge of relevant environment standards and regulations.
- Ability to prepare bidding documents
- Ability to assess financial viability of Projects and Programmes in relation to the operating environment
- Experience in the use of the relevant computer applications

Core:

- Excellent interpersonal and people management skills
- Possess initiative
- Integrity/confidentiality
- Excellent problem-solving and decision-making skills
- Teamwork and results oriented
- Excellent oral and written communication skills
- Excellent planning, organizing and analytical skills
- Ability to supervise, motivate and direct members of staff

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management or Management Studies;
- Specialized training in Project Management is desirous;
- Three (3) years' professional experience in a similar position;
- Experience in the use of standard computer applications and analytical tools such as Microsoft Projects;
- Experience in Research Methodologies is advantageous.

Applications accompanied by résumés should be submitted **no later than Wednesday, 6th July, 2022 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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.



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